

User Guide – EMI Scheme Registration (AEO India Portal)

This guide explains how to complete the EMI Scheme Registration on the AEO India Portal. Registration approval by the concerned DIC officer is required before EMI application filing is enabled.

Before You Begin

- Keep your 10-digit IEC details handy.
- Download the IEC Certificate and take a screenshot of 'View IEC Profile' from the DGFT portal.
- Create a single merged PDF containing: (i) IEC Certificate and (ii) DGFT 'View IEC Profile' screenshot.

Important: The Email ID and Mobile Number shown in the DGFT 'View IEC Profile' screenshot must match the Email ID and Mobile Number entered in the EMI registration form.

Step-by-Step Registration Process

Step 1: Access the Portal

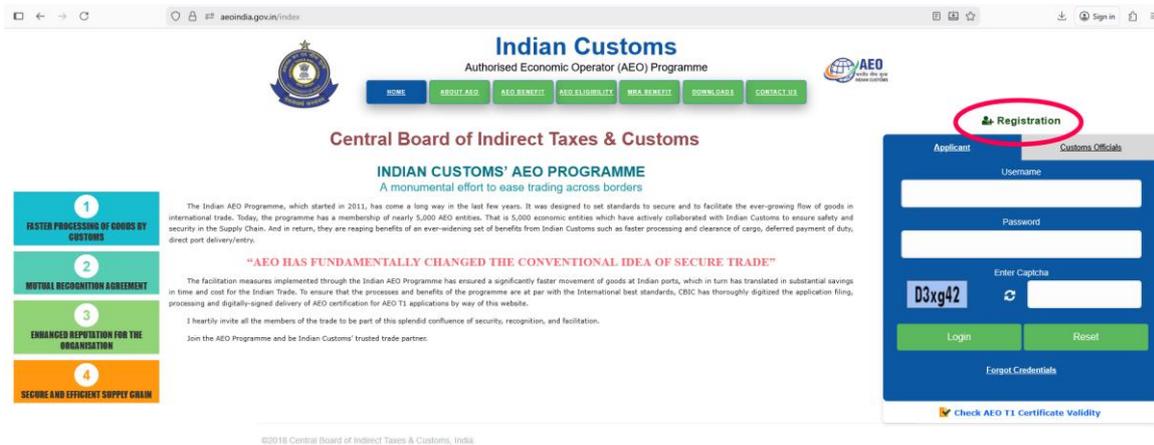
Open the AEO India Portal home page (aeoindia.gov.in).



The screenshot displays the AEO India Portal home page. At the top, there is a navigation bar with the text "Indian Customs Authorised Economic Operator (AEO) Programme" and a menu with links: HOME, ABOUT AEO, AEO BENEFIT, AEO ELIGIBILITY, NRA BENEFIT, DOWNLOADS, CONTACT US. Below this is the "Central Board of Indirect Taxes & Customs" logo and the "INDIAN CUSTOMS' AEO PROGRAMME" heading. The main content area features a list of four key benefits: 1. FASTER PROCESSING OF GOODS BY CUSTOMS, 2. MUTUAL RECOGNITION AGREEMENT, 3. ENHANCED REPUTATION FOR THE ORGANISATION, and 4. SECURE AND EFFICIENT SUPPLY CHAIN. To the right, there is a "Registration" form with fields for Username, Password, and a Captcha (D3xg42). The form also includes "Login" and "Reset" buttons, a "Forgot Credentials" link, and a "Check AEO T1 Certificate Validity" button at the bottom.

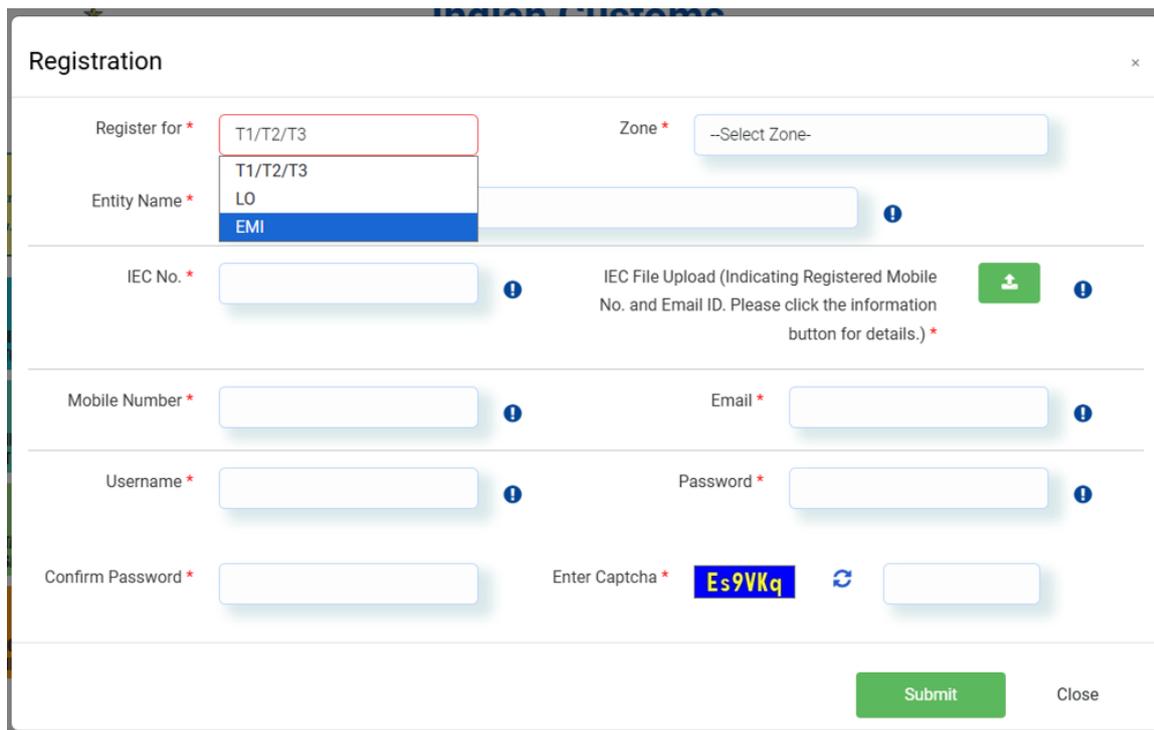
Step 2: Open the Registration Form

Click the “Registration” link on the home page. The registration form opens in a pop-up window.



Step 3: Select Registration Type

In the “Register for” dropdown, select “EMI”. Once EMI is selected, DIC Zone will be automatically filled.



Step 4: Fill Details and Upload Documents

Enter the following details (as per IEC/DGFT profile):

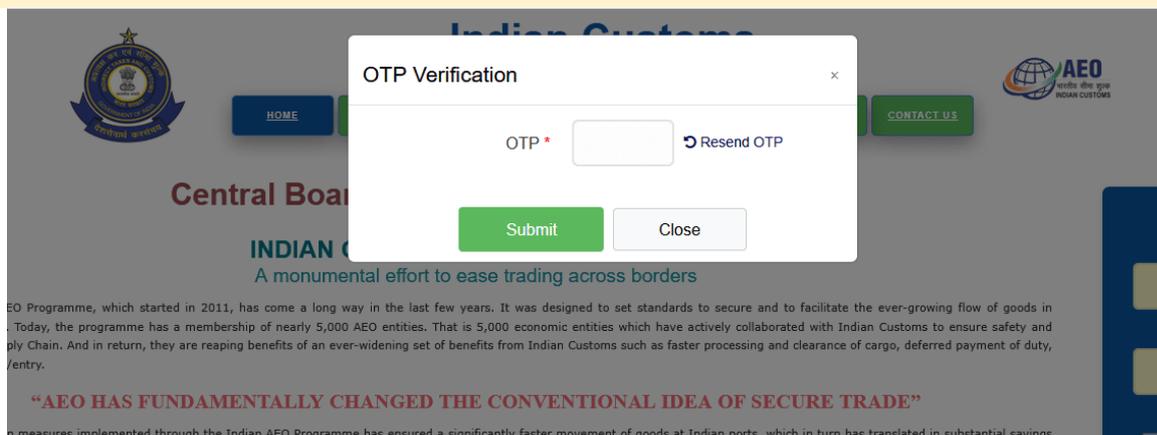
- Entity Name (exactly as mentioned in IEC)
- IEC Number (10-digit)

- Mobile Number (same as DGFT IEC Profile)
- Email ID (same as DGFT IEC Profile)
- Create Username and Password
- Enter Captcha and click Submit

Upload IEC File (Merged PDF) containing:

- IEC Certificate
- Screenshot of DGFT 'View IEC Profile' page (DGFT path after login: Services → IEC Profile Management → View IEC Profile)

Important: Upload only one merged PDF. Ensure the DGFT screenshot clearly shows the registered Email ID and Mobile Number.



Step 5: OTP Verification

An OTP will be sent to the registered Email ID. Enter the OTP to complete verification.

After successful OTP verification, the registration is forwarded to the concerned officer for verification/approval.

Step 6: Verification and Approval by DIC

The submitted details will be verified by the concerned officials. Once approved, access will be enabled to file the EMI application on the portal.

Step 7: Confirmation on Approval of Registration

Upon the concerned DIC officer's approval of the registration, an email will be sent to the applicant confirming the approval.

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