



Cargo Entry Permit System User Manual



Agency Registration

1. OVERVIEW

The objective of this document is to give user an understanding of the application process flow so as to help the user in using the application in a better way. The document describes the following web site functionality present in the system for:

- **Agency Registration**
- **Complete Agency Registration**
- **Login**
- **Forgot Password**
- **Change Password**
- **Edit agency profile** (Agency will be able to change registered documents such as company constitution, authorized signatories, agreements/contracts etc. using this option)

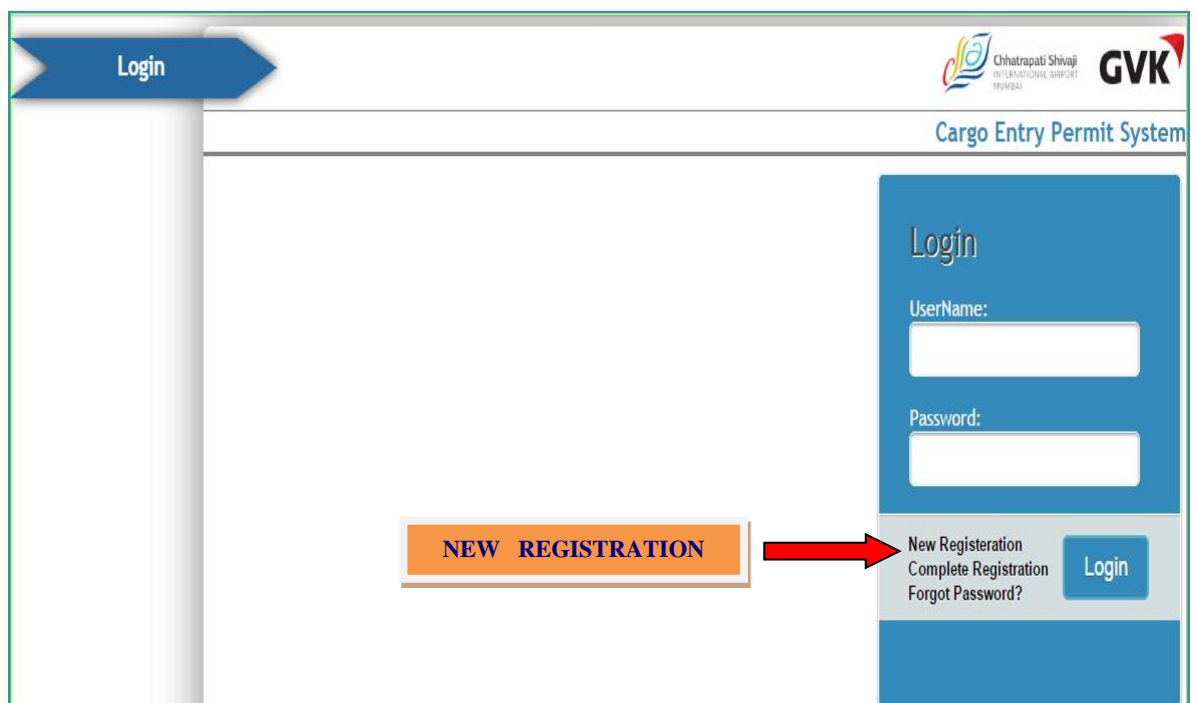
2. APPLICATION URL

<https://cargopass.gvk.com/>

3. NEW AGENCY REGISTRATION

Agency can register into application using new registration screen. Agency need to enter required information and documents for registration as per Agency type.

Click New Registration:



Select "Agency type":

The screenshot shows a web form titled "New Agency Registration" with a red close button in the top right corner. Below the title is a "View User Manual" link. The form is divided into sections: "Basic Details", "Accounts Details", "Supporting Documents", and "Agreement". The "Basic Details" section contains several input fields: Mobile Number, Agency Name, Address, Pin Code, Fax Number, Email ID, Phone Number, Agency Type, and City. The "Agency Type" dropdown menu is open, showing a list of options: Select, Select, CUSTOMS BROKER (CHA), CONSOL, IATA, IEC, COURIER AGENT, GHA, CONTRACTOR, GOVT AGENCIES, AIRLINES, CONSULATES, GSA, DOMESTIC CARGO, REGULATED AGENT, and COSTODIAN. The "Supporting Documents" section includes a red note: "(* Mandatory documents. All documents to be self attested by authorised person with company seal/stamp.) (* The documents that are rejected can only be viewed. Correct documents will not be available for preview.)". The "Agreement" section has a checkbox and text: "We hereby declare that information furnished above is true. Further, we hereby undertake that we are fully responsible for ensuring that all documents are submitted in accordance with the terms and conditions of the agreement. We agree that in the event of misuse of cargo entry permits in whatsoever manner MIAPL shall take action as deemed fit including but not limited to suspension of the agency from the premises. We also confirm that, we shall perform our bonafide existing business in the cargo and possess all relevant documents related to the agency."

Details of the authorized signatories (Director / Partner / Proprietor & authorized personnel):

- Below format to be prepared on company letterhead by individual agency/company/organization & uploaded as document No. 1 in each category.
- Details of the authorized signatory to be given in prescribed column.
- Successfully registered agency shall also be able to amend in future as & when required.

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Doc. No. 1 Format (details of Authorized signatory Personnel):

Authorised Signatory Declaration (To be submitted on Company Letter Head)

To,
The General Manager Security - Cargo,
Mumbai International Airport Pvt. Ltd.
Air Cargo Complex, Sahar, Andheri (E),
Mumbai - 400099

Sub: Request for Registration of Authorised Signatories with MIAPL ACC

Dear Sir,

This is with reference to the above mentioned subject, find the details of Authorised signatories on for our company to be registered with MIAPL Air Cargo Complex pass section as mentioned below:-

1. Name of the Firm :
2. Type and number of Firm (CHA, IATA etc.) :
3. Corporate Identification Number :
(Applicable for Pvt./ Public Ltd & LLP companies)
4. Email Id of Organisation :
5. Authorised Person and Contact no. :

Details of Directors/ Partners/ Proprietor & Authorised Signatories:

Sr. No.	Name of Person	Designation	Specimen Signature	Photograph	Email ID & Mobile

We hereby declare that the information furnished above is true and correct. Further, we hereby undertake that we are fully responsible for ensuring good conduct of our employees inside the cargo premises.

We agree that in event of misuse of cargo entry permits in whatsoever manner MIAPL shall take action as deemed fit including cancellation of our registration.

Similarly, we also confirm that, we shall perform our bonafide existing business in the cargo and possess all the relevant documents related to our firm.

Thanking You,

Director/ Partner/ Proprietor
(Sign and Company Stamp/ Seal)

Note: Once Agency uploads all documents with relevant information, same will be reviewed and verified by Cargo Pass Section. Post verification Cargo Pass section will approve agency application. Registration request shall be rejected in case of missing or inappropriate information.

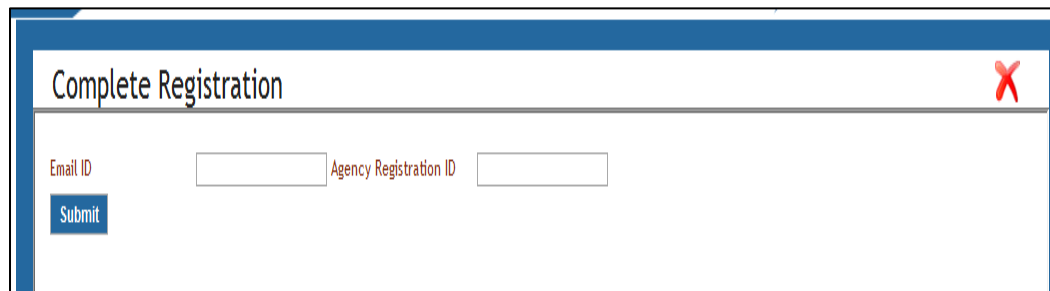
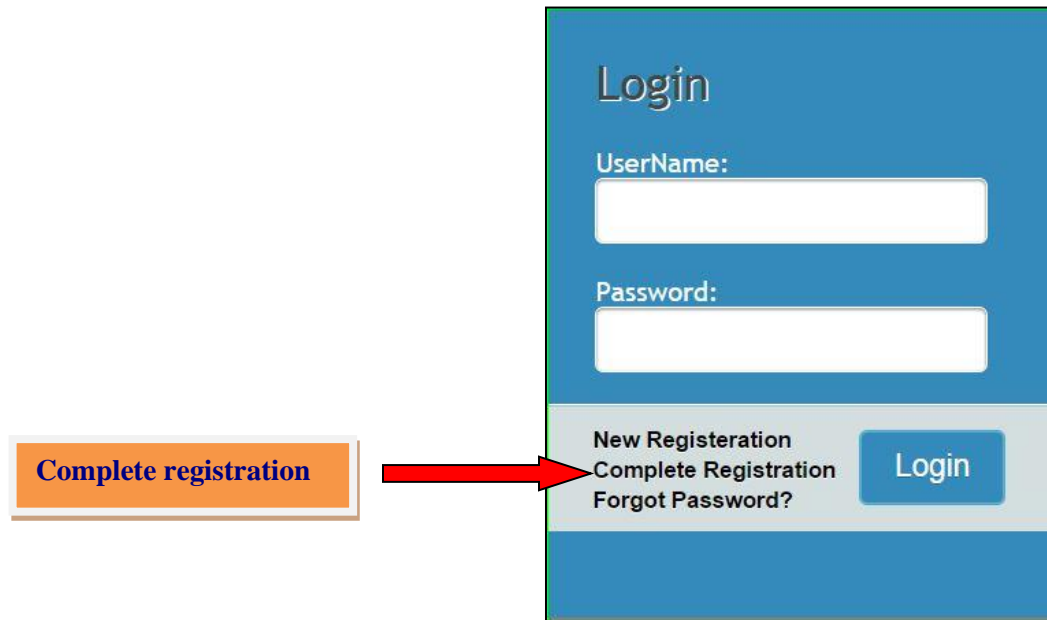
User actions for fresh registration:

1. Click on New Registration.
2. Click on Agency Type.
3. Enter all mandatory information.
4. All documents to be sign & stamp by (Director/Partner/Proprietor.)
- 5. Upload all required documents in PDF format only.**
6. Accept term agreement & click on **"Submit"** to save information.
7. On submission an agency shall receive email notification on registered email.
8. **In case agency does not receive any pass section notification mail in Inbox may look into spam or junk folder. Also advised to change email setting to receive future pass section mail directly in to the Inbox.**
9. Agency may approach pass section or contact on 022-66851354 Or 022-66851385 in case any difficulty or query.
10. On Successful Approval/registered user will be notified with system generated password.
11. More than one paper in any of the document category is to be scan together & make it as one PDF file & upload.
(Example: contract agreement or customs broker license having more pages is in multiple file is to be scan together, make one file & then uploaded as a single PDF file only.)

4. COMPLETE REGISTRATIONS

In case of **"Rejection"** of agency application, this screen will help agency to provide necessary information and upload required / amended documents to complete the registration process. Agency does not require to do "New Registration" again.

COMPLETE REGISTRATION SCREEN:



User actions for fresh registration:

1. Enter email address provided for new registration and agency ID given in the auto generated mail.
2. Click on **"Submit"** to navigate to edit agency registration screen.
3. Change the necessary document or detail & submit.
4. If documents found OK agency will receive next mail for original documents verification.

5. LOGIN

[Always to be Login with valid login credentials.](#)

Note: upon approval of agency registration by Cargo Pass Section, system generated password will be provided through email notification on registered

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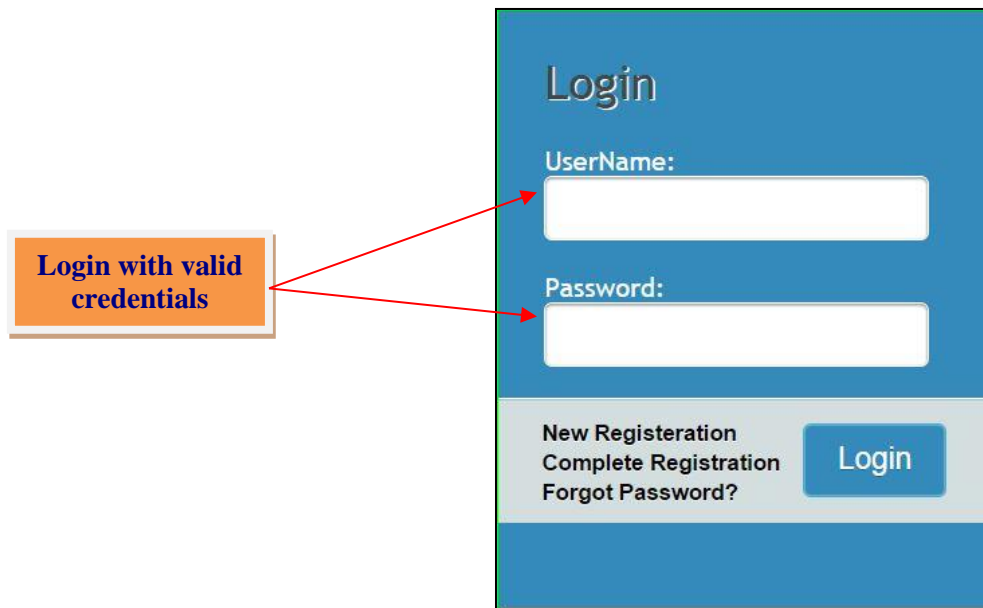
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email address of agency. **Registered E-mail ID is a valid "User name" of individual agency.** Post login can choose 'change password' option.

User actions for Login:

1. Enter User Name (**registered e-mail ID**) and Password.
2. Click on "**Login**". (If User Name and Password are valid, system will allow entry into system.)

Login Screen:



The screenshot shows a login interface with a blue header and a white body. The header contains the word "Login" in a large, light blue font. Below the header, there are two input fields: "UserName:" and "Password:". Below the input fields, there are three links: "New Registration", "Complete Registration", and "Forgot Password?". To the right of these links is a blue button labeled "Login". A callout box on the left, with an orange background and white text, says "Login with valid credentials". Two red arrows point from this callout box to the "UserName:" and "Password:" input fields.

6. CHANGE PASSWORDS

This screen helps agency to change existing password. In case the user is logging into the system for the first time, the user to enter system generated password & after login user will be able to change the password.

- **CHANGE PASSWORD SCREEN-**

Home | Help | Change Password | Welcome ADMIN USER ADMIN | Logout

Old Password

New Password

Re-type Password

A valid password must contain;

- 1) Minimum 8 characters
- 2) Both lower case & upper case
- 3) Atleast one special character

- **User actions for CHANGE PASSWORD**

1. Login
2. Click on change password option.
3. User to provide system generated /existing password.
4. Enter new password in required combination.
5. Re-confirm new password.
6. Click on "Submit" to update change password.
7. On successful password change, application will take user to login page for re-login.

7. FORGOT PASSWORD

This screen helps user to recover forgot password. System will send an auto generated password to the user registered Email ID.

- **FORGOT PASSWORD SCREEN-**

Cargo Entry Permit System

Login

UserName:

Password:

[New Registration](#) [Complete Registration](#) [Forgot Password?](#)

Click on forgot password

Forgot Password

Mobile Number

Email ID

User Actions for FORGOT PASSWORD:

1. Click on forgot password on main Login page.
2. User will have to specify registered mobile number.
3. User will have to specify registered Email ID.
4. Click on **"Submit"** to request for new password. System will send the password details to user Email account.

8. EDIT AGENCY PROFILE

- An agency will be able to change/update any of the registered documents from this section such as company constitution, authorized person, licence validity /contract validity etc.
- Specific given column is also to be filled with respect to necessary changes.
- Concern agency will not be able to login or apply/renew CEP once changes have been submitted till you obtained approval from pass section.
- Relevant documents to be uploaded in PDF format & attested by authorized person only.
- **Once document uploaded cannot be view.**
- **Below screen will help to update/change registered documents-**

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EDIT PROFILE

CEPS
Dashboard

HOME CEP SEARCH AGENCY PROFILE
Home | Help | Change Password | Welcome NATIONAL AGENCY | Logout

Today's Status

Daily Passes : 0

Permanent Passes : 0

Total Passes Till Now

Total Daily Passes : 0

Total Permanent Passes : 3

CEP Pass Status

Status	Passes
Pending for Admin Approval	1
Issued	3

Basic Details

Mobile Number	<input type="text" value="8695857647"/>		
Agency Name	<input type="text" value="National Agency"/>	Email ID	<input type="text" value="national@gmailcom"/>
Address	<input type="text" value="dada"/>	Phone Number	<input type="text" value="23234356"/>
Pin Code	<input type="text" value="400099"/>	Agency Type	<input type="text" value="CONTRACTOR"/>
Fax Number	<input type="text" value="3344556677"/>	City	<input type="text" value="Andheri"/>

Accounts Details

Contract Validity	<input type="text" value="28/12/2018"/>
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Supporting Documents

		List Of Documents	Upload Document(PDF Format Only)	View
1	*	Validity of agreement: Declaration letter from principal agency for validity of contract, verification of antecedent of company & taking responsibility of the said agency.	<input type="text"/> <input type="button" value="Browse..."/>	View
2	*	List Authorised Signatory: Specimen Signature of listed person & affix latest photograph on authorized signatory format.	<input type="text"/> <input type="button" value="Browse..."/>	View
3	*	Photo ID & Sign. Verification: proof (any one copy of PAN card or Passport or Driving License or signature verification certificate from reputed Bank) of Director / Proprietor / partners & authorized person.	<input type="text"/> <input type="button" value="Browse..."/>	View
4		Board resolution or registered power of attorney signed by the Managing Director/Partner. (substitute to all directors/Partners signatures).	<input type="text"/> <input type="button" value="Browse..."/>	View
5	*	Official Address: Pvt Ltd companies or partnership firm to submit Shop & Establishment License from Municipal Corporation or proof address registered with MCA or customs notice. Proprietorship firm may submit Affidavit Or CA declaration or Customs notice.	<input type="text"/> <input type="button" value="Browse..."/>	View
6		List of Directors/Partners: Declaration for number of existing directors / partners. (only with board resolution)	<input type="text"/> <input type="button" value="Browse..."/>	View
7		Copy of MCA 21 for list Directors registered with Ministry Of Corporate Affairs (For Pvt Ltd firm.).	<input type="text"/> <input type="button" value="Browse..."/>	View

(*) Mandatory documents. All documents to be self attested by authorised person with company seal/stamp.)
(*) The documents that are rejected can only be viewed. Correct documents will not be available for preview.)

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