AEO T1 – Application Filing – Applications Portal User Guide

After registration is verified successfully, applicant are allowed to file 'T1 – application' through their portal. In their portal, they can go 'T1- filling screen' through from eligibility screen or from left navigation (T1 Applications -> Application Form)



In T1 – Filling Screen, Applicant need to fill appropriate details for T1 application required details. in that 'T1 – Filling Screen', applicant need to fill up two annexure details as 'Annexure – 1' & 'Annexure – 2'.

T1 – Annexure,

- > 'Name of Company' will be prepopulated from registration details.
- Has your application ever been rejected?
 - If Yes, Need to fill details of Rejection Letter No, Rejection Date, Reason for Rejection, and update Rejection Letter scan copy
- > 'IEC No will be prepopulated from registration details.
- 'IEC Certification Upload' -> need to upload 'IEC scan copy'
- GSTN Number -> enter company GSTN number
- GSTN Certificate Upload -> need to upload 'GSTN Certificate scan copy'
- Whether the entity is MSME -> whether company is MSME or not
 - o If Yes,
 - MSME Certificate Number -> enter company MSME Certificate number
 - MSME Certificate Upload -> need to upload 'MSME Certificate scan copy'

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| ABC Tech Ex * | Annexure 1/ MSME Anne | xure 1 | | Home > Annexure 1/ MSME Annexure 1 |
| Profile | | | | - O |
| i Application Eligibility Details | 1. Name of Company | ABC Tech Exp Imp Pvt Ltd 060623 0 | | |
| i Guide for Application Filing | 2. Has your application ever been re | jected ? Oyes No | | |
| T1 Application Application Form | Rejection Letter No * | | Rejection Date * | |
| Applications View T2 Application | Reason for Rejection * | | Rejection Letter File Upload * | • |
| T3 Application > | | | | |
| Application Delete Request | 3(a). IEC Number * | 0606230001 | IEC Certificate Upload * | • |
| C Update Verification | 3(b). GSTN Number * | | GSTN Certificate Upload * | |
| Details Undate Request | | | | |
| | 3(c) (i). Whether the entity is MSME | Oyes No | | |

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| ABC Tech Ex 🔻 | Annexure 1/ MSME Annexu | re 1 | | Home > Ann | exure 1/ MSME Annexure 1 |
| Profile | | | | • 0 |) |
| i Application Eligibility Details | 1. Name of Company | ABC Tech Exp Imp Pvt Ltd 060623 0 | | | |
| i Guide for Application Filing | 2. Has your application ever been rejected | ed ? OYes ONo | | | |
| T1 Application Application Form | Rejection Letter No • | | Rejection Date * | | |
| Applications View T2 Application > | Reason for Rejection * | | Rejection Letter File Upload • | • | |
| Application > | | | - | | |
| Application Delete Request | 3(a). IEC Number * | 0606230001 | IEC Certificate Upload * | PDF | |
| Update Verification Registration Contact Details Undate Request | 3(b). GSTN Number * | 445888989898 | GSTN Certificate Upload * | PDF | • • |
| | 3(c) (i). Whether the entity is MSME | ●Yes ◯No | | | |

- Address, -> application should provide one Address details , (should be address type as 'Corporate Office / Register Office')
 - In address segment, applicant needs to provide details of Address Type, Address(Number And Street), State, District / City, Zip Code and Site Plan scan copy
 - \circ $\;$ After enter these details, they should click 'Add' button.

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| ABC Tech Ex | 3(c) (i). Whether the entity | is MSME Over Over Over Over Over Over Over Over | | | | |
| Profile | 3(c) (ii). MSME Certificate | Number 9985943 | 854 | MSME Certificate U | Jpload | PDF |
| Application Eligibility Details | | | | | | |
| Guide for Application Filing | 4. Address Address Type * | Select Address | Туре 🗸 | (I). Address(Number And Str | eet) * | |
| Application | 4(ii). State * | Select State | • | District / City * | Select City- | - ~ |
| Applications View | Zip Code * | | Ş | Site Plan Upload * | | 0 |
| T2 Application > | | | | | | |
| T3 Application > | | | | | Add | |
| Application Delete | S.No | Address Type | Address | | View Site Plan | Remove |
| Update Verification | 1 | Corporate Office / Registered Office | No. 19, Tamil Nadu, C | hennai,60001 | ۲ | • |
| C Registration Contact Details Undate Request | 4(a). Whether Manufactur | er, Trader, Importer or Exporte | er * | oose option | | |

- Whether Manufacturer, Trader, Importer or Exporter -> enter business category whether Manufacturer, Trader, Importer or Exporter. Can select one or more business category.
 - If business category is 'Manufacturer' ->
 - Main Item of Manufacturing -> enter Applicants main manufacturing item names, need click add button after enter each item names
- Industry Classification -> select applicants 'Industry Classification'
 - If applicant's industry classification is not available, then need to select 'others' from selection list.
 - Others -> their correct 'Industry classification' details can be type.
- Contact Person -> name of contact person
- Designation -> contact person's designation
- Contact Number > Contact Number will be prepopulated from registration details.
- Alternative Contact Number -> Alternative Contact Number if any
- Email Id -> Email Id will be prepopulated from registration details.
- Company Registration Number -> enter company registration number if any
 - Upload Document -> Company Registration certification scan copy if any
- PAN: company PAN Number
 - Upload Document -> PAN scan copy if any

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|---|---|--------------------------|---------------------------------|-------|
| ABC Tech Ex * | 4(a). Whether Manufacturer, Trader, Impor | ter or Exporter * | | |
| Sector Profile | 4(b). Main Item of Manufacturing * | | | Add |
| i Application Eligibility Details | S.No | Manufacturing Item | Remove | |
| Guide for Application Filing T1 Application | | | | |
| Application Form | 4(c). Industry Classification * | Apparel & Textiles 🗸 🗸 | 5(b) Declaration | |
| Applications View T2 Application | 5(c) Contact Number * | Mr. Tamil | 5(d) Alternative Contact Number | |
| T3 Application > | 5(e). Email Id * | 1155993355 | () | |
| Application Delete Request | 6. Company Registration Number | neweniaio232@sitywyw.com | Upload Document | 9 |
| Opdate Verification | | | | |
| CREGISTRATION CONTACT | 7. PAN * | DLL9932093039 | Upload Document * | PDF 9 |
| | 8(a). Import Countries * | | | |

- Import countries -> need to select import countries, if application in importer category. Otherwise they can select as ' not applicable'
- Import Items -> if application select any 'countries' in import country countries selection, applicant needs to enter import item details with 'Item name & HSN Code'
 - $\circ \quad$ need click add button after enter each item names
- Export countries -> need to select import countries, if application in Export er category. Otherwise they can select as ' not applicable'
- Export Items -> if application select any 'countries' in Export country countries selection, applicant needs to enter import item details with 'Item name & HSN Code'
 - $\circ \quad$ need click add button after enter each item names
- No of Documents -> Total number of Shipping Bills and Bills of Entry handled in last Financial Year
- Duration of Business -> How long current business is running
- Upload process Map Details > Upload Process Map that should illustrate the flow of goods and upload sample copy of relevant record keeping documentation (related to – sales &purchase order, inventory management of warehouse and manufactured goods, shipping/transport document) to ascertain the complete trail and flow of goods. It should describe all the activities/ operations and role of the applicant and that of other business partners who are involved in the import-export supply chain in any manner

| ∩Tech Ev 🔻 | 8(a). Import Countries * | les v | | | |
|---|---|--|---|------------------|-------------------------------|
| | | Choose option | | | |
| e | Import Items | United States | | | |
| cation | Item * | China | vde * | | |
| Details | | Germany | | | Add |
| e for Application Filing | S.No | Item France | SN Code | Remove | |
| pplication | | United Kingdom | | | |
| cation Form | 8(b). Export Countries * | Hong Kong | | | |
| cations View | | Canada | | | |
| pplication > | Export Items | Netherlands | | | |
| | Item * | | HSN Code * | | Add |
| | | | | | |
| ation Delete | S.No | Item | HSN Code | Remove | |
| le Verification | | | | | 0 |
| tration Contact | 9. No of Documents * | | 10. Duration of Business | 5 | (Months) |
| idate Request | 11. Upload Process Map Details | | 0 | | |
| | | | | | |
| | \equiv Customs A | £ J | _ | | |
| Tech Ex. | Customs A 8(a). Import Countries • | | | | |
| C Tech Ex • | E Customs A | EO × Not Applicable | | | |
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| C Tech Ex • C Tech Ex • e cation Details e for Application Filing | E Customs A 8(a). Import Countries * Import Items Item * S.No | KEO K Not Applicable Item | HSN Code * HSN Code | Remove | Add |
| C Tech Ex • C Tech Ex • e e e e e tor Application Filing pplication | E Customs A 8(a). Import Countries * Import Item * Item * S.No 8(b). Export Countries * | Keo Item | HSN Code * | Remove | Add |
| C Tech Ex + cation Details e for Application Filling pplication V | Customs A 8(a). Import Countries * Import Items Item * S. No 8(b). Export Countries * | EO K Nol Applicable Item Choose option Not Applicable | HSN Code * | Remove | Add |
| C Tech Ex | Customs A 8(a). Import Countries * Import litem * S.No 8(b). Export Countries * Export litems | Lem Choose option Not Applicable United States | HSN Code * | Remove | Add |
| C Tech Ex C | Customs A 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * | EO X Not Applicable Item Choose option Not Applicable United States China | HSN Code * HSN Code | Remove | Add |
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| Crech EX Crech EX Crech EX Crech | Customs A 8(a). Import Countries * Import litem * S.No 8(b). Export Countries * Export Items Item * S.No | Ltem Choose oplion Not Applicable United States China Germany Japan Item France | HSN Code * | Remove | Add |
| CTECC EX CTECC | Customs A 8(a). Import Countries * Import Items Item * S. No 8(b). Export Countries * Export Items Item * S. No | Lem Choose option Not Applicable United States China Germany Japan France United Kingdom | HSN Code * HSN Code | Remove | Add |
| Crech Ex Crec | Customs A 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * S.No | ECO X Not Applicable Item Choose option Not Applicable United States China Germany Japan Item France United Kingdom Hong Kong | HSN Code * HSN Code Xde * ISN Code 10. Duration of Busines | Remove Remove | Add |
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| ABC Tech Ex 🝷 | 8(a). Import Countries * | × Not Applicable | | |
| Profile | Import Items | | | |
| Application | Item * | | HSN Code * | Add |
| Guide for Application Filing | S.No | Item | HSN Code | Remove |
| T1 Application | 8(b). Export Countries * | V. Mat Amelianda | | |
| Application Form | Export Items | * Not Applicable | | |
| Applications View | | | | |
| T2 Application > | Item * | | HSN Code * | Add |
| T3 Application > | S.No | Item | HSN Code | Remove |
| Application Delete | | | | |
| uesi | 9. No of Documents * | 10 | 10. Duration of Business * | 48 (Months) |
| Update Verification | 11. Upload Process Map De | tails * | 0 | |
| Registration Contact | | PDF | | |
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| ABC Tech Ex * | 8(a). Import Countries * | × Not Applicable | | |
| ABC Tech Ex * | 8(a). Import Countries * Import Items | × Not Applicable | | 1 |
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| ABC Tech EX Profile Application bility Details Guide for Application Filing T1 Application Application Form Application Form T2 Applications View T2 Application | 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * | Not Applicable Item Not Applicable | HSN Code * | Add |
| ABC Tech Ex Profile Application bility Details Guide for Application Filing T1 Application Form Application Form T2 Application | 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * | Not Applicable Item Not Applicable | HSN Code * HSN Code * HSN Code * | Add Remove Add Add Add Add |
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| ABC Tech Ex Profile Application bility Details Guide for Application Filing T1 Application Form Application Sview T2 Application T3 Application Application | 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * S.No 9. No of Documents * | Not Applicable Item Item Item Item Item Item Item I | HSN Code * HSN Code * HSN Code * HSN Code * | Add Remove Add Remove (Months) |
| ABC Tech Ex Profile Application bility Details Guide for Application Filing T1 Application Form Applications View T2 Application T3 Application Application Delete uest Update Verification | 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * S.No 9. No of Documents * | K Not Applicable Item X Not Applicable Item Item Item Item Item | HSN Code * | Add Remove Add Remove Add Remove (Months) |
| ABC Tech Ex • Profile Application bility Details Guide for Application Filing T1 Application Form Application Form T2 Application View T2 Application 0 T3 Application Delete puest Update Verification Registration Contact alis Lindate Renuest | 8(a). Import Countries * Import Items Item * S.No 8(b). Export Countries * Export Items Item * S.No 9. No of Documents * 11. Upload Process Map Def | K Not Applicable Item Item | HSN Code * | Add Remove Add Remove Add (Months) |

After fill the appropriate T1 – Annexure 1 details, need to click 'Save & Goto Annexure 2' button to save details



Annexure – 2:

After save the 'Annexure 1' details, screen will move to 'Annexure 2' screen.

- Whether there are any case of infringement of customs & allied laws by any of the following person over the time three financial years (two financial years in case of MSME) preceding the submission of the application.1.The Applicant.2.The Person responsible in the applicant company ? -> Whether there are any case of infringement of customs & allied laws
 - o If Yes,

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- Indicate the details of the cases -> case details
- Have you been issued as SCN by customs or GST (erstwhile central excise and service Tax) authorities in last 3 years (two financial years in case of MSME) ?
 - \circ $\;$ If yes, then need to provide following details,
 - Brief of the breach including the provision invoked in the SCN
 - Bring out the decision of the order, if any
 - Whether there is any case against you whether prosecution has been launched ? *
- Provide the 'break-up of contingent liability' as per your balance sheet of the audit report for last 3 financial years(two financial years in case of MSME)
 - Do you have Contingent Liability in your Audit Report for any of the last 3 Financial Years (two financial years in case of MSME) ?
 - If yes,
 - Need to fill up at least two financial year details

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| ABC Tech Ex * | Annexure 2/ MSME Annexure 2 | Home \rightarrow Annexure 2/ MSME Annexure 2 |
| 🛔 Profile | | •0 |
| i Application Eligibility Details | Whether there are any case of infringement of customs & allied Oves Ves No Iaws by any of the following person over the time three financial years (two financial years in case of MSME) preceding the submission of the construction | |
| Guide for Application Filing T1 Application | the application. 1. The Applicant. 2. The Person responsible in the applicant company ? * | |
| Application Form | Indicate the details of the cases | |
| Applications View | | |
| T2 Application > | Have you been issued as SCN by customs or GST(erstwhile OYes OYes No central evrice and service Tax) authorities in last 3 years (hup | |
| T3 Application > | financial years in case of MSME) ? * | |
| Application Delete Request | 1. Brief of the breach including the provision invoked in the SCN * | |
| C Update Verification | | |
| CREGISTRATION CONTACT | 2. Bring out the decision of the order, if any | |
| | 3 Whether there is any case against you whether | |

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| ABC Tech Ex • | 1. Brief of the breach including the p in the SCN * | rovision invoked | | | |
| Profile | | | | | |
| Application Eligibility Details | 2. Bring out the decision of the order | r,if any | | | |
| i Guide for Application Filing | 3. Whether there is any case agains | t you whether | | | |
| Application | prosecution has been launched 7 " | | | | |
| Application Form | | | | Add | |
| Applications View | | | | | • |
| T2 Application > | Brief of the b | preach including the | Bring out the decision of the | Whether there is any case against you whether prosecution has been | Daman |
| Application > | S.No provision inv | oked in the SCN | order | launched ? | Remove |
| Application Delete Request | rovide the 'break-up of contingen | <u>t liability' as per you</u> | ur balance sheet of the audit repo | rt for last 3 financial years | |
| C Update Verification | Do you have Contingent Liability in yo | ur Audit Report for any | r of Oyes No | | |
| C Registration Contact | ast 3 Financial Years (two financial yea | ars in case of MSME) * | | | |
| | S.No | Financial Year | | Description | |

- Provide procedures for administering the license, authorization connected to exports/imports?
- Provide procedures for administering the commercial records connected to exports/imports? *
- Do you deal in goods subjects to anti-dumping duties, safeguard duties or countervailing duties?
 - Upload Details of goods -> upload good details document scan copy
- Provide procedures for verifying the accuracy of customs declarations including procedures in place of the establishment of customs value and tariff classification.

- In case any business partners / representative is involved in the above mentioned process/formalities provide details of the representative along with the document that brings out the responsibility of the representative. -> upload document scan copy
- Provide in brief the procedure to ensure the protection of your computerized record system from unauthorized access?
- > Provide procedure for back-up, recovery, archiving and retrieval of your business records. *
 - State for how long in this data archived -> details in month

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| | 3. Provide the 'break-up of contingent liability' as per your balance sheet of the audit report for last 3 financial years |
| ABC Tech Ex • | (two financial years in case of MSME) |
| Profile | Do you have Contingent Liability in your Audit Report for any of OYes No the last 3 Financial Years (two financial years in case of MSME) * |
| Application | S.No Financial Year Description |
| Guide for Application Filing | 1 -Select Financial Year V |
| T1 Application | 2Select Financial Year V |
| Applications View | 3Select Financial Year V |
| T2 Application > | |
| T3 Application > | 4(i). Provide procedures for administering the license, authorization connected to exports/imports? * |
| equest | 4(ii). Provide procedures for administering the commercial records connected to exports/imports? * |
| C Registration Contact Details Undate Request | 4(iii). Do you deal in goods subjects to anti-dumping duties, safeguard duties or countervalling duties? |

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|---|--|------|
| ABC Tech Ex • | 4(i). Provide procedures for administering the license, authorization connected to exports/imports? * | test |
| Profile Application Eligibility Details | 4(ii). Provide procedures for administering the commercial records connected to exports/imports? * | test |
| i Guide for Application Filing | 4(iii). Do you deal in goods subjects to anti-dumping duties, safeguard duties or countervailing duties? | |
| T1 Application × Application Form Applications View | Upload Details of goods | • |
| T2 Application > T3 Application > | Provide procedures for verifying the accuracy of customs declarations including procedures in place of the establishment of customs value and tartiff classification. * | test |
| Application Delete Request | In case any business partners / representative is involved in the above mentioned process/formalities provide details of the representative along with the document that brings out the responsibility of the representative. | • |
| Update Verification Registration Contact Details Undate Request | Provide in brief the procedure to ensure the protection of your computerized record system from unauthorized access?* | test |
| | Provide procedure for back-up, recovery, archiving and retrieval of vour business records. * | |

- Upload the Solvency Certificate from Chartered Accountant/ Statutory Auditor for last 3 Financial Years (two financial years in case of MSME) -> Solvency Certificate scan copy.
 - If applicant upload this document, they don't need to provide the following details.
 - Provide Net Worth as per the Balance Sheet of the Audit Report for last 3 Financial Years (two financial years in case of MSME)
 - Provide Net Current Assets as per the Balance Sheet of the Audit Report for last 3 Financial Years (two financial years in case of MSME)
- Provide Net Worth as per the Balance Sheet of the Audit Report for last 3 Financial Years (two financial years in case of MSME) -> Provide Net Worth as per the Balance Sheet of the Audit Report
- Provide Net Current Assets as per the Balance Sheet of the Audit Report for last 3 Financial Years (two financial years in case of MSME) -> Provide Net Current Assets as per the Balance Sheet of the Audit Report.`
- Provide details of any insolvency, bankruptcy or liquidation proceedings taken against your company in last 3 Financial years (two financial years in case of MSME), give a declaration in this regard duty signed by CFO or head of finance department -> Provide details of any insolvency, bankruptcy or liquidation proceedings taken against your company in last 3 Financial years
- Declaration document file upload

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| ABC Tech Ex * | Provide procedure f of your business records. | for back-up, recovery, archiving and retriev | al test | | |
| Profile | | | | | |
| i Application Eligibility Details | State for how long in |) this data archived * | 36 | | (In Months) |
| Guide for Application Filing | Upload the Solvency Cert Auditor for last 3 Financia | tificate from Chartered Accountant/ Statuto al Years (two financial years in case of | iry | 9 | |
| | MSME) | | U Nie Classie | | |
| T1 Application | MSME) | | No file chos | | |
| T1 Application | MSME) 8. Provide Net Worth a | is per the Balance Sheet of the Audit | Report for last 3 Financial | Years (two financial years in a | case of MSME) |
| T1 Application Application Form Applications View | MSME) | Is per the Balance Sheet of the Audit | Report for last 3 Financial | Years (two financial years in o | case of MSME) |
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| T1 Application X Application Form Applications View T2 Application X T3 Application X | MSME) 8. Provide Net Worth a S.No 1 | Financial Year | Description | Years (two financial years in o | upload |
| T1 Application > Application Form | MSME) 3. Provide Net Worth a S.No 1 2 | Financial Year Select Financial Yea Select Finan | Description | Years (two financial years in a Net worth document | case of MSME) upload |
| T1 Application Application Form Applications View T2 Application T3 Application T3 Application Application Delete Request Update Verification | MSME) 3. Provide Net Worth a S.No 1 2 | Financial Year Select Financial Yea Select Financial Yea Select Financial Yea | Description | Years (two financial years in o | case of MSME) upload |

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| ABC Tech Ex ▼ | Provide procedure for of your business records. * | back-up, recovery, archiving and retrie | test | | |
| Profile | State for how long in th | State for how long in this data archived * 36 | | | (In Months) |
| Application Eligibility Details | Upload the Solvency Certific Auditor for last 3 Financial Y | Ipload the Solvency Certificate from Chartered Accountant/ Statutory uditor for last 3 Financial Years (two financial years in case of | | | |
| i Guide for Application Filing | MSME) | | PDF | | |
| A T1 Application | 8. Provide Net Worth as | per the Balance Sheet of the Audi | t Report for last 3 Financial Years | (two financial years in (| case of MSME) |
| Application Form | | | | | |
| Applications View | S.No | Financial Year | Description | Net worth document | upload |
| T2 Application > | 1 | Select Financial Yea 🗸 | | Ð | 0 |
| Application > | | | | | |
| Application Delete Request | 2 | Select Financial Yea 🗸 | | Ð | θ |
| C Update Verification | | | | | 0 |
| C Registration Contact Details Undate Request | 3 | Select Financial Yea 🗸 | | Ð | |
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| Juic . | S.No | Financial Year D | Description | |
|--|--|--|-------------|--|
| plication y Details | 1 | Select Financial Year | | |
| ide for Application Filing | 2 | Select Financial Year V | | |
| Application V | | | | |
| plication Form | 3 | Select Financial Year V | | |
| plications View | | | | |
| Application | 10. Provide details of any in | solvency, bankruptcy or liquidation | | |
| Application > | (two financial years in case of regard duty signed by CFO or | ISME), give a declaration in this nead of finance department | | |
| Application > | proceedings taken against you (two financial years in case of regard duty signed by CFO or | (SME); give a declaration in this nead of finance department | | |
| Application > plication Delete st date Verification | (two financial years in case of regard duty signed by CFO or Declaration document file up | company in rates or mainted years wide wide wide oad * | | |

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|---|---|---|
| 0 | Financial Year | Description |
| | Select Financial Year | |
| | Select Financial Year | |
| | Select Financial Year | |
| | | |
| e details of any insolvency, bankrup taken against your company in last I years in case of MSME), give a de signed by CFO or head of finance d | Acty or liquidation 3 Financial years cclaration in this epartment | • |
| a decument file unlead * | | |
| гооситтепт те прюза " | PDF | |
| | | |
| USTOMS AEO | Balance Sheet of the Audit Report for last 3 Finar | icial Years (two financial years in case of MSME) |
| 0 | Financial Year | Description |
| | Select Financial Year | |
| | Select Financial Year | |
| | Select Financial Year | |
| | | |
| le details of any insolvency, bankrup taken against your company in last | a Financial years | |
| Il years in case of MSME), give a de signed by CFO or head of finance d | eclaration in this epartment | , , |
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| n document file upload * | | |
| | e details of any insolvency, bankrup taken against your company in last iyears in case of MSME), give a de signed by CFO or head of finance d n document file upload * ustoms AEO Net Current Assets as per the F | Select Financial Year- Select Financial Yea |

| | Customs / localhost:9001 says Application/Annexure saved successfully! | | | | |
|--|---|------------------------------------|--|--|--|
| ABC Tech Ex * | Annexure 2/ MSME Ar | Home > Annexure 2/ MSME Annexure 2 | | | |
| Profile | | •• | | | |
| Application Eligibility Details | Whether there are any case of infringement of customs & allied Oyes No laws by any of the following person over the time three financial years (two financial years in case of MSME) preceding the submission of the application. | | | | |
| T1 Application | 1.The Applicant. 2.The Person responsible in the applicant company ? * Loading | | | | |
| Application Form Applications View | Indicate the details of the cases | | | | |
| T2 Application > | 2. Have you been issued as SCN by customs or GST(erstwhile OYes INO central excise and service Tax) authorities in last 3 years (two | | | | |
| Application Delete | financial years in case of MSME) ? * | | | | |
| C Update Verification | 1. Brief of the breach including the provision invoked in the SCN * | | | | |
| 2¢ Registration Contact Details Update Request | 2. Bring out the decision of the order, if any | | | | |
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After save 'Annexure – 2' details, then should click 'Preview & Submit' button to view and submit 'T1 – application'

| () | = Customs AEO |
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| | S.No Financial Year Description |
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| Profile | 2 -Select Financial Year |
| i Application Eligibility Details | |
| i Guide for Application Filing | 3Select Financial Year V |
| T1 Application Application Form Applications View | 10. Provide details of any insolvency, bankruptcy or liquidation proceedings taken against your company in last 3 Financial years (two financial years in case of MSME), give a declaration in this regard duty signed by CFO or head of finance department |
| | |
| T3 Application > | Declaration document file upload * |
| Application Delete Request | |
| Opdate Verification | Back to Annexure - 1 Update to Save Annexure - 2 Preview & Submit Reset |
| CREGISTRATION Contact Details Update Request | |
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In preview screen, applicant need to click submit button to submit T1- applications. Also from same screen, then can go to 'Annexure 1' or 'Annexure 2' screen to update the details if need.

| ACT Cet E.E * Active Cet Example at the analysis of the an | <u>.</u> | Customs | AEO | | |
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| Profile Application ligibility Details Guide for Application Filling 1 14 Application Form Application Solvew 1 24 Application 3 (a) IEC Number 3 (a) IEC Number 3 (b) GSTN Number 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 24 Application 3 (c) (i) Whether the entity is MSME No 1 4 Application 3 (c) (i) Whether the entity is MSME No 1 4 Application 3 (c) (i) Whether the entity is MSME No 1 4 Application 3 (c) (i) Whether the entity is MSME No 1 4 (a) Whether Manufacturer, Trader, functioner, Trader, functioner is profiler 1 4 (a) Whether Manufacturer, Trader, functioner 1 4 (b) Whether 1 4 (b) Whether 1 4 (b) Whether | ABC Tech Ex 🔹 | Application Preview | | | Home > Application Pre |
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| | Registration Contact tails Update Request | 4(a). Whether Manufact Importer or Exporter | urer, Trader, | | |

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| ABC Tech Ex • | 9. Provide Net Current Assets as per the Balance Sheet of the Audit Report for last 3 Financial Years (two financial years in case of MSME) |
| 🛔 Profile | S.No Financial Year Description |
| i Application Eligibility Details | 1 |
| Guide for Application Filing T1 Application | 10. Provide details of any insolvency, bankruptcy or liquidation |
| Application Form | years (two financial years in case of MSME), give a declaration in this regard duty signed by CFO or head of finance department |
| Applications View | Declaration document file upload View |
| T2 Application > | |
| T3 Application > | |
| Application Delete Request | |
| C Update Verification | Update Annexure - 1 Update Annexure - 2 Submit |
| ズ Registration Contact Details Update Request | |
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Finally after submit the T1 – application details, application will be move to AEO officials to application approval process. Applicant will be received 'Digital Signature' T1 certification after successful approval by officials. If application will be rejected then applicant can file fresh application after 7 days of rejection. Meanwhile application view their filled application to know current status of application process.



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| ABC Tech Ex 🝷 | Back | | | | |
| ofile | Annexure 1/ MSME Annexure 1 Vi | ew Annexure 2/ MSME A | nnexure 2 View | | |
| oplication | 1. Whether there are any case | of infringement of customs & | No | | |
| ity Details | allied laws by any of the following financial years (two financial years | person over the time three s in case of MSME) preceding | | | |
| uide for Application Filing | the submission of the application. 1.The Applicant. | | | | |
| 1 Application | 2. The Person responsible in the a | pplicant company ? | | | |
| oplication Form | 2. Have you been issued as S0 | CN by customs or | No | | |
| oplications View | GST(erstwhile central excise and 3 years (two financial years in cas | service Tax) authorities in last e of MSME) ? | | | |
| elf-Decl Entry | | | | | |
| elf-Decl View | 3. Provide the 'break-up of co | ntingent liability' as per yo | our balance sheet of t | he audit report for last 3 financial years | |
| 2 Application > | (two financial years in case of | r <u>MSME)</u> a your Audit Report for any of | No | | |
| 3 Application > | the last 3 Financial Years (two fina | incial years in case of MSME) | NU | | |
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| oplication lity Details | Provide details of any insolv proceedings taken against your co years (two financial years in case in this regard duty signed by CFO | rency, bankruptcy or liquidatio ompany in last 3 Financial of MSME), give a declaration or head of finance departmen | n | | |
| uide for Application Filing | Declaration document file upload | | View | | |
| 1 Application | | | | | |
| pplication Form | | | | | |
| oplications View | | | | | |
| elf-Decl Entry | | | | | |
| elf-Decl View | | | | | |
| 2 Application > | Application Status: | | Your AEO T1 applic relevant Customs Z under the tab "Com | ation is under process. Kindly contact the AEO Cell of the one for more infromation. The mail ID of the zone is provided nunication address of the concerned zone" at left side of your | |
| 3 Application > | | | dashboard. | | |
| oplication Delete est | Mobile Number & Ema | il Id Verification: | Verified | | |
| | | | | | |
| odate Verification | | | | | |

Issue Deficiency \ Additional Submission Document:

During this approval process, If application is deficiency issued then applicant can received 'deficiency mail'. Then they need to submit 'Additional Submission Document' in order their deficiency details. After 'Addition Submission Document', again application details will be moved to approval process.

| () | E Customs AEO |
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| ABC Tech Ex • | proceedings taken against your company in last 3 Financial years (two financial years in case of MSME), give a declaration in this regard duty signed by CFO or head of finance department |
| Profile Application Eligibility Details | Declaration document file upload * |
| Guide for Application Filing T1 Application Application Application Form Applications View Self-Decl Entry Self-Decl View T2 Application D | Deficiency Mail Details Mail Sent On: 06/06/2023 10:54 AM Mail Subject: Your AEO T1 Application has some deficiencies. Mail Header: "Note – All the deficiencies need to be replied/additional documents submitted in the "Additional submissions upload (in case of any deficiency) |
| T3 Application Application | Additional submissions upload (in case of any deficiency) [5MB-pdf] * Submit Reset |
| C Undate Verification | © 2018 Central Board of Indirect Taxes & Customs, India. |
| ۵ 🏠 | Customs / localhost:9001 says Application/Annexure submitted successfully! |
| ABC Tech Ex • | СК |
| Eligibility Details Guide for Application Filing T1 Application | |
| Application Form Applications View Self-Decl Entry Self-Decl View | |
| T2 Application > | |
| | |

T1 – Application Rejection:

If application will be rejection due to any reason, application will be received rejection details mail then they can file refresh T1 application again after 7 days from rejection.

T1 – Application Approval:

After application will be approved, applicant can receive approval mail with 'Digital Signature Certification' via their registered mail. Even after approval, applicants need to file self-declaring for every financial year after approval. Those self – declaration details will be involved approval process, in this approval process, if declaration will be revoked, then present certification will be cancelled, and then they need fresh T1 application again after 7 days of revocation. If declaration will be approved then, their certification validation date will be extended.