

T2 – Application – Applicant User Guide

Applicant is allowed to fill T2 application only after verified their registration details. after logged into their portal, applicant can reach T2 application filling screen in two way. I.e.,

- 'T2- filling screen' through from eligibility screen
- left navigation (T2 Applications -> Application Form)

The screenshot shows the 'Customs AEO' portal interface. On the left is a navigation menu with options like Profile, Application Eligibility Details, Guide for Application Filing, and T1, T2, T3 Applications. The main content area displays four eligibility detail boxes for AEO Tiers T1, T2, T3, and LO. The AEO Tier T2 box is highlighted with a red border. The eligibility details for each tier are as follows:

- AEO Tier T1:**
 - Handled 25 documents (s/B & Bills of Entry) in last Financial Year (MSME - 10 documents)
 - Should Undertake Customs Related Work
 - Be a part of international supply chain
 - AEO can only be given to legal entity and not Group Company
 - Have had business activity for three Financial Years (MSME –two FinancialYears)
- AEO Tier T2:**
 - Handled 25 documents (s/B & Bills of Entry) in last Financial Year (MSME – 10 documents)
 - Should Undertake Customs Related Work
 - Be a part of international supply chain
 - AEO can only be given to legal entity and not Group Company
 - Have had business activity for three Financial Years (MSME - 2 Financial Years)
- AEO Tier T3:**
 - AEO T2 for two years; or
 - AEO T2 certificate holder, and its business partners are holders of AEO T2 or AEO LO certificate or any other equivalent AEO certificate granted by a foreign Customs
- AEO Tier LO:**
 - Handled 25 documents (s/B & Bills of Entry) in last Financial Year

The screenshot shows the 'T2 Application' form in the 'Customs AEO' portal. The left navigation menu has 'T2 Application' highlighted with a red box, and 'Application Form' is also highlighted. The form displays the following information:

Company Name	ABC Tech Exp Imp Pvt Ltd 060623 001 T1	AEO Tier	T2
Zone	Chennai	IEC No	0606230001
Mobile	1155993355	Email	newemai0292@shywyw.com

The form also includes input fields for:

- Application Date * (06/06/2023)
- Zone * (Chennai)
- Application submitted to zone on * (06/06/2023, HH, MM, AM/PM)
- Submitted to (Officer's Name & Designation) (Officer's Name & --Select Designation--)
- Earlier AEO Certificate Number (If Any)
- Other Details

T2 – Application filing:

In T2 application filing, applicant needs to fill and provide following details. ie.,

- Application Date -> date of application filling
- Zone -> filling zone (its automatically populated based registration)
- Application submitted to zone on -> date of application submit to zonal office
- Submitted to (Officer's Name & Designation) -> to whom application has been submitted
 - Officer's Name : name of officer
 - Designation : officer's designation
- Earlier AEO Certificate Number (If Any) -> Certification number if have any
- Other Details -> other details if need to describe any
- Whether entity is MSME? -> whether company whether MSME or not
- Business Category -> applicant business category whether Manufacturer, Trader, Importer Exporter. Here applicant can select or more business category.
- Import countries & Items -> applicant should enter their Import countries and Items details if they select 'importer' in business category
- Export countries & Items -> applicant should enter their Export countries and Items details if they select 'Exporter' in business category

The screenshot shows the 'Customs AEO' portal interface. The main header is 'Customs AEO' with a navigation menu. The page title is 'T2 Application'. The sidebar on the left contains the following items:

- ABC Tech Ex...
- Profile
- Application Eligibility Details
- Guide for Application Filing
- T1 Application
- T2 Application**
- Application Form
- Applications View
- T3 Application
- Application Delete Request
- Update Verification
- Registration Contact Details Update Request

The main content area displays the following application details:

Company Name	ABC Tech Exp Imp Pvt Ltd 060623 001 T1	AEO Tier	T2
Zone	Chennai	IEC No	0606230001
Mobile	1155993355	Email	newemai0292@shywyw.com

Below the details table, there are several input fields for the application form:

- Application Date: 06/06/2023
- Zone: Chennai
- Application submitted to zone on: 06/06/2023, HH: MM: AM/PM
- Submitted to (Officer's Name & Designation): Officer's Name & --Select Designation--
- Earlier AEO Certificate Number (If Any):
- Other Details:



Customs AEO

ABC Tech Ex...

- Profile
- Application Eligibility Details
- Guide for Application Filing
- T1 Application
- T2 Application**
- Application Form
- Applications View
- T3 Application
- Application Delete Request
- Update Verification
- Registration Contact Details | Update Request

Whether entity is MSME? *

Business Category *
 Manufacturer Trader
 Importer Exporter

Import Countries

Import Items

Item * HSN Code *

S.No	Item	HSN Code	Remove
------	------	----------	--------

Export Countries

Export Items

Item * HSN Code *



Customs AEO

ABC Tech Ex...

- Profile
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Whether entity is MSME? *

Business Category *
 Manufacturer Trader
 Importer Exporter

Import Countries

Import Items

Item * HSN Code *

S.No	Item	HSN Code	Remove
1	Cotton	323232	<input type="button" value="Remove"/>

Export Countries

Export Items

Item * HSN Code *

Customs AEO

ABC Tech Ex... ▾

- Profile
- Application Eligibility Details
- Guide for Application Filing
- T1 Application >
- T2 Application** ▾
 - Application Form
 - Applications View
- T3 Application >
- Application Delete Request
- Update Verification
- Registration Contact Details | Update Request

Importer Exporter

Import Countries

Import Items

Item * HSN Code * ⓘ +

S.No	Item	HSN Code	Remove
1	Cotton	323232	

Export Countries

Export Items

Item * HSN Code * ⓘ +

S.No	Item	HSN Code	Remove
1	Toy	322323	

Customs AEO

ABC Tech Ex... ▾

- Profile
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- T2 Application** ▾
 - Application Form
 - Applications View
- T3 Application >
- Application Delete Request
- Update Verification
- Registration Contact Details | Update Request

Importer Exporter

Export Countries

Export Items

Item * HSN Code * ⓘ +

S.No	Item	HSN Code	Remove
------	------	----------	--------

Annexure Documents Note ⓘ

S.No	Name of the Annexure	Upload Annexure Scan Copy Document
1	Annexure - A (Application Form) *	
2	Annexure - B (Security Plan) *	

Applicants need to upload annexure scan copy document based on their MSME category . if they are MSME entity, They need to upload only the following documents. Ie.,

1. MSME Annexure - 1 (General Compliance)
2. MSME Annexure - 2 (Legal, Managing Commercial Records and Financial Solvency Compliance)
3. MSME Annexure - 3 (Safety and Security Requirements).

If applicant is non MSME Entity, then then need to upload following documents. Ie.,

1. Annexure - A (Application Form)

2. Annexure - B (Security Plan)
3. Annexure - C (Process Map)
4. Annexure - D (Site Plan)
5. Annexure - E.1 (General Compliance)
6. Annexure - E.2 (Legal Compliance)
7. Annexure - E.3 (Managing Commercial and (where appropriate) transport records)
8. Annexure - E.4 (Financial Solvency)
9. Annexure - E.5 (Safety and Security)

ABC Tech Ex.
Customs AEO

Annexure Documents
Note

S.No	Name of the Annexure	Upload Annexure Scan Copy Document
1	Annexure - A (Application Form) *	
2	Annexure - B (Security Plan) *	
3	Annexure - C (Process Map) *	
4	Annexure - D (Site Plan) *	
5	Annexure - E.1 (General Compliance) *	
6	Annexure - E.2 (Legal Compliance) *	
7	Annexure - E.3 (Managing Commercial and (where appropriate) transport records) *	
8	Annexure - E.4 (Financial Solvency) *	
9	Annexure - E.5 (Safety and Security) *	

Save
Reset

Communication address of the concerned Zone

ABC Tech Ex.
Customs AEO

- Profile
- Application Eligibility Details
- Guide for Application Filing
- T1 Application >
- T2 Application
 - Application Form
 - Applications View
- T3 Application >
- Application Delete Request
- Update Verification
- Registration Contact Details Update Request
- Company Name Change Request

Customs AEO

ABC Tech Ex...

Profile

Application Eligibility Details

Guide for Application Filing

T1 Application

T2 Application

Application Form

Applications View

T3 Application

Application Delete Request

Update Verification

Registration Contact Details Update Request

Annexure Documents Note

S.No	Name of the Annexure	Upload Annexure Scan Copy Document
1	MSME Annexure - 1 (General Compliance) *	
2	MSME Annexure - 2 (Legal, Managing Commercial Records and Financial Solvency Compliance) *	
3	MSME Annexure - 3 (Safety and Security Requirements) *	

Save Reset

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Customs AEO

localhost:9001 says
Application has been Inserted Successfully

OK

Home > T2 Application

T2 Application

Company Name: ABC Tech Exp Imp Pvt Ltd 060623 001 T1 AEO Tier: T2

Zone: Chennai IEC No: 0606230001

Mobile: 1155993355 Email: newemai0292@shywyw.com

Loading.

Application Date * : 06/06/2023

Zone * : Chennai

Application submitted to zone on * : 06/06/2023 HH: MM: AM/PM

Submitted to (Officer's Name & Designation) : Officer's Name & --Select Designation--

Earlier AEO Certificate Number(if Any)

Other Details

Waiting for localhost...

Finally after submit the T2 – application details, application will be move to AEO officials to application approval process. Applicant will be received 'Digital Signature' T2 certification after successful approval by officials. If application will be rejected then applicant can file fresh application after 15 days of rejection. Meanwhile application view their filled application to know current status of application process.



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- Registration Contact Details | Indate Request

Registration \ Application Details

Name of Company: **ABC Tech Exp Imp Pvt Ltd 060623 001 T1** Registration For: **T1 / T2 / T3** Zone: **Chennai**
Mobile: **1155983355** Email: **newemai0292@shywyw.com**
IEC No: **0606230001** Business Category:

Application Details

Application Tier: **T2**
Application Date: **06/06/2023**
Zone: **Chennai**
Application submitted to zone on: **06/06/2023 12:00 AM**
Submitted to (Officers Name & Designation): **Mr. G & Superintendent**
Earlier AEO Certificate Number(If Any): **INR32323232323**
Other Details: **Test**
Whether entity is MSME?: **Yes**



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- Update Verification
- Registration Contact Details | Update Request

Application submitted to zone on: **06/06/2023 12:00 AM**
Submitted to (Officers Name & Designation): **Mr. G & Superintendent**
Earlier AEO Certificate Number(If Any): **INR32323232323**
Other Details: **Test**
Whether entity is MSME?: **Yes**
Business Category: **manufacturer, trader, importer**
Import Countries: **United States, China, Germany, Japan, France, Hong Kong**
Import Items Details: **IM Item (HC:125458)**
Export Countries:
Export Items Details:

Annexure Documents

To View 'MSME Annexure - 1 (General Compliance)'

To View 'MSME Annexure - 2 (Legal, Managing Comm...)'

To View 'MSME Annexure - 3 (Safety and Security ...)'

Issue Deficiency \ Additional Submission Document:

During this approval process, If application is noted as any deficiency. 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.

The screenshot shows the Customs AEO application interface. The header includes the Customs AEO logo and navigation icons. The left sidebar contains a menu with options like Profile, Application Eligibility Details, Guide for Application Filing, T1 Application, T2 Application (selected), T3 Application, Application Delete Request, Update Verification, and Registration Contact Details Update Request. The main content area displays 'Export Countries' and 'Export Items Details' as empty fields. Under 'Annexure Documents', there are three buttons: 'To View MSME Annexure - 1 (General Compliance)', 'To View MSME Annexure - 2 (Legal, Managing Comm...)', and 'To View MSME Annexure - 3 (Safety and Security ...)'. A 'Current Application Status' message states: 'There are certain deficiencies in your AEO T2 application. Kindly contact the AEO Cell of the relevant Customs Zone for more information.' Below this, the 'Additional Document' section shows a document upload icon, a 'Save' button, and a 'Cancel' button.

This screenshot is identical to the one above, showing the same interface elements. However, in the 'Additional Document' section, the document upload icon is replaced by a 'PDF' icon, and a 'View' button is visible next to it. The 'Save' and 'Cancel' buttons remain at the bottom of the section.

Customs AEO

Export Countries :
Export Items Details :

Annexure Documents

- To View 'MSME Annexure - 1 (General Compliance)'
- To View 'MSME Annexure - 2 (Legal, Managing Comm...)'
- To View 'MSME Annexure - 3 (Safety and Security ...)'

Current Application Status : There are certain deficiencies in your AEO T2 application. Kindly contact the AEO Cell of the relevant Customs Zone for more information.

Additional Document *

PDF View ⓘ

Save Cancel

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Customs AEO

Hong Kong

Import Items Details : IM Item (HC:125458)
Export Countries :
Export Items Details :

Annexure Documents

- To View 'MSME Annexure - 1 (General Compliance)'
- To View 'MSME Annexure - 2 (Legal, Managing Comm...)'
- To View 'MSME Annexure - 3 (Safety and Security ...)'

Additional Submitted Documents

S.No	Uploaded On	View
1	06/06/2023 02:46 PM (latest uploaded)	click to View

Current Application Status : Your AEO T2 application is under process. Kindly contact the AEO Cell of the relevant Customs Zone for more information. The mail ID of the zone is provided under the tab "Communication address of the concerned zone" at left side of your dashboard.

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T2 – Application Rejection:

If application will be rejection due to any reason, application will be received rejection details mail then they can file refresh T2 application again after 7 days from rejection.

T2 – Application Approval:

After application will be approved, applicant can receive approval mail with 'Digital Signature Certification' via their registered mail.