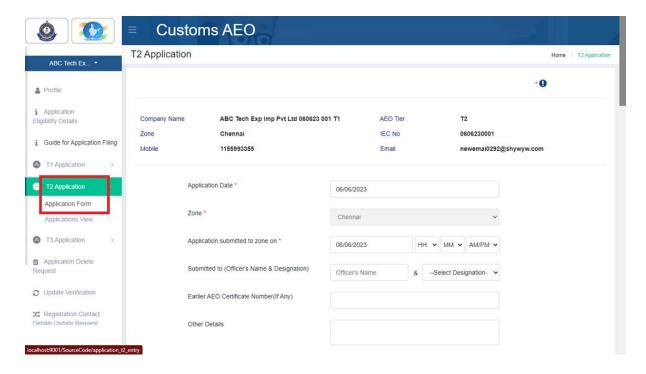
T2 - Application - Applicant User Guide

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. le.,

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

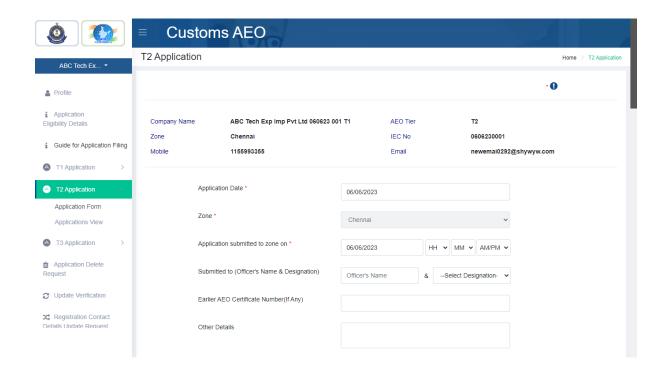


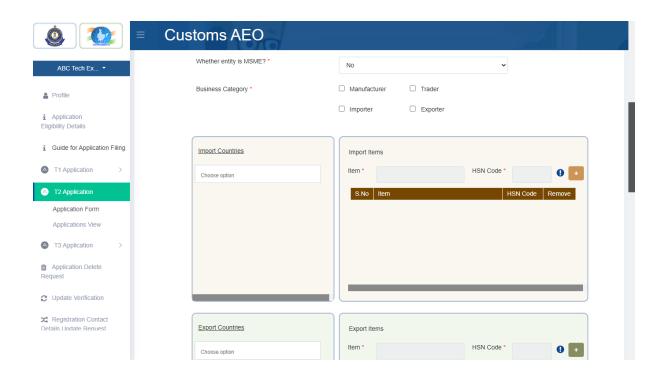


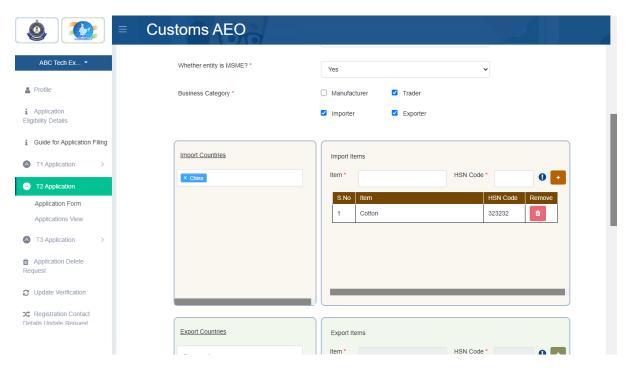
T2 - Application filing:

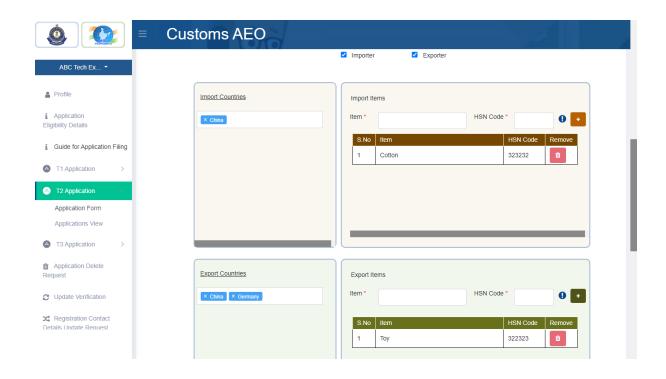
In T2 application filing, applicant needs to fill and provide following details. ie.,

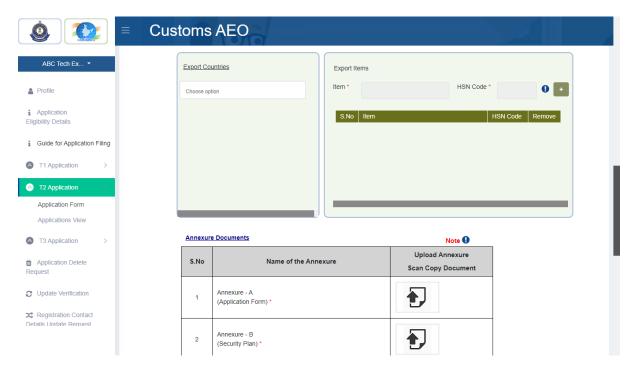
- Application Date -> date of application filling
- Zone -> filling zone (its automatically populated based registration)
- Application submitted to zone on -> date of application submit to zonal office
- Submitted to (Officer's Name & Designation) -> to whom application has been submitted
 - o Officer's 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











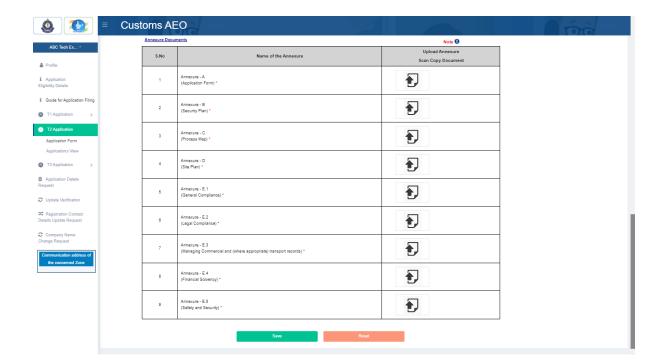
Applicants need to upload annexure scan copy document based on their MSME category . if they are MSME entity, They need to upload only the following documents. Ie.,

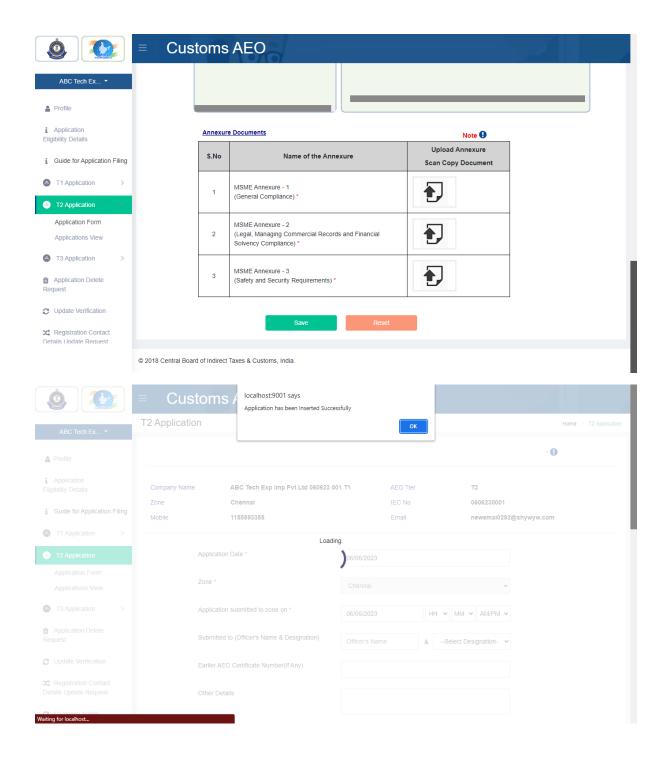
- 1. MSME Annexure 1 (General Compliance)
- 2. MSME Annexure 2 (Legal, Managing Commercial Records and Financial Solvency Compliance)
- 3. MSME Annexure 3 (Safety and Security Requirements).

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

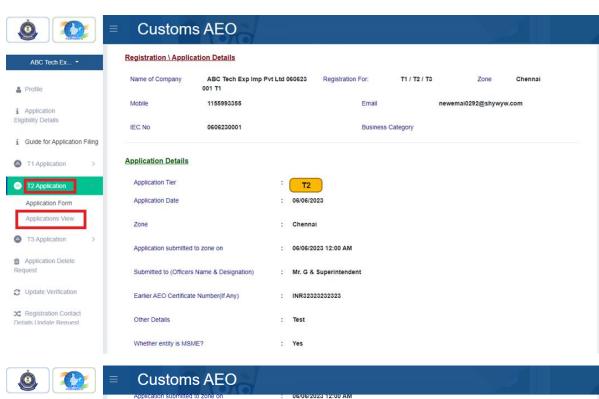
1. Annexure - A (Application Form)

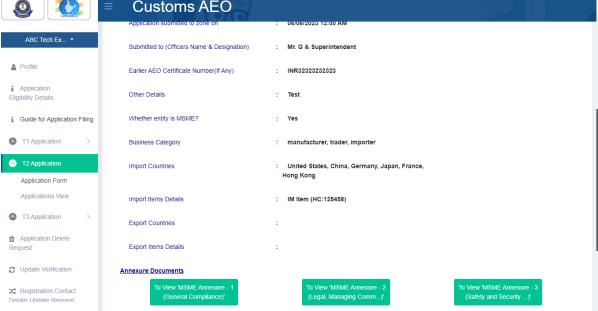
- 2. Annexure B (Security Plan)
- 3. Annexure C (Process Map)
- 4. Annexure D (Site Plan)
- 5. Annexure E.1 (General Compliance)
- 6. Annexure E.2 (Legal Compliance)
- 7. Annexure E.3 (Managing Commercial and (where appropriate) transport records)
- 8. Annexure E.4 (Financial Solvency)
- 9. Annexure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





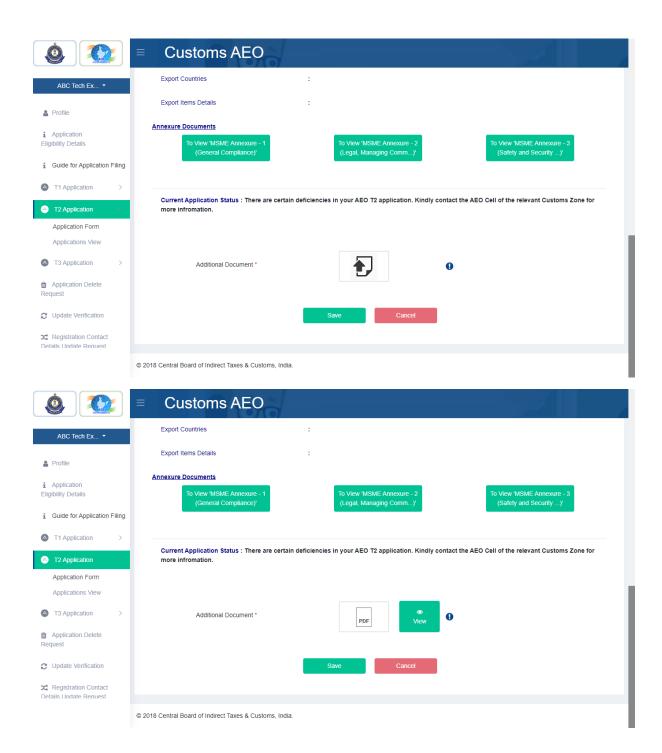
Finally after submit the T2 – application details, application will be move to AEO officials to application approval process. Applicant will be received 'Digital Signature' T2 certification after successful approval by officials. If application will be rejected then applicant can file fresh application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

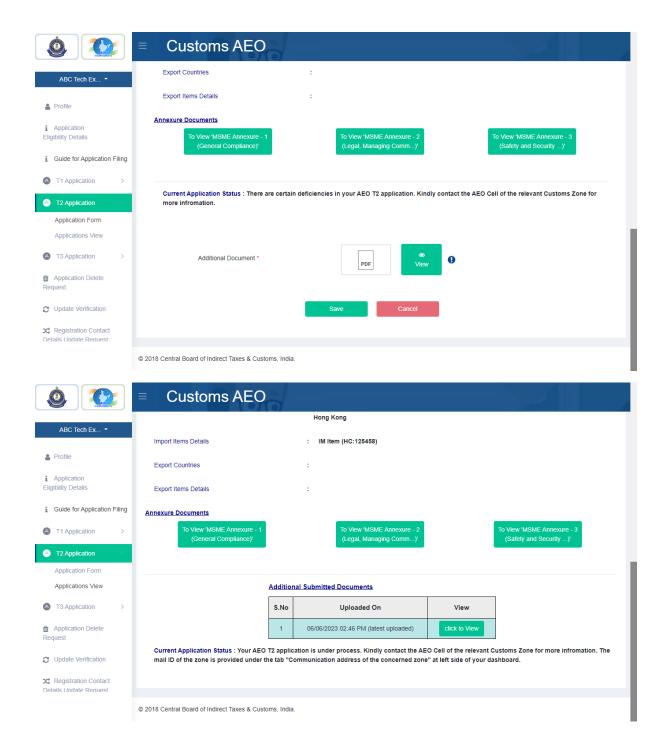




Issue Deficiency \ Additional Submission Document:

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.





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.