

USER MANUAL

Bank Account Management on ICEGATE 2.0

Bank Account Management – User Manual

Table of Contents

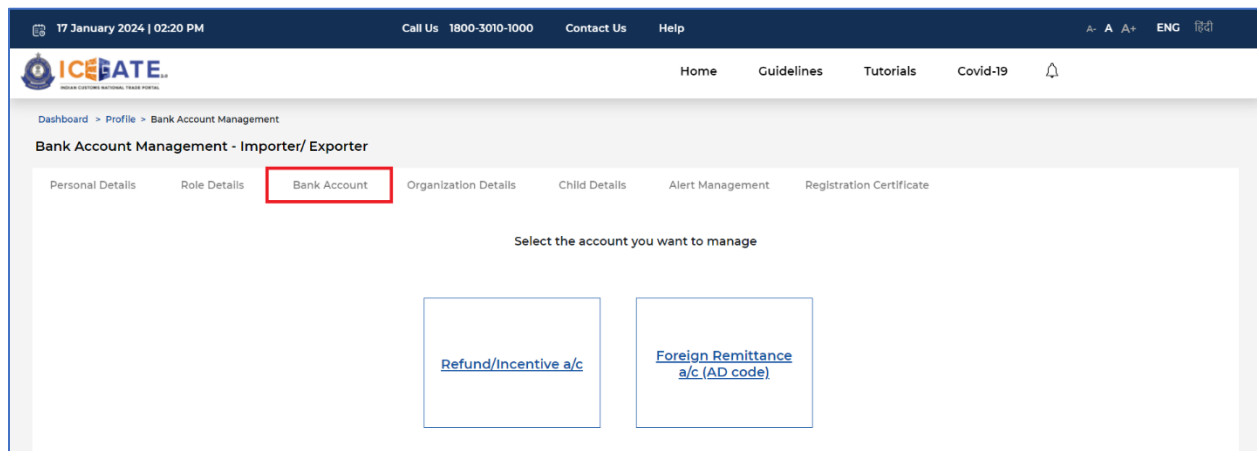
1	Bank Account Management	3
1.1	Foreign Remittance Account (AD Code).....	4
1.1.1	Add New Bank Account.....	5
1.1.2	Modify Account	10
1.2	Refund/Incentive Account.....	14
1.2.1	Add New Bank Account.....	15
1.2.2	Modify Account	21
2	Upload Document Requirements	26

Bank Account Management – User Manual

1 Bank Account Management

The user manual covers detailed information pertaining to registration of Bank Account(s) on ICEGATE for the purposes of collection of export incentives and declaration of banks used for making foreign remittances.

- On clicking the tab <**Bank Account**>, the system will display two types of accounts as shown in the screen below.
1. Refund/Incentive Account and
 2. Foreign Remittance Account (Authorized Dealer Code)

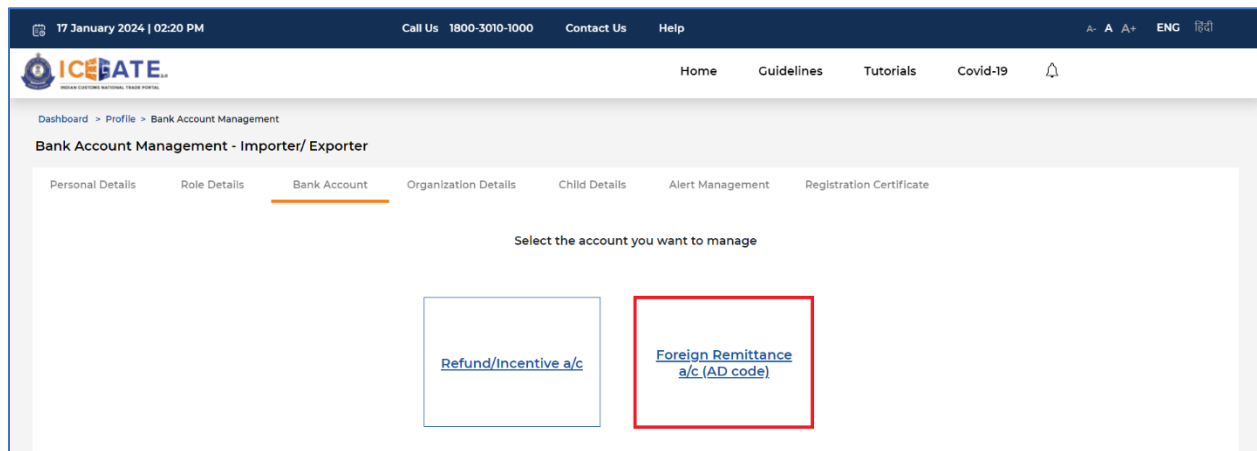


Bank Account Management – User Manual

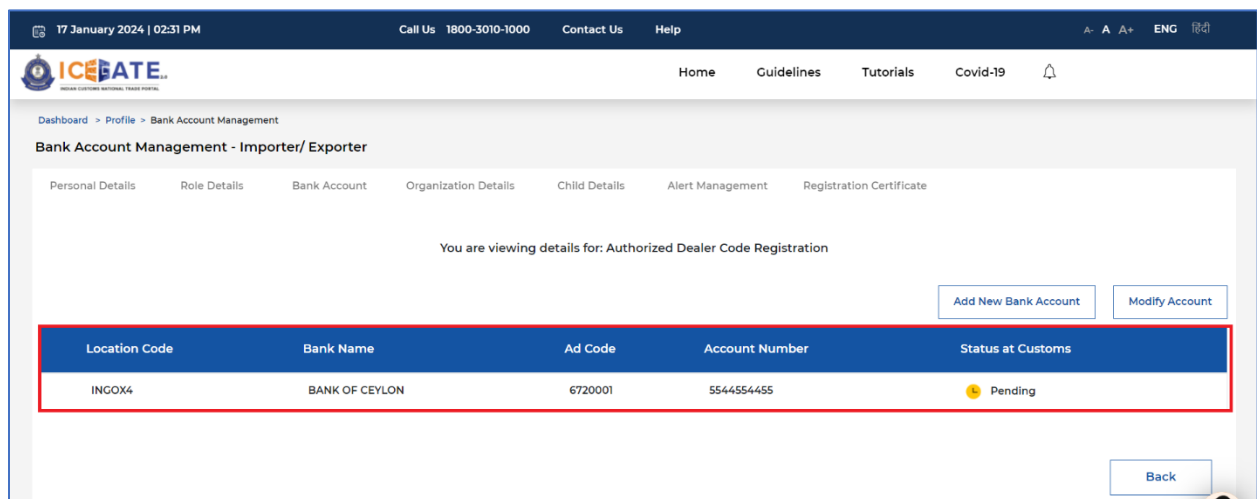
1.1 Foreign Remittance Account (AD Code)

The foreign remittances account will show the declaration of banks used for making foreign remittances.

- Select Foreign Remittance Account (Authorized Dealer Code) highlighted in red box as shown in the screen below.



On selecting the account, the system will display the parameters such as Location Code, Bank Name, AD Code, Account Number, and Status at Customs.

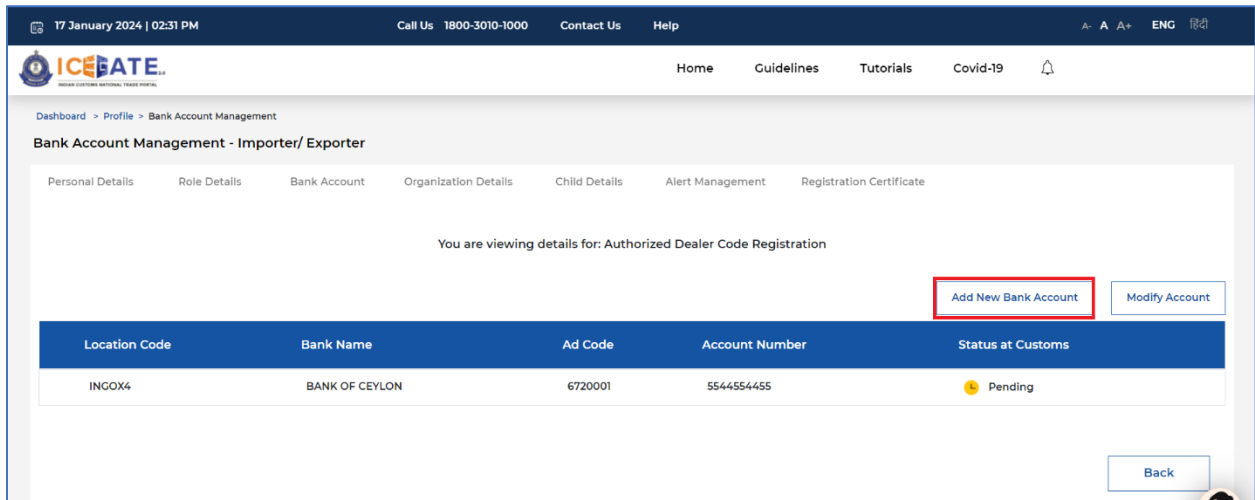


Bank Account Management – User Manual

1.1.1 Add New Bank Account

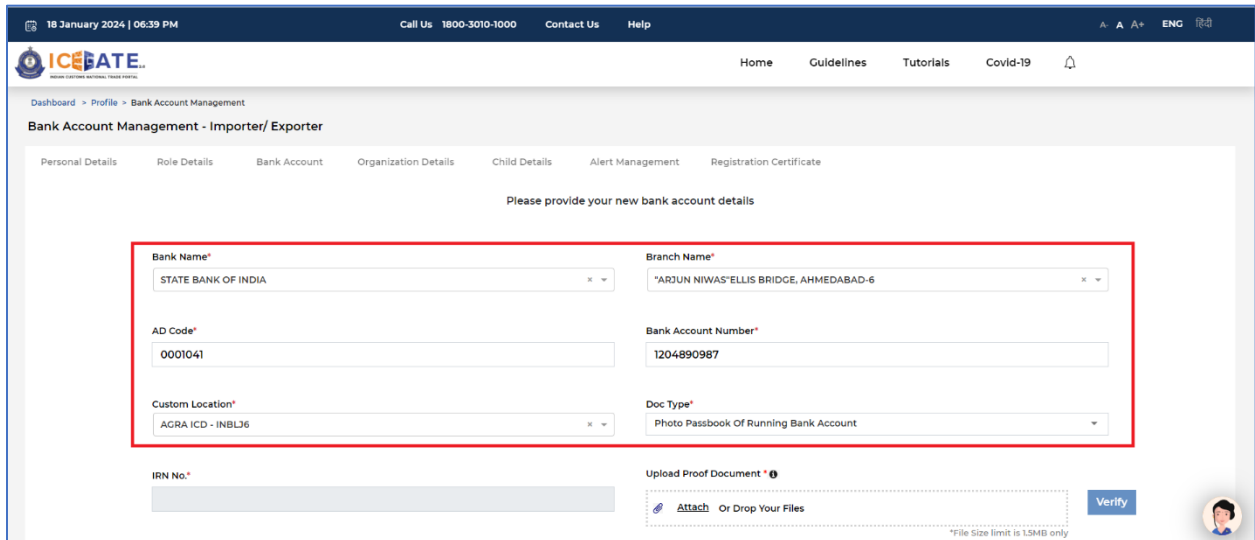
Kindly follow the steps below to add new bank account -

Step-1: Click on <Add New Bank Account> button.



The screenshot shows the ICEGATE portal interface. The top navigation bar includes the date and time (17 January 2024 | 02:31 PM), contact information (Call Us 1800-3010-1000, Contact Us, Help), and language settings (A- A+ ENG). The main header contains the ICEGATE logo and navigation links (Home, Guidelines, Tutorials, Covid-19). The breadcrumb trail indicates the user is in the 'Bank Account Management' section. The page title is 'Bank Account Management - Importer/ Exporter'. Below the title, there are tabs for 'Personal Details', 'Role Details', 'Bank Account', 'Organization Details', 'Child Details', 'Alert Management', and 'Registration Certificate'. The 'Bank Account' tab is selected. The main content area displays 'You are viewing details for: Authorized Dealer Code Registration'. A table lists the bank account details: Location Code (INGOX4), Bank Name (BANK OF CEYLON), Ad Code (6720001), Account Number (5544554455), and Status at Customs (Pending). The 'Add New Bank Account' button is highlighted in a red box, and the 'Modify Account' button is also visible. A 'Back' button is located at the bottom right.

Step-2: Select the Bank Name and Branch Name from dropdown menu, enter Bank Account Number, select Custom Location and Doc Type.

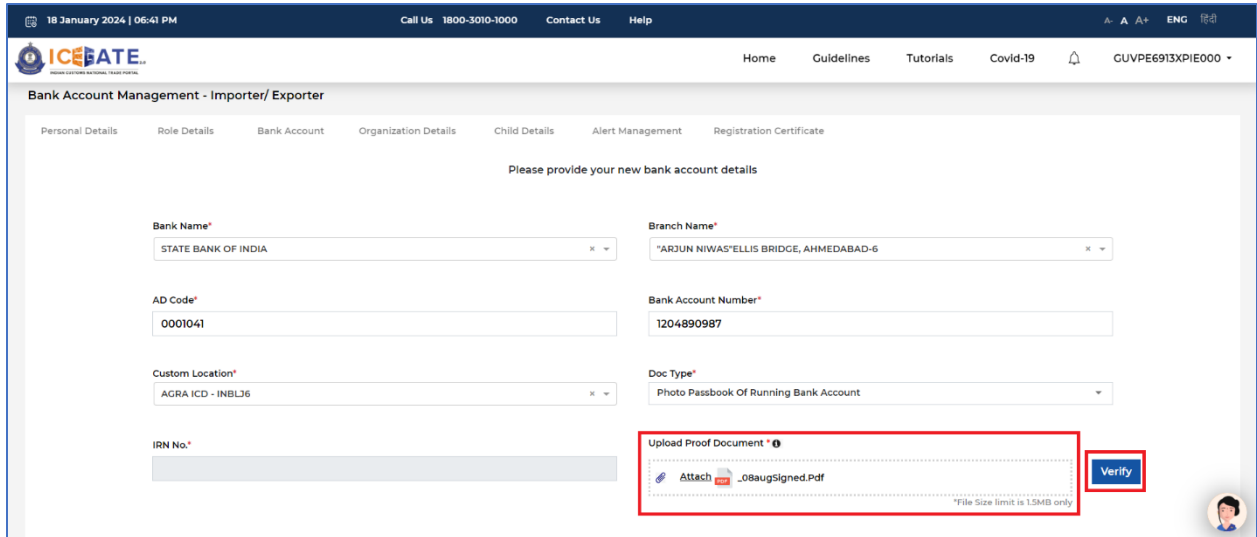


The screenshot shows the ICEGATE portal interface. The top navigation bar includes the date and time (18 January 2024 | 06:39 PM), contact information (Call Us 1800-3010-1000, Contact Us, Help), and language settings (A- A+ ENG). The main header contains the ICEGATE logo and navigation links (Home, Guidelines, Tutorials, Covid-19). The breadcrumb trail indicates the user is in the 'Bank Account Management' section. The page title is 'Bank Account Management - Importer/ Exporter'. Below the title, there are tabs for 'Personal Details', 'Role Details', 'Bank Account', 'Organization Details', 'Child Details', 'Alert Management', and 'Registration Certificate'. The 'Bank Account' tab is selected. The main content area displays 'Please provide your new bank account details'. A form is shown with the following fields: Bank Name* (STATE BANK OF INDIA), Branch Name* (ARJUN NIWAS ELLIS BRIDGE, AHMEDABAD-6), AD Code* (0001041), Bank Account Number* (1204890987), Custom Location* (AGRA ICD - INBLJ6), and Doc Type* (Photo Passbook Of Running Bank Account). The 'IRN No.*' field is empty. The 'Upload Proof Document' section includes an 'Attach' button, a text input for 'Or Drop Your Files', and a 'Verify' button. A note at the bottom right states '*File Size limit is 1.5MB only'.

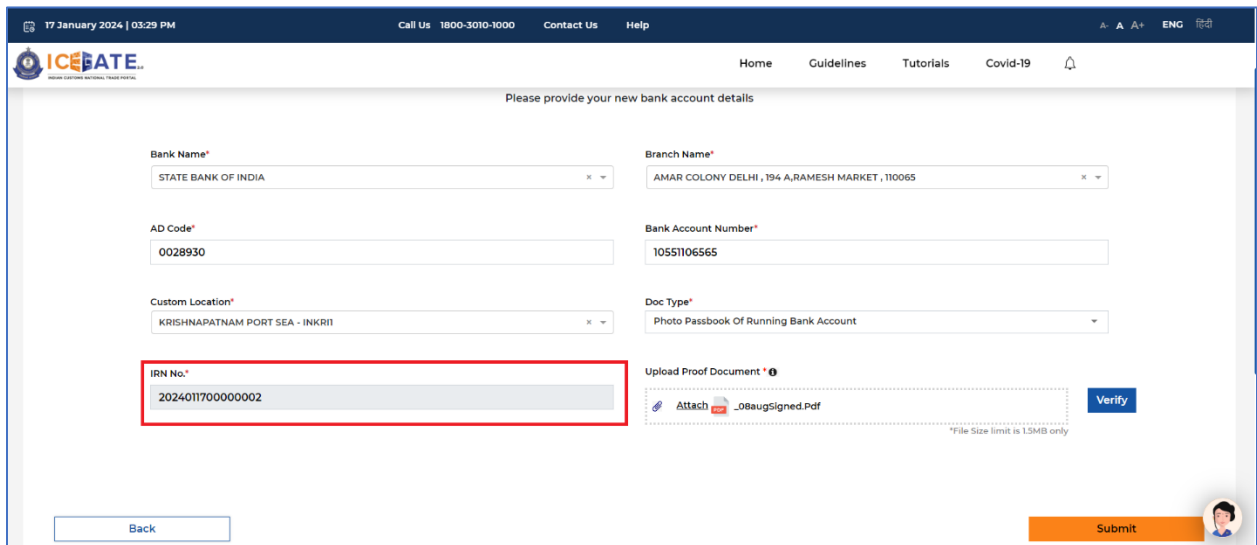
Bank Account Management – User Manual

Step-3: Upload proof document for Identify verification and click on **<Verify>** button.

Please refer to [Section 2](#) for the list of supporting documents that need to be uploaded.

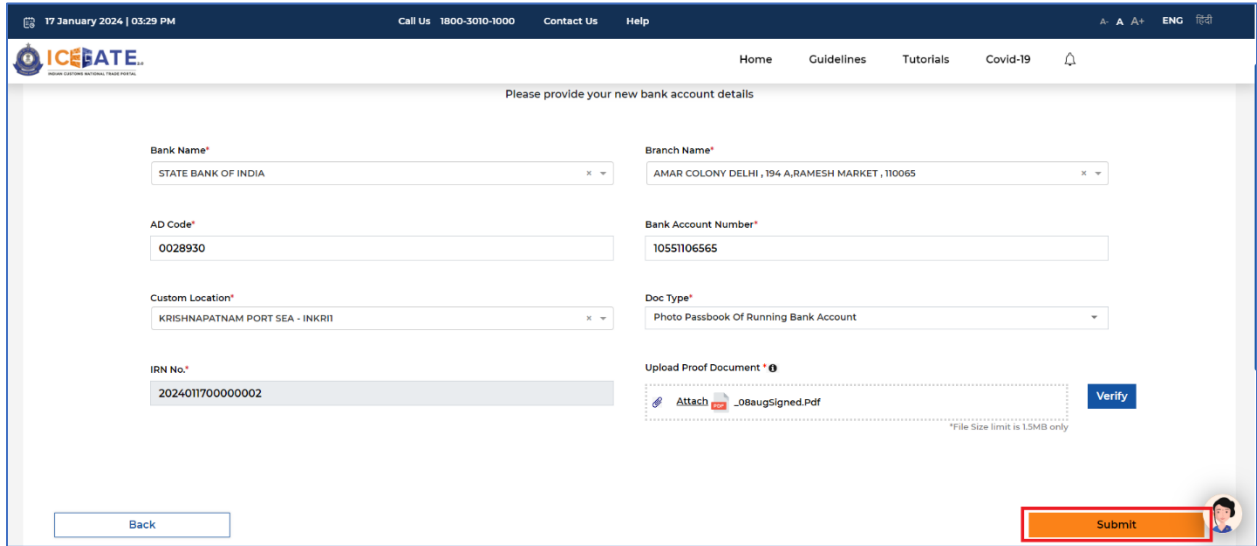


Step-4: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.

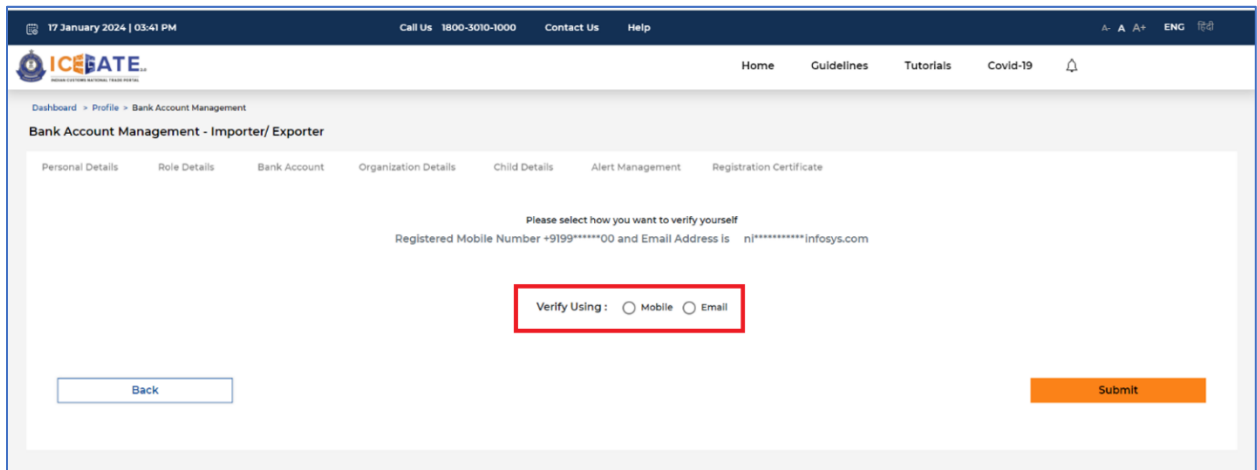


Bank Account Management – User Manual

Step-5: Click on <Submit> button.



Step-6: The user has to verify his/her details by selecting the option Mobile/Email.



Step-7: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.

Bank Account Management – User Manual

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

ICEGATE

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is ni*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Step-8: In case the user has not received OTP then click on **Resend OTP** link.

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

ICEGATE

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is ni*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

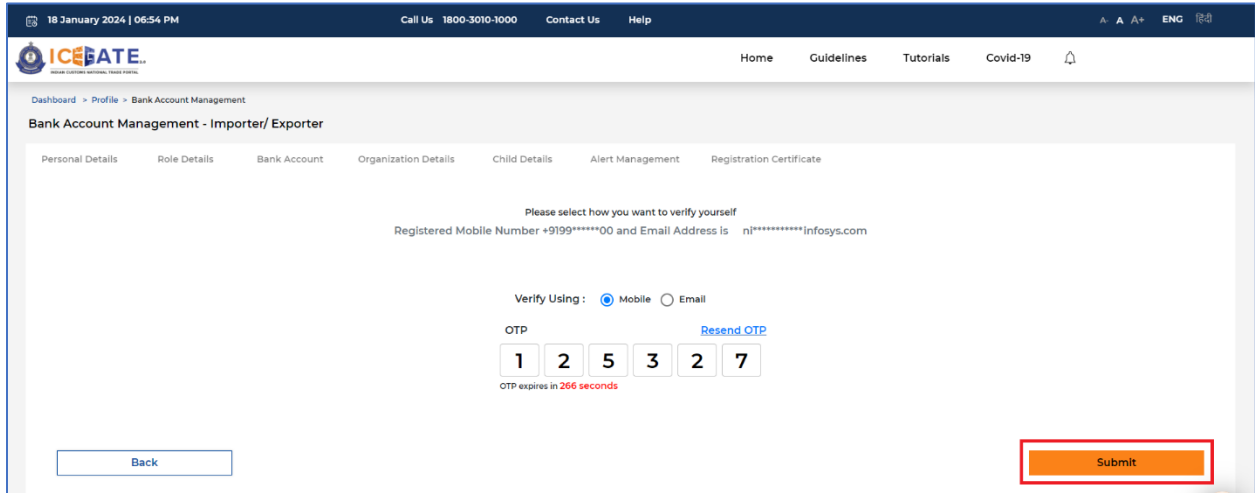
1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Bank Account Management – User Manual

Step-9: Click on <Submit> button.



18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help A- A+ ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
 Registered Mobile Number +9199*****00 and Email Address is n*****infosys.com

Verify Using : ☒ Mobile ☐ Email

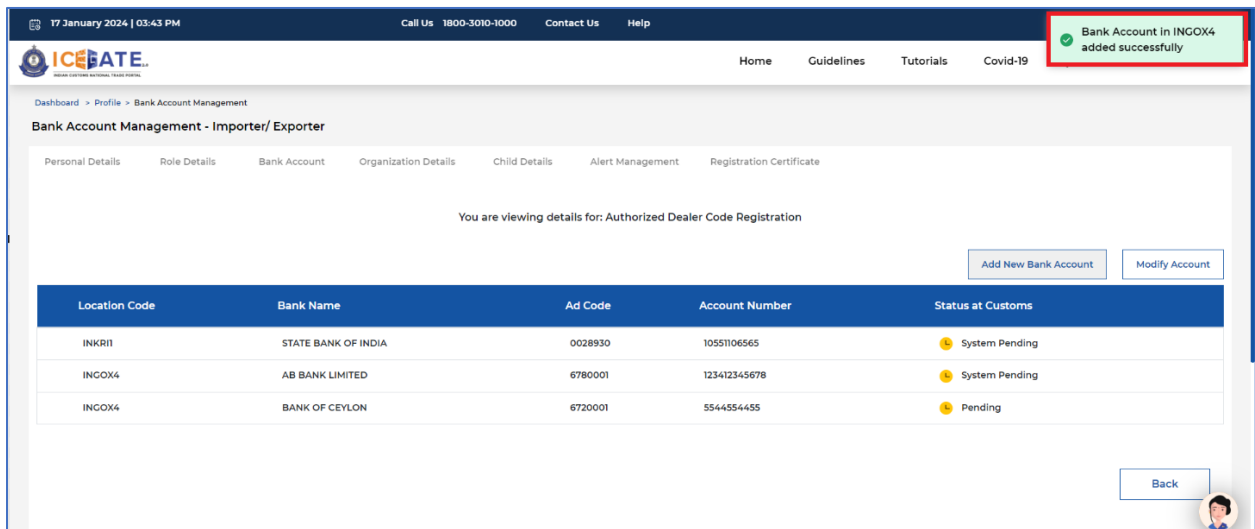
OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

[Back](#) [Submit](#)

Step-10: System will display the message captioned as 'Bank Account added successfully'.



17 January 2024 | 03:43 PM Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

[Add New Bank Account](#) [Modify Account](#)

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
INKR11	STATE BANK OF INDIA	0028930	10551106565	System Pending
INCOX4	AB BANK LIMITED	6780001	123412345678	System Pending
INCOX4	BANK OF CEYLON	6720001	5544554455	Pending

[Back](#)

Bank Account in INCOX4 added successfully

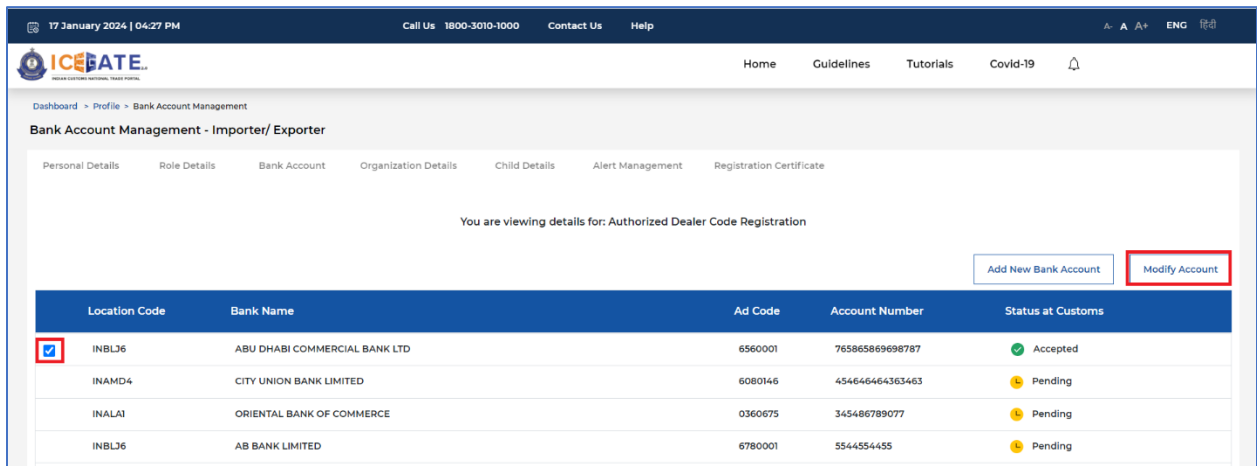
Bank Account Management – User Manual

1.1.2 Modify Account

The user can modify only those bank accounts whose status at Customs is reflected as **“Accepted.”**

Please follow the steps to modify an account.

Step-1: The user needs to select an account from the displayed list, if available, then click **<Modify Account>** button.



17 January 2024 | 04:27 PM | Call Us 1800-3010-1000 | Contact Us | Help | ENG

Home | Guidelines | Tutorials | Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

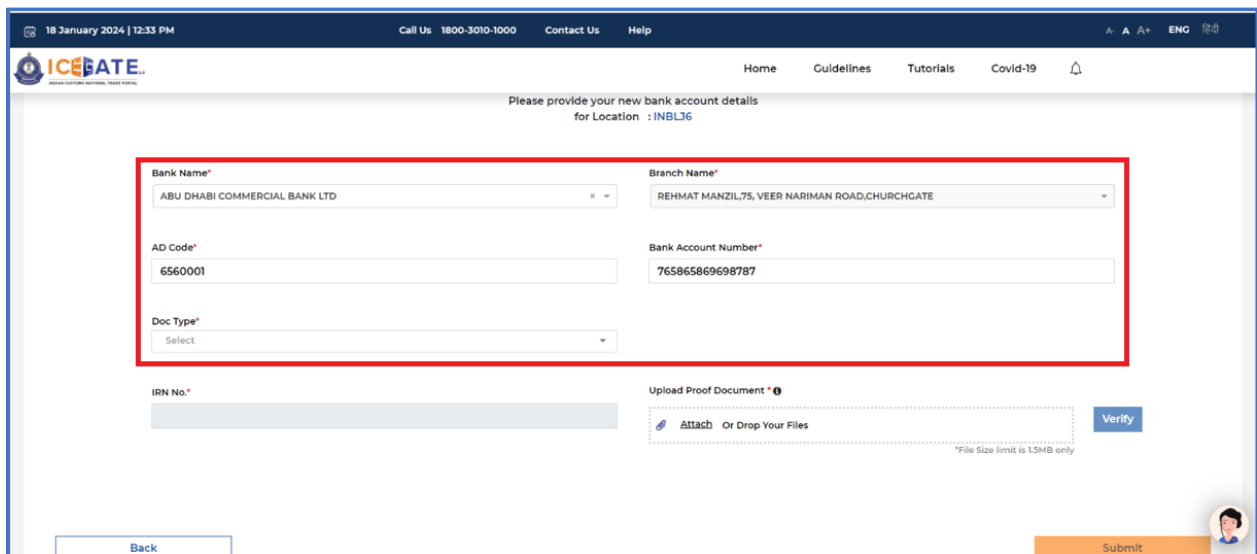
Personal Details | Role Details | Bank Account | Organization Details | Child Details | Alert Management | Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

[Add New Bank Account](#) [Modify Account](#)

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
☒	INBLJ6 ABU DHABI COMMERCIAL BANK LTD	6560001	765865869698787	Accepted
☐	INAMD4 CITY UNION BANK LIMITED	6080146	454646464363463	Pending
☐	INALA1 ORIENTAL BANK OF COMMERCE	0360675	345486789077	Pending
☐	INBLJ6 AB BANK LIMITED	6780001	5544554455	Pending

Step-2: Select the Bank Name and Branch Name from dropdown menu, enter Bank Account Number, and select Doc Type



18 January 2024 | 12:33 PM | Call Us 1800-3010-1000 | Contact Us | Help | ENG

Home | Guidelines | Tutorials | Covid-19

Please provide your new bank account details for Location : INBLJ6

Bank Name* ABU DHABI COMMERCIAL BANK LTD

Branch Name* REHMAT MANZIL, 75, VEER NARIMAN ROAD, CHURCHGATE

AD Code* 6560001

Bank Account Number* 765865869698787

Doc Type* Select

IRN No.*

Upload Proof Document * 

[Attach](#) Or Drop Your Files [Verify](#)

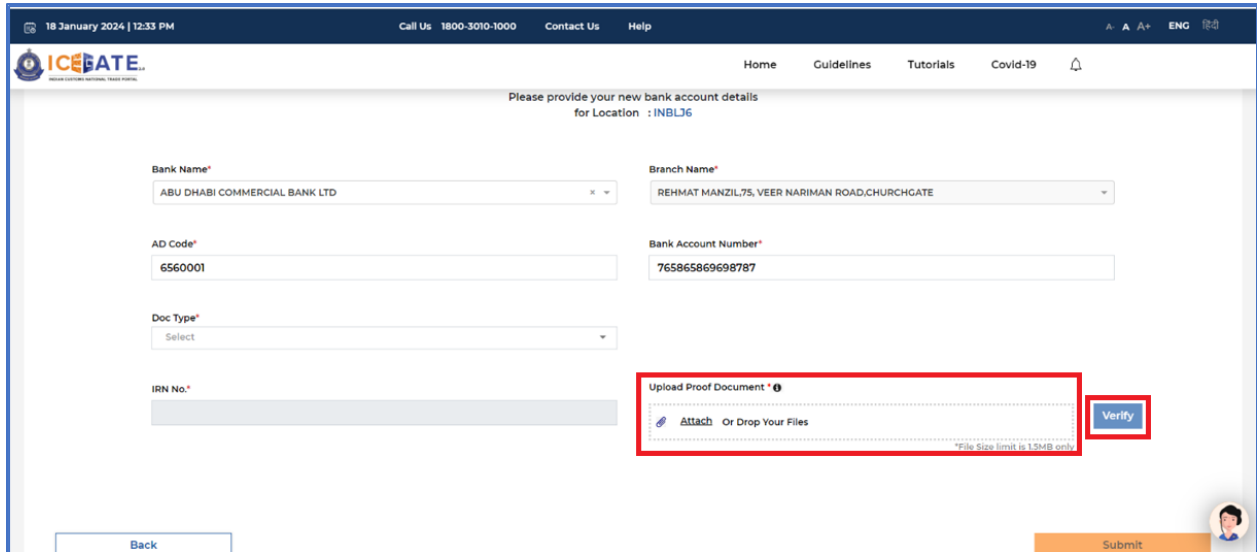
*File Size limit is 15MB only

[Back](#) [Submit](#)

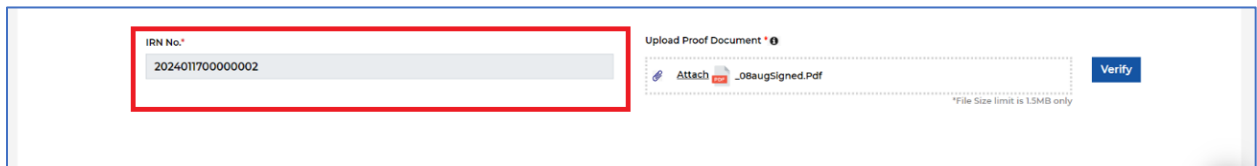
Bank Account Management – User Manual

Step-3: Upload proof document for Identify verification and click on **<Verify>** button.

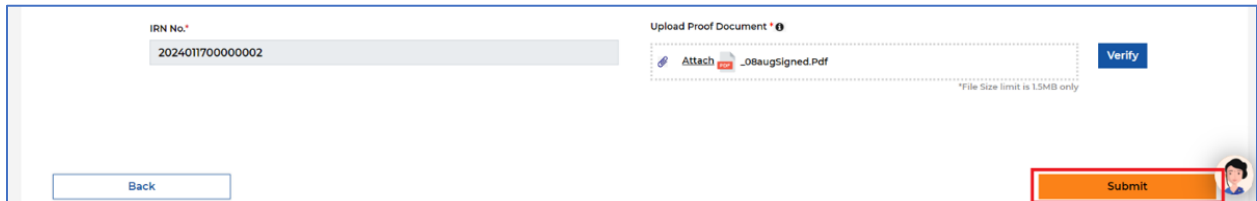
Please refer to [Section 2](#) for the list of supporting documents that need to be uploaded.



Step-4: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.

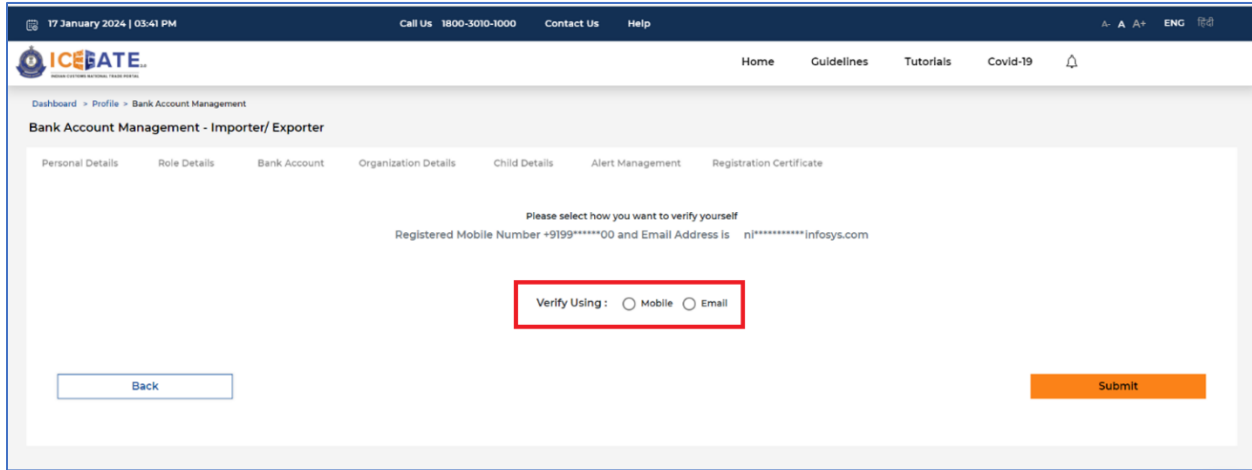


Step-5: Click on **<Submit>** button.

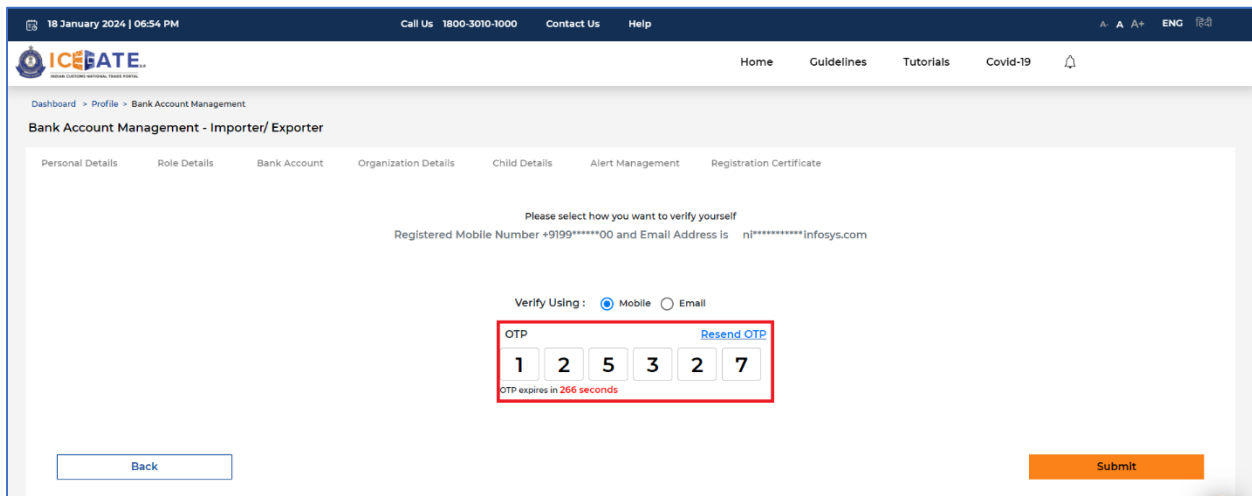


Step-6: The user has to verify the details by selecting the option Mobile/Email.

Bank Account Management – User Manual

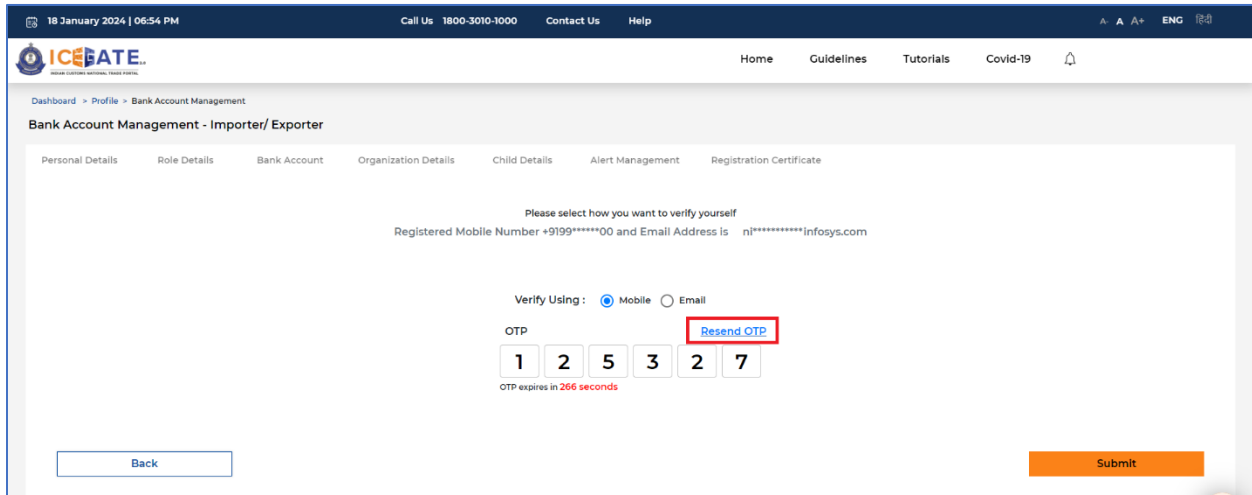


Step-7: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.



Step-8: In case the user has not received OTP then click on **Resend OTP** link.

Bank Account Management – User Manual



18 January 2024 | 06:54 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

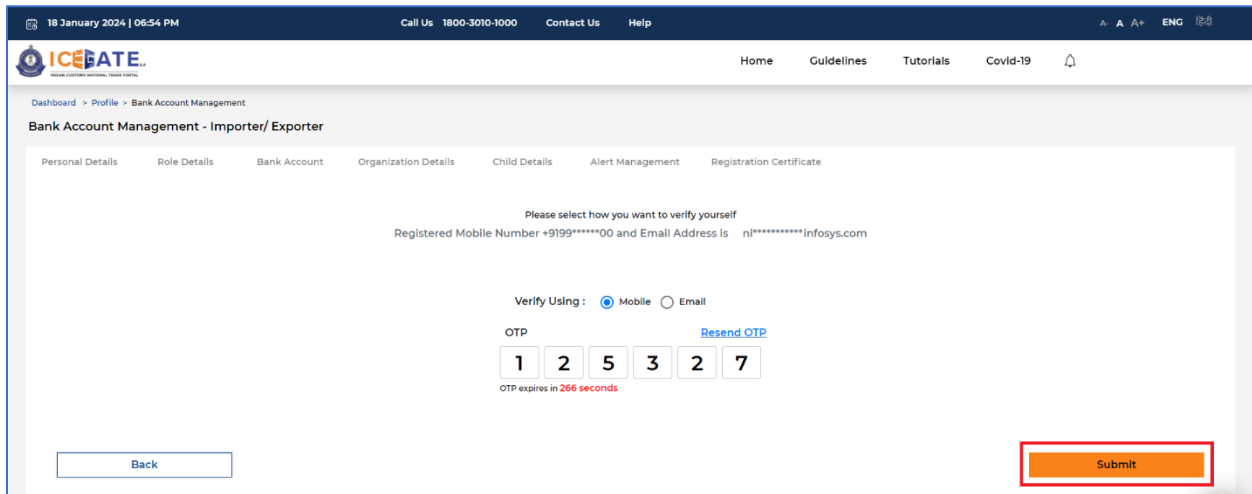
Verify Using : ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
OTP expires in 266 seconds

Resend OTP

Back Submit

Step-9: Click on <Submit> button.



18 January 2024 | 06:54 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

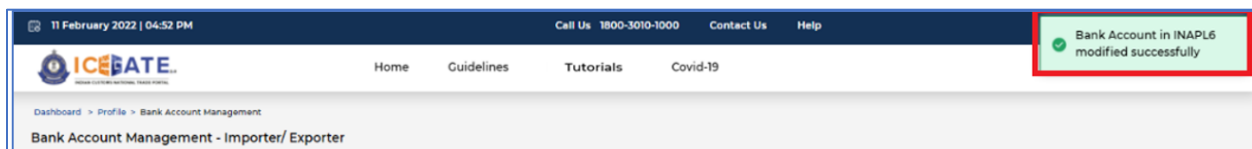
Verify Using : ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
OTP expires in 266 seconds

Resend OTP

Back Submit

Step-10: System will display the message captioned as 'Bank Account modified successfully'.



11 February 2022 | 04:52 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Bank Account in INAPL6 modified successfully

Note: If the user does not wish to select an account before clicking on the <Modify Account> button. In this case, the system will display an error message.

Bank Account Management – User Manual

18 January 2024 | 12:43 PM Call Us 1800-3010-1000 Contact Us Help

ICEGATE Home Guidelines Tutorials Covid-19

Please select the Bank Account first to modify the account details

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

Add New Bank Account Modify Account

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
☐ INBLJ6	ABU DHABI COMMERCIAL BANK LTD	6560001	765865869698787	Accepted
☐ INAMD4	CITY UNION BANK LIMITED	6080146	454646464363463	Pending
☐ INALA1	ORIENTAL BANK OF COMMERCE	0360675	345486789077	Pending
☐ INBLJ6	AB BANK LIMITED	6780001	5544554455	Pending
☐ INAMD4	CREDIT SUISSE AG	5040001	439858273869457	System Rejected ⓘ

1.2 Refund/Incentive Account

The user will select Refund/Incentive account.

18 January 2024 | 05:04 PM Call Us 1800-3010-1000 Contact Us Help

ICEGATE Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Select the account you want to manage

Refund/Incentive a/c Foreign Remittance a/c (AD code)

On selecting an account, the system will display the bank account details such as Location Code, Bank Name, IFSC Code, Account Number, and Status at Customs, and Status at PFMS mapped to the specific location code.

User may add his savings account or current account details here.

Bank Account Management – User Manual

18 January 2024 | 05:09 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	9021342536363	Rejected ①	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected ①
☐ INBOM1	BANK OF BARODA	BARB0ABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending

1.2.1 Add New Bank Account

Kindly follow the below steps to add new bank account -

Step-1: Click on <Add New Bank Account> button.

18 January 2024 | 05:09 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

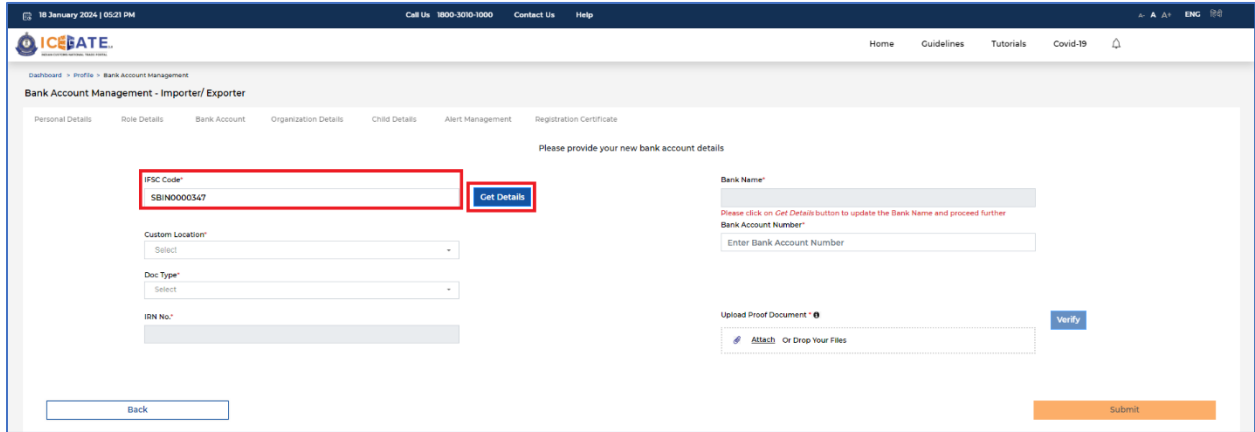
You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

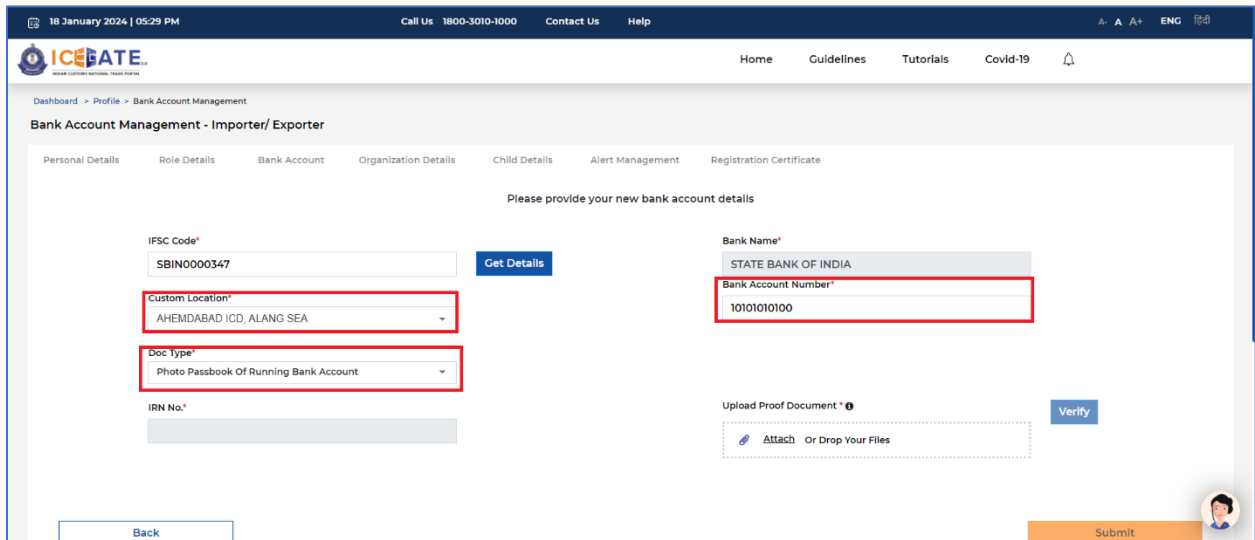
Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	9021342536363	Rejected ①	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected ①
☐ INBOM1	BANK OF BARODA	BARB0ABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending

Step-2: Enter valid IFSC code and click on <Get Details> button.

Bank Account Management – User Manual



Step-3: Select Custom location from the drop down, enter Bank Account Number, select Document Type.



Step-4: Upload proof document for identity verification and click on <Verify> button.

Bank Account Management – User Manual

18 January 2024 | 05:31 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19 GUVPE6913XPIE000

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

IFSC Code* SBIN0000347 [Get Details](#)

Bank Name* STATE BANK OF INDIA

Custom Location* AHMEDABAD ICD, ALANG SEA

Bank Account Number* 10101010100

Doc Type* Photo Passbook Of Running Bank Account

IRN No.*

Upload Proof Document * [Attach](#) _08augSigned.Pdf [Verify](#)

[Back](#) [Submit](#)

Step-5: On clicking the Verify button, the system will auto-populate the IRN number under IRN No. field.

18 January 2024 | 05:53 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19 MGVPK0463PPIE000

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

IFSC Code* SBIN0000347 [Get Details](#)

Bank Name* STATE BANK OF INDIA

Custom Location* ACC KANNUR, ACC MOPA

Bank Account Number* 10101010100

Doc Type* Photo Passbook Of Running Bank Account

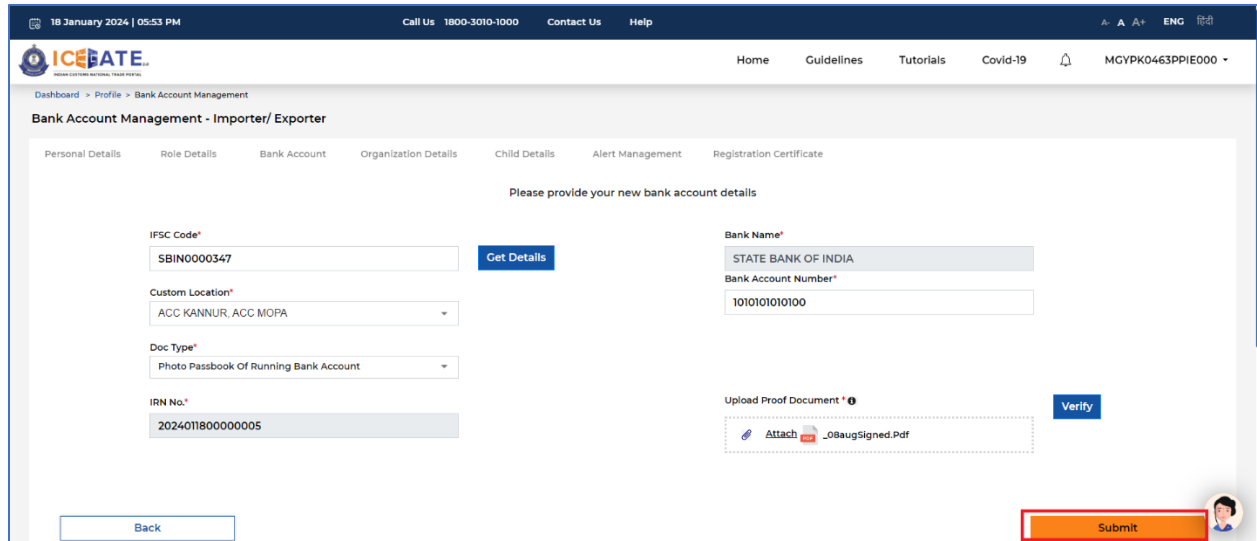
IRN No.* 2024011800000005

Upload Proof Document * [Attach](#) _08augSigned.Pdf [Verify](#)

[Back](#) [Submit](#)

Step-6: Click on <Submit> button.

Bank Account Management – User Manual



18 January 2024 | 05:53 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19 MGVPK0463PPIE000

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

IFSC Code*
SBIN0000347 Get Details

Bank Name*
STATE BANK OF INDIA

Custom Location*
ACC KANNUR, ACC MOPA

Bank Account Number*
10101010100

Doc Type*
Photo Passbook Of Running Bank Account

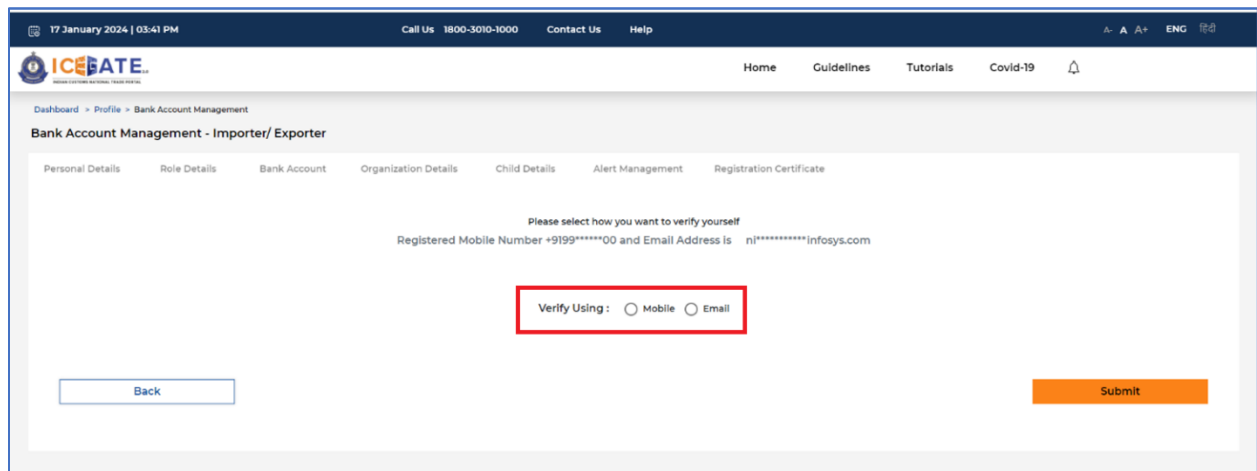
IRN No.*
2024011800000005

Upload Proof Document * Verify

Attach _08augSigned.Pdf

Back Submit

Step-7: The user has to verify his/her details by selecting the option Mobile/Email.



17 January 2024 | 03:41 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself

Registered Mobile Number +9199*****00 and Email Address is nj*****infosys.com

Verify Using : ☒ Mobile ☐ Email

Back Submit

Step-8: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.

Bank Account Management – User Manual

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Step-9: In case the user has not received OTP then click on **Resend OTP** link.

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Step-10: Click on <**Submit**> button.

Bank Account Management – User Manual

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****infosys.com

Verify Using: ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
Resend OTP

OTP expires in 266 seconds

Back Submit

Step-11: System will display the message captioned as ‘Bank Account added successfully’.

11 February 2022 | 03:51 PM Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

	Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
☐	INAPL6	PUNJAB NATIONAL BANK	PUNB0112000	88790985645	System Pending	Pending

Back

Bank Account Management – User Manual

1.2.2 Modify Account

The user can modify only those Bank account whose status at Custom and PFMS reflected as “**Accepted.**”

Please follow the steps below to modify an account.

Step-1: The user needs to select an account from the displayed list, if available, then click **<Modify Account>** button

18 January 2024 | 06:11 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

You are viewing details for: Export Promotion Incentive

Add New Bank Account **Modify Account**

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	902134253636363	Rejected	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected
☒ INBOM1	BANK OF BARODA	BARB0ABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INNSA1	CANARA BANK	CNRB0005999	65322456665000	Pending	Pending

Step-2: Enter valid IFSC code and click on **<Get Details>** button.

19 January 2024 | 02:04 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

CUVPE6913XPIE000

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details for Location : INBOM1

IFSC Code*
BARB0ABHAYK **Get Details**

Bank Account Number*
906756989888

Doc Type*
Select

IRN No.*

Bank Name*
BANK OF BARODA

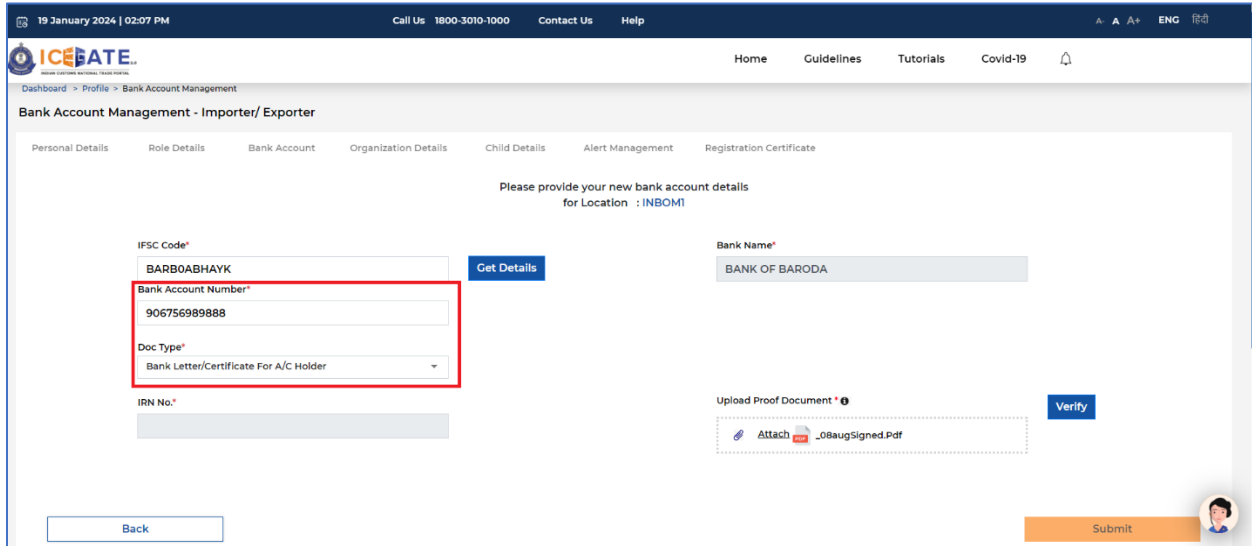
Upload Proof Document *
Attach Or Drop Your Files

Verify

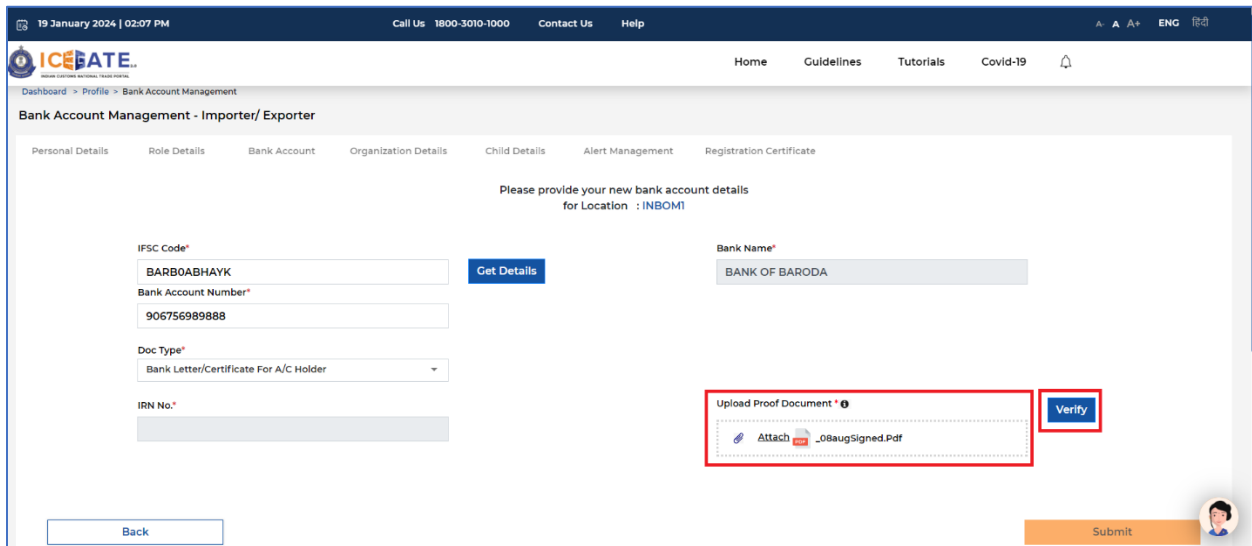
Back Submit

Bank Account Management – User Manual

Step-3: Enter Bank Account Number, select Document Type.

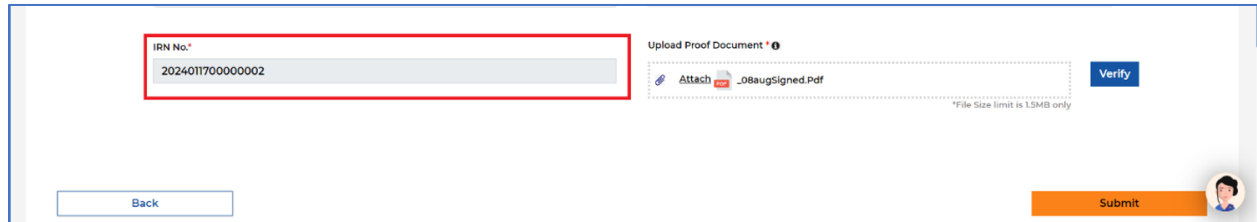


Step-4: Upload proof document and click on <Verify> button.



Step-5: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.

Bank Account Management – User Manual



IRN No.*
2024011700000002

Upload Proof Document *
Attach  .08augSigned.Pdf

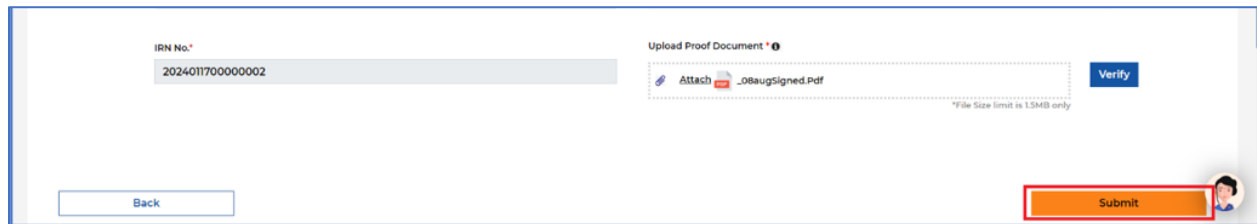
Verify

*File Size limit is 15MB only

Back

Submit

Step-6: Click on <Submit> button.



IRN No.*
2024011700000002

Upload Proof Document *
Attach  .08augSigned.Pdf

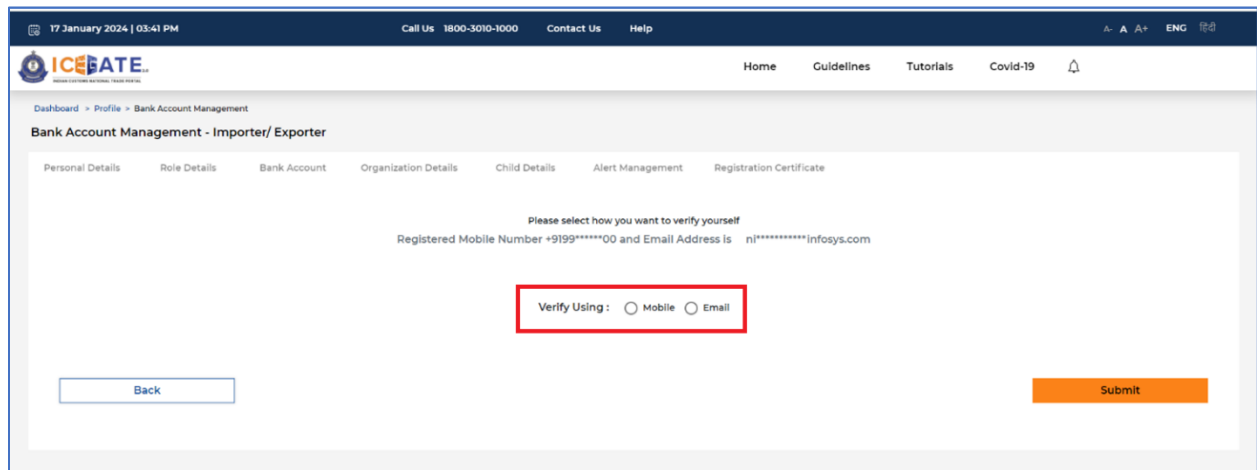
Verify

*File Size limit is 15MB only

Back

Submit

Step-7: The user has to verify his/her details by selecting the option Mobile/Email.



17 January 2024 | 03:41 PM

Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is ni*****infosys.com

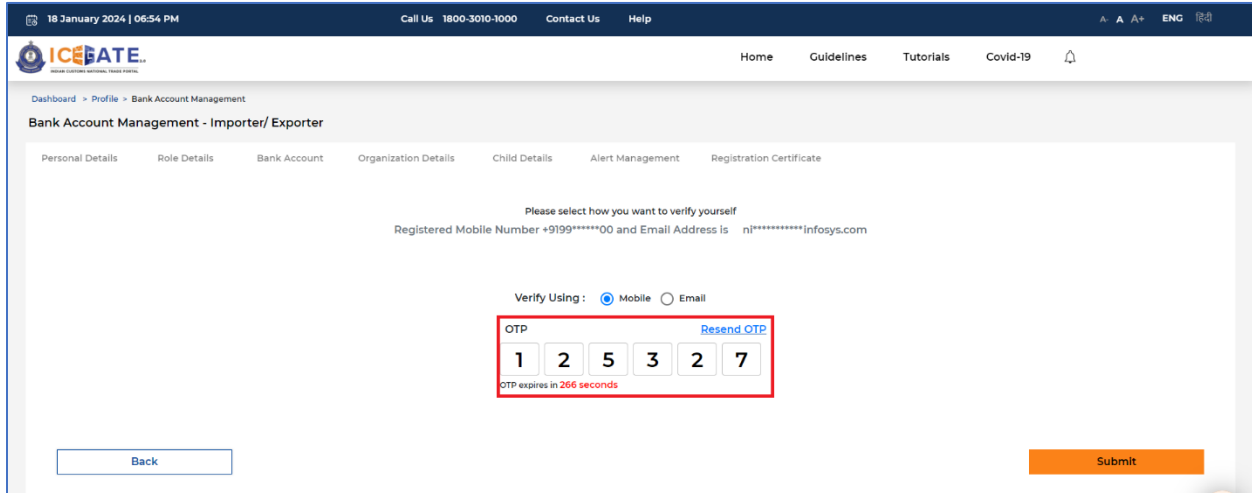
Verify Using : ☐ Mobile ☐ Email

Back

Submit

Step-8: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.

Bank Account Management – User Manual



18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

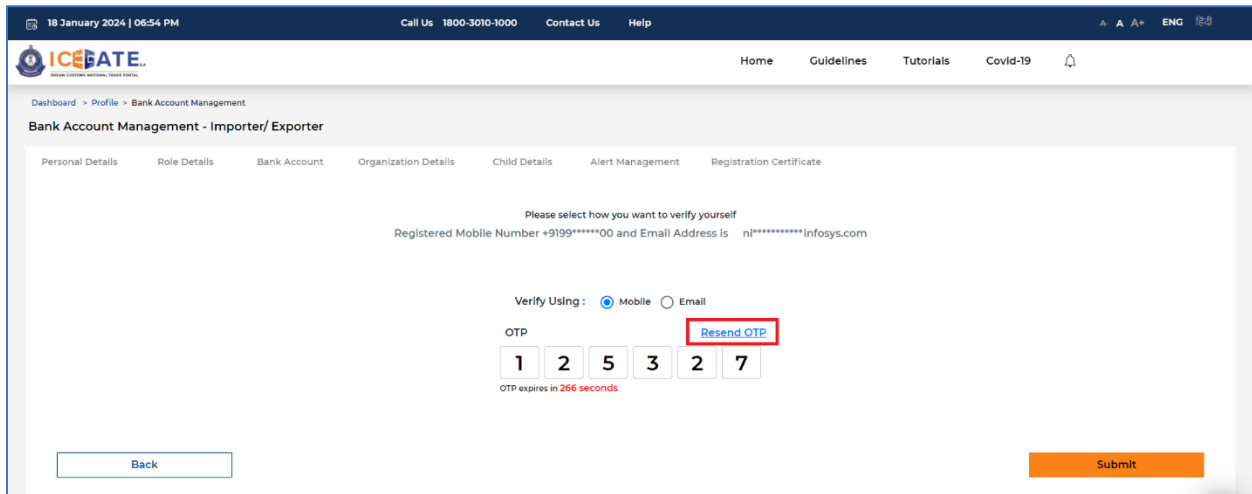
Verify Using : ☒ Mobile ☐ Email

OTP 1 2 5 3 2 7 [Resend OTP](#)

OTP expires in 266 seconds

Back Submit

Step-9: In case the user has not received OTP then click on **Resend OTP** link.



18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help ENG

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP 1 2 5 3 2 7 [Resend OTP](#)

OTP expires in 266 seconds

Back Submit

Step-10: Click on <**Submit**> button.

Bank Account Management – User Manual

18 January 2024 | 06:54 PM Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****infosys.com

Verify Using: ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
OTP expires in 266 seconds

Back Submit

Step-11: System will display the message captioned as ‘**Bank Account modified successfully**’.

11 February 2022 | 04:52 PM Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

Bank Account in INAPL6 modified successfully

Note: If the user does not wish to select an account before clicking on the <**Modify Account**> button. In this case, the system will display an error message.

18 January 2024 | 06:26 PM Call Us 1800-3010-1000 Contact Us Help

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	902134253636363	Rejected	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected
☐ INBOM1	BANK OF BARODA	BARBOABHAYK	906756989888	Accepted	Accepted

Please select the Bank Account first to modify the account details

Bank Account Management – User Manual

2 Upload Document Requirements

Kindly refer to **Circular number 25/2023** and the documents that need to be uploaded for purpose of approval to Add/Modify Bank account are as follows-

- A. Bank Authorization Letter incorporating the following details-
 - I. Name of the exporter and exporter address
 - II. IEC No. issued by DGFT to the said exporter.
 - III. PAN associated with IEC No.
 - IV. Bank account number associated with said IEC No.
 - V. Name of the of said Bank account No.
 - VI. Confirmation by the Bank, that PAN linked with the said Bank account is same as the PAN linked with said IEC No.
 - VII. Bank AD Code/ IFSC Code, as the case may be.
 - VIII. Name, address, contact details and official email-ID of the Bank branch where the said Bank account No. is held.
- B. Copy of cancelled cheque related to said Bank account No. (or latest bank statement of said Bank account endorsed by the Bank).