

***Ministry of Fisheries, Animal Husbandry & Dairying***  
***Department of Animal Husbandry and Dairying***  
***Animal Quarantine & Certification System***

## ***AQCS Import Clearance System***

### **User Manual for Importers & CHAs**

**Version 1.0 dated 7<sup>th</sup> May 2021**

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# **AQCS IMPORT CLEARANCE SYSTEM**

## **USER MANUAL FOR IMPORTERS & CHAS**

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Version 1.0

7/5/2021

## VERSION HISTORY

Version #	Implemented By	Revision Date	Reason
0.1	Tushar Kanti Das	07/05/2021	Initial Draft
1.0	S. Kaleeswaran	07/05/2021	Review comments incorporated

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## 1 PURPOSE

The purpose of this user manual is to provide a general overview of the AQCS's Import Clearance System for the Importers & CHA's and help them understand the step by step process which will be followed by them during filing of the application form for Advanced NOC or Provisional/Final NOC for Commercial Livestock, Pets (Cats & Dogs) and Livestock Products.

All other functionalities provided in the AQCS Import Clearance System for Importers/CHAs will also be explained in detail in this user manual.

## 2 AQCS IMPORT CLEARANCE SYSTEM OVERVIEW

The AQCS Import Clearance System is an online system which is fully integrated with Customs SWIFT platform.

When an import consignment of Importers is to be cleared by Customs at any port location in India then the Importers/CHAs will have to apply in Customs SWIFT platform.

The information filled by the Importers/CHAs in the Customs SWIFT platform will automatically get transferred to the AQCS Import Clearance System if the consignment under consideration comes under the jurisdiction of AQCS.

Importers & CHAs will have to register (one-time) in the AQCS Import Clearance System to obtain their login credentials.

Once these login credentials are available then the Importers & CHAs will have to furnish additional details which will be filled by the Importers/CHAs in the online application form and thereafter the application will be submitted by Importers/CHAs to the port where the consignment is lying.

The port officers will scrutinize the application, inspect the consignment, samples can be drawn for laboratory testing purpose etc and thereafter the NOC or Destruction Order will be issued by the Quarantine Officer of the port.

The NOC or Destruction Order will be automatically passed on to Customs SWIFT platform and Importers/CHAs.

## 3 IMPORTERS/CHAS

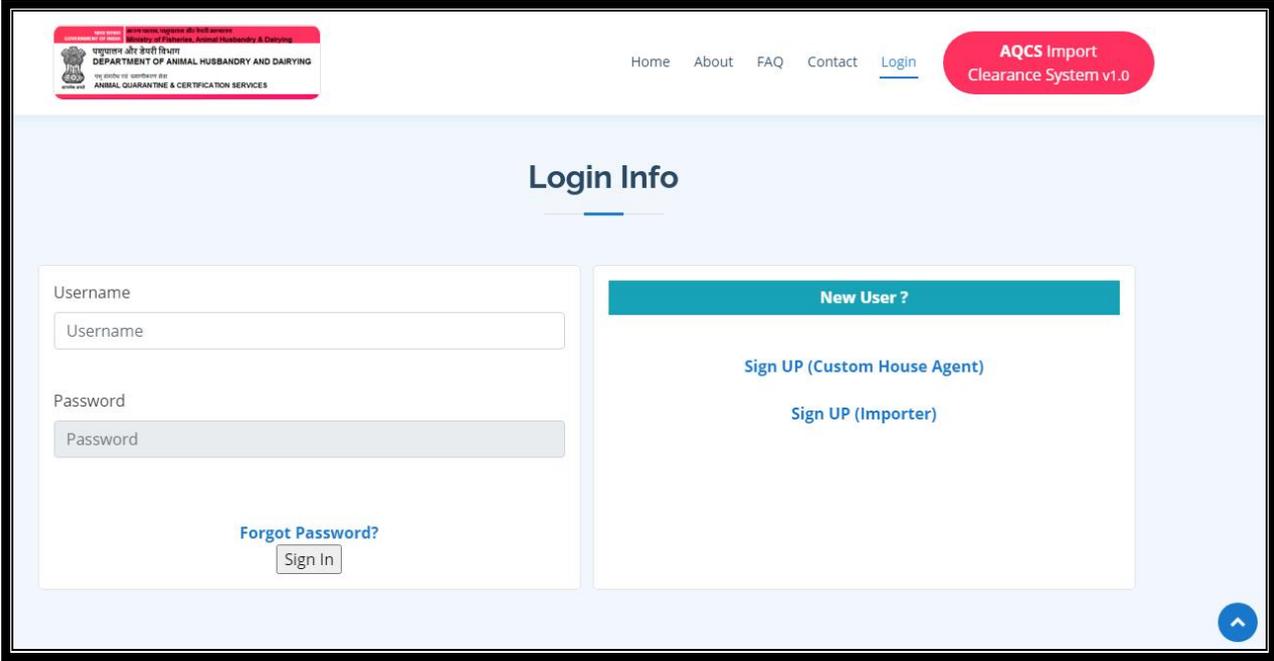
All the features of AQCS Import Clearance System explained in the following sections are common for both Importers & CHAs. If there are any differences in these features then these will be highlighted in the sections where these differences occur.

## 4 LOGIN

Importers / CHAs can log into the AQCS Import Clearance System using their Login credentials which they will receive after successful registration in the AQCS Import Clearance System.

From the home page of AQCS Import Clearance System (<http://indialog-pga.commerce.gov.in/aqcs>), click the Login link which is visible in the menu at the top.

The following screen will appear.



The screenshot shows the login interface for the AQCS Import Clearance System. At the top left is the logo of the Department of Animal Husbandry and Dairying, Government of India. The top right features a navigation menu with links for Home, About, FAQ, Contact, and Login, along with a red button labeled 'AQCS Import Clearance System v1.0'. The main heading is 'Login Info'. On the left, there are input fields for 'Username' and 'Password', a 'Forgot Password?' link, and a 'Sign In' button. On the right, a 'New User?' section contains two links: 'Sign UP (Custom House Agent)' and 'Sign UP (Importer)'. A blue arrow icon is located in the bottom right corner.

Enter Username & Password and click on “Sign In” button.

After successful sign in by Importers/CHAs the following Dashboard screen will appear.

## 5 DASHBOARD

Importers / CHAs can view the status of all the applications filed by them. They can also check if any application has been sent to them for clarification purpose by Quarantine Officer as shown in the screen below.

The screenshot displays the AQCS Import Clearance System dashboard. At the top, there is a header with contact information (011 - 25063272, Old Delhi Gurgaon Road, Kapashera) and a logo for the Department of Animal Husbandry and Dairying. The user is logged in as 'PRIME HARBAL HEAL THCARE [Importer]'. The dashboard is divided into several sections:

- CURRENT STATISTICS:** Shows counts for 'Total New NOC Application(s): 00', 'Total New Advanced NOC Application(s): 00', and 'Application(s) Waiting for Clarification: 01'.
- ACTIVE NOC APPLICATIONS:** A table listing three applications with details on importer, product, scrutiny status, and actions.
- RECENT NOCS:** A table showing one recent NOC issued with details on application ID, bill of entry, item description, and inspection officer.

Sr No	ApplicationID	Exporting Country	Product Details								
Importer	Product(s)	Scrutiny by AO/TO	Container To be Grounded	Payment	Appointments Given	Lab Submission	BoE Scrutiny Status (PADS)	Action			
1	ICA20200900000081 [Sep 01, 2020]	IN	PRIME HARBAL HEAL THCARE	[12345678] fg (Product description)	NEW APPLICATION	-NA-	-NA-	N/A	NOT SENT	N/A	NO ACTION REQUIRED
2	ICA20200900000080 [Sep 01, 2020]	IN	PRIME HARBAL HEAL THCARE	[12345678] fg (Product description)	NEW APPLICATION	-NA-	-NA-	N/A	NOT SENT	N/A	NO ACTION REQUIRED
3	ICA20200900000077 [Sep 01, 2020]	IN	PRIME HARBAL HEAL THCARE	[01234567] test (Product description)	NEW APPLICATION	-NA-	-NA-	N/A	NOT SENT	N/A	NO ACTION REQUIRED

Sr No	Application ID	Details			
Item Desc [HS Code]	Inspection Officer	Action			
[12345678] fg	Amarainh Pardeshi	NOC Issued			

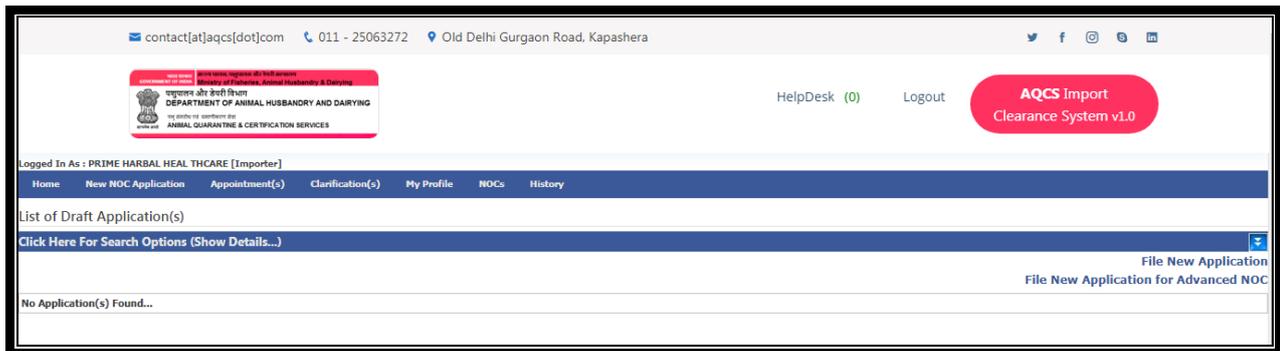
Importer/CHA will know the total no of NOC applications & total no of advanced NOC applications filed by them. If there are any applications for clarification then the same will be visible in the dashboard as shown above.

In the next section Importer/CHA will find out the status of the applications filed by them. The last section will show ‘NOC issued’ status for applications which have been processed by AQCS officers.

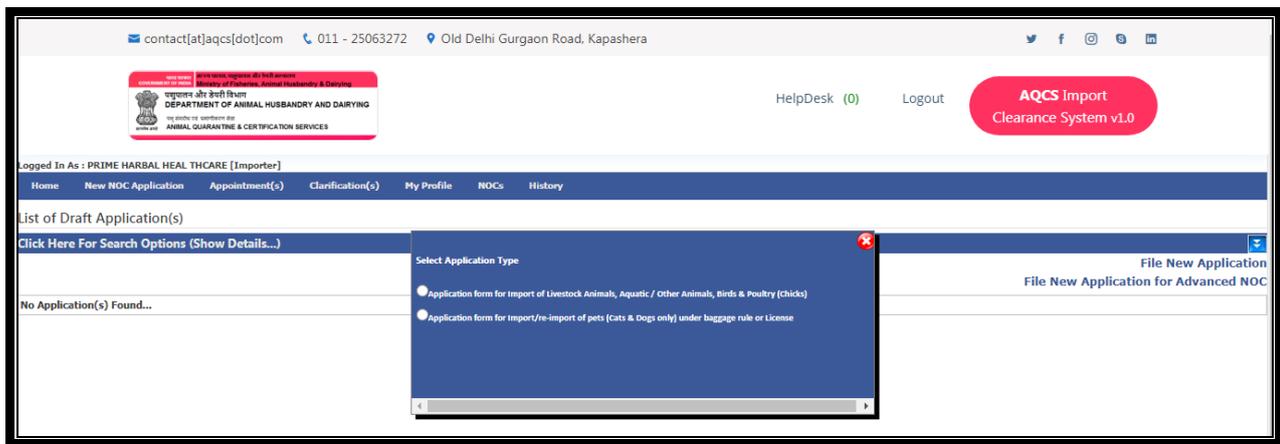
## 6 APPLICATION FILING FOR ADVANCED NOC

On clicking the ‘New NOC Application’ from the menu option, Importer/CHA will get the following screen.

The Importer/CHA can click on the link “File New Application” to file new applications for NOC and “File New Application for Advanced NOC” to file new applications for Advanced NOC.



On clicking the link “File New Application for Advanced NOC” the following screen will appear.



Importer/CHA will choose the application form which they wish to fill for import clearance of their consignments. There are two options for new applications for Advanced NOC:

- Import of Livestock Animals, Aquatic / Other Animals, Birds & Poultry (Chicks)
- Import/re-import of pets (Cats & Dogs only) under baggage rule or License

### 6.1 APPLICATION FORM FOR IMPORT OF LIVESTOCK ANIMALS, AQUATIC / OTHER ANIMALS, BIRDS & POULTRY (CHICKS)

On selecting the first application type from the above screen, the application form for import of livestock animals, aquatic/other animals, birds & poultry (chicks) will appear as shown the screen below.

Importer/CHA will have to fill in all the details in the application form making sure that no mandatory fields are skipped. All mandatory fields are marked with a red star mark. If any of the mandatory fields are not filled then the application can't be submitted and Importer/CHA will be shown the fields which are not filled in through error messages which will appear next to those fields.

Importer/CHA can fill in more than one type of commercial animal in the same application form by clicking the 'Add Product' at the end of the application form if the animals being transported have the same Bill of Entry. The screen will then appear as follows.

Product Details										
Product description as per Packing List	Telephone No	DGFT License No	Name	Breed	Sex	DOB	Colour	Vaccination Name	Health Cert.No	Action
description	6786756876	3000007890	Bovine	Murrah	Male	11/6/2018 12:00:00 AM	Brown	Rabies	1421212	Delete Edit

If the added information is incorrect then the same can be either edited or deleted and new information should be filled in by Importer/CHA.

The screen below shows all the supporting documents which the Importer/CHA will have to attach along with the application form.

The screenshot displays the 'Documents Details' section of the AQCS Import Clearance System. The page header includes contact information: contact[at]aqcs[dot]com, 011 - 25063272, and Old Delhi Gurgaon Road, Kapashera. The user is logged in as R.THOMAS & CO., [Importer]. The navigation menu includes Home, New NOC Application, Appointment(s), Clarification(s), My Profile, NOCs, and History. The main content area shows a table of documents to be attached, with columns for Document Name, View, and Attachment(s). Each document row includes a 'Choose File' button and an 'Attach' button. The documents listed are: Import License (DGFT) (C), License No. of CHA (N), Health Certificate (N), Ticket(If any) (N), Importer Declaration/Affidavit (N), Laboratory Letter/Report (N), Invoice/Packing List (N), Bill of Entry/A.W.No. (N), Charges(If any) (N), and Any Other Document (N). A red note states: '\* More than one document can be attached in all supporting document. (C) denotes common document, (N) denotes normal consignment specific document.' At the bottom, there are buttons for 'Save as Draft', 'Submit Application', and 'Cancel'. The footer includes copyright information: © Copyright. All Rights Reserved. Designed by Logicsoft, and social media icons for Twitter, Facebook, Instagram, LinkedIn, and a home button.

Once the application form is correctly filled in and all the supporting documents are uploaded then the Importer/CHA can either save the application in draft by clicking the 'Save as Draft' button or submit the application by clicking the 'Submit Application' button. These buttons are visible at the end of the application form.

## 6.2 APPLICATION FORM FOR IMPORT/RE-IMPORT OF PETS (CATS & DOGS ONLY) UNDER BAGGAGE RULE OR LICENSE

On selecting the second application type for Advanced NOC, the application form for import/re-import of pets (Cats & Dogs only) under baggage rule or license will appear as shown the screen below.

Importer/CHA will have to fill in all the details in the application form making sure that no mandatory fields are skipped. All mandatory fields are marked with a red star mark. If any of the mandatory fields are not filled then the application can't be submitted and Importer/CHA will be shown the fields which are not filled in through error messages which will appear next to those fields.

Importer/CHA can fill in more than one type of pet animal in the same application form by clicking the 'Add Pet' at the end of the application form if the pet animals being transported have the same Bill of Entry. The screen will then appear as follows.

Pet Details									
Product description As in AQCS Database	Name of the Owner/ Exporter	Overseas address of the Owner/Exporter	RITC/HS Code	Name	Breed	Colour	Date Arrival	Departure Date	Action
Description	ABC	XYZ	19053290	Andy	Alpine	White	May 16, 2021	Jul 31, 2021	Delete Edit

If the added information is incorrect then the same can be either edited or deleted and new information should be filled in by Importer/CHA.

The screen below shows all the supporting documents which the Importer/CHA will have to attach along with the application form.

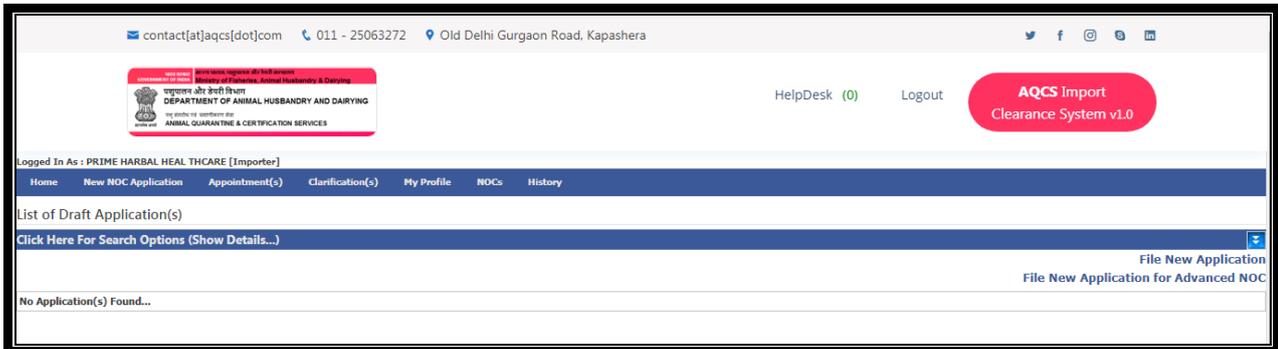
The screenshot displays the 'Documents Details' section of the application form. It features a table with columns for 'Documents', 'View', and 'Attachment(s)'. Each row lists a document type (e.g., Official Health Certificate, Vaccination Book, Passport of Owner) and provides a 'Document Not Uploaded' status with 'Choose File' and 'Attach' buttons. Below the table, there is a red warning message: '\*\* More than one document can be attached in all supporting document.' followed by a disclaimer and a list of terms and conditions. At the bottom, there are three buttons: 'Save as Draft', 'Submit Application', and 'Cancel'.

Once the application form is correctly filled in and all the supporting documents are uploaded then the Importer/CHA can either save the application in draft by clicking the 'Save as Draft' button or submit the application by clicking the 'Submit Application' button. These buttons are visible at the end of the application form.

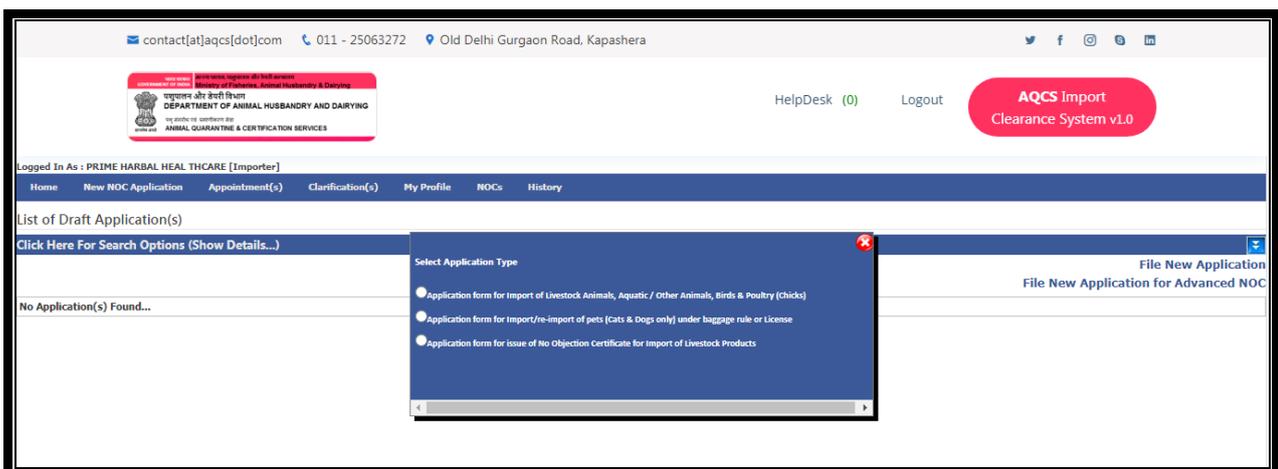
## 7 APPLICATION FILING FOR PROVISIONAL / FINAL NOC

On clicking the ‘New NOC Application’ from the menu option, Importer/CHA will get the following screen.

The Importer/CHA can click on the link “File New Application” to file new applications for NOC and “File New Application for Advanced NOC” to file new applications for Advanced NOC.



On clicking the link “File New Application” the following screen will appear.



Importer/CHA will choose the application form which they wish to fill for import clearance of their consignments. There are three options for new applications for NOC:

- Import of Livestock Animals, Aquatic / Other Animals, Birds & Poultry (Chicks)
- Import/re-import of pets (Cats & Dogs only) under baggage rule or License
- Issue of No Objection Certificate for Import of Livestock Products

### 7.1 APPLICATION FORM FOR IMPORT OF LIVESTOCK ANIMALS, AQUATIC / OTHER ANIMALS, BIRDS & POULTRY (CHICKS)

On selecting the first application type from the above screen, the application form for import of livestock animals, aquatic/other animals, birds & poultry (chicks) will appear as shown the screen below.

Importer/CHA will have to fill in all the details in the application form making sure that no mandatory fields are skipped. All mandatory fields are marked with a red star mark. If any of the mandatory fields are not filled then the application can't be submitted and Importer/CHA will be shown the fields which are not filled in through error messages which will appear next to those fields.

Importer/CHA can fill in more than one type of commercial animal in the same application form by clicking the 'Add Product' at the end of the application form if the

animals being transported have the same Bill of Entry. The screen will then appear as follows.

Product Details										
Product description as per Packing List	Telephone No	DGFT License No	Name	Breed	Sex	DOB	Colour	Vaccination Name	Health Cert.No	Action
description	6786756876	3000007890	Bovine	Murrah	Male	11/6/2018 12:00:00 AM	Brown	Rabies	1421212	Delete Edit

If the added information is incorrect then the same can be either edited or deleted and new information should be filled in by Importer/CHA.

The screen below shows all the supporting documents which the Importer/CHA will have to attach along with the application form.

contact[at]aqcs[dot]com | 011 - 25063272 | Old Delhi Gurgaon Road, Kapashera

HelpDesk (0) | Logout | **AQCS Import Clearance System v1.0**

Logged In As : R.THOMAS & CO., [Importer]

Home | New NOC Application | Appointment(s) | Clarification(s) | My Profile | NOCs | History

### Documents Details

Documents	View	Attachment(s)
Import License (DGFT) (C)	Document Not Uploaded	Choose File No file chosen Attach
License No. of CHA (N)	Document Not Uploaded	Choose File No file chosen Attach
Health Certificate (N)	Document Not Uploaded	Choose File No file chosen Attach
Ticket(If any) (N)	Document Not Uploaded	Choose File No file chosen Attach
Importer Declaration/Affidavit (N)	Document Not Uploaded	Choose File No file chosen Attach
Laboratory Letter/Report (N)	Document Not Uploaded	Choose File No file chosen Attach
Invoice/Packing List (N)	Document Not Uploaded	Choose File No file chosen Attach
Bill of Entry/A.W.No. (N)	Document Not Uploaded	Choose File No file chosen Attach
Charges(If any) (N)	Document Not Uploaded	Choose File No file chosen Attach
Any Other Document (N)	Document Not Uploaded	Choose File No file chosen Attach

**\*\* More than one document can be attached in all supporting document.**  
 \*\* (C) denotes common document, (N) denotes normal consignment specific document.

Save as Draft | Submit Application | Cancel

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Once the application form is correctly filled in and all the supporting documents are uploaded then the Importer/CHA can either save the application in draft by clicking the 'Save as Draft' button or submit the application by clicking the 'Submit Application' button. These buttons are visible at the end of the application form.

## 7.2 APPLICATION FORM FOR IMPORT/RE-IMPORT OF PETS (CATS & DOGS ONLY) UNDER BAGGAGE RULE OR LICENSE

On selecting the second application type for Provisional/Final NOC, the application form for import/re-import of pets (Cats & Dogs only) under baggage rule or license will appear as shown the screen below.

The screenshot shows the AQCS Import Clearance System v1.0 interface. The user is logged in as R.THOMAS & CO., [Importer]. The form is for a Regular or Containerized (FCL) Import. The 'Consignment Basic Details' section includes fields for Gateway IGM Number, Consignment Description, Exporting Country, Import Purpose, Bill of Entry No, Importer Name, Importer Address, Attach Bill of Entry, Attach Examination Order, and IGM/Arrival Date. The 'Pet Details' section includes fields for RITC/HS Code, Product description, Email Id of the Owner/Importer/CHA, Contact No of the Owner/Importer/CHA, Name of the Owner/ Exporter, Overseas address of the Owner/Exporter, Email Id of the Owner/Exporter, Contact No of the Owner/Exporter, Passport No of the owner/ Importer, Aadhar Card No of the owner/ Importer, Category of Import, Purpose of Import/ Re-import, Date of Arrival, Date of Departure, and Port of Departure. The 'Details of the pet(s)' section includes fields for Species, Animal Type, Breed, Name, Microchip No, Sex, Date of Birth, Age, Colour, Country of Origin/Processing/Manufacturing, Countries visited during past 2 years, Manufacturer Name, and Manufacture Address. A red star mark indicates mandatory fields. An 'Add Pet' button is at the bottom.

Importer/CHA will have to fill in all the details in the application form making sure that no mandatory fields are skipped. All mandatory fields are marked with a red star mark. If any of the mandatory fields are not filled then the application can't be submitted and Importer/CHA will be shown the fields which are not filled in through error messages which will appear next to those fields.

Importer/CHA can fill in more than one type of pet animal in the same application form by clicking the 'Add Pet' at the end of the application form if the pet animals being transported have the same Bill of Entry. The screen will then appear as follows.

Product description As in AQCS Database	Name of the Owner/ Exporter	Overseas address of the Owner/Exporter	RITC/HS Code	Name	Breed	Colour	Date Arrival	Departure Date	Action
Description	ABC	XYZ	19053290	Andy	Alpine	White	May 16, 2021	Jul 31, 2021	Delete Edit

If the added information is incorrect then the same can be either edited or deleted and new information should be filled in by Importer/CHA.

The screen below shows all the supporting documents which the Importer/CHA will have to attach along with the application form.

contact[at]aqcs[dot]com | 011 - 25063272 | Old Delhi Gurgaon Road, Kapashera
HelpDesk (0) | Logout
AQCS Import Clearance System v1.0

Logged In As : R.THOMAS & CO., [Importer]

Home
New NOC Application
Appointment(s)
Clarification(s)
My Profile
NOCs
History

Documents Details

Documents	View	Attachment(s)
Official Health Certificate (C)	Document Not Uploaded	Choose File No file chosen Attach
Vaccination Book (C)	Document Not Uploaded	Choose File No file chosen Attach
Passport of Owner (C)	Document Not Uploaded	Choose File No file chosen Attach
Transfer of Residence Proof (C)	Document Not Uploaded	Choose File No file chosen Attach
Employment Detail (C)	Document Not Uploaded	Choose File No file chosen Attach
Proof of Regular 2 years stay abroad (C)	Document Not Uploaded	Choose File No file chosen Attach
Journey Ticket (C)	Document Not Uploaded	Choose File No file chosen Attach
AQCS (india) document related to same pet (C)	Document Not Uploaded	Choose File No file chosen Attach
License with Conditions (C)	Document Not Uploaded	Choose File No file chosen Attach
Return Ticket (C)	Document Not Uploaded	Choose File No file chosen Attach
Proof of purpose of visit (C)	Document Not Uploaded	Choose File No file chosen Attach
Local/Temporary Address (C)	Document Not Uploaded	Choose File No file chosen Attach
Local/Temporary Contact Details (C)	Document Not Uploaded	Choose File No file chosen Attach
Airway Bill (C)	Document Not Uploaded	Choose File No file chosen Attach
Visa Of Owner (C)	Document Not Uploaded	Choose File No file chosen Attach

**\*\* More than one document can be attached in all supporting document.**

(C) denotes common document, (N) denotes normal consignment specific document.

I owner/ importer/ authorized representative holding above mentioned Passport no. /Aadhar card no. (no) solemnly affirms that:

- I /owner/importer with above name, address is importing/re-importing the above pet(s) under the mentioned Import Category.
- I will present myself along with pet at the time of entry into India and during return from India at the respective AQCS station and cooperate with AQCS regarding the submission of any other information/document and the verification of place of holding of pet, temporary stay and any other issue whenever required.
- I will comply and carry out all directions regarding deportation/ destruction/Quarantining/ any other issue in respect of the above Pet(s) as directed by AQCS at my own cost.
- I will not seek any damages or other compensations whatsoever from officials of AQCS that may arise due to import/ re-import/ deportation/ destruction/ return of pet(s) as the case may be.

I undertake that the information provided in this declaration is true and complete to the best of my knowledge and belief. I will be fully responsible in case any information and document provided by me is found incorrect or lacks authenticity. \*

Save as Draft
Submit Application
Cancel

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Once the application form is correctly filled in and all the supporting documents are uploaded then the Importer/CHA can either save the application in draft by clicking the 'Save as Draft' button or submit the application by clicking the 'Submit Application' button. These buttons are visible at the end of the application form.

### 7.3 APPLICATION FORM FOR ISSUE OF NO OBJECTION CERTIFICATE FOR IMPORT OF LIVESTOCK PRODUCTS

On selecting the third application type for Provisional/Final NOC, the application form for issue of no objection certificate for import of livestock products will appear as shown the screen below.

The screenshot displays the AQCS Import Clearance System v1.0 interface. At the top, there is a header with contact information (011 - 25063272, Old Delhi Gurgaon Road, Kapashera) and a navigation bar with 'Home', 'New NOC Application', 'Appointment(s)', 'Clarification(s)', 'My Profile', 'NOCs', and 'History'. The user is logged in as 'R.THOMAS & CO., [Importer]'. The 'Import Type' is set to 'Regular or Containerized (FCL) Import'. The 'Kacha BOE' is 'NO'. The 'Consignment Basic Details' section includes fields for Gateway IGM Number, Consignment Description, Exporting Country, Import Purpose, Bill of Entry No, Importer Name, Importer Address, Attach Bill of Entry, Attach Examination Order, and IGM/Arrival Date. The 'Product Details' section includes fields for Animal Type, RITC/HS Code, Exporter Name, Exporter Address, Number of Packages, Quantity, Shipping/Airway Bill No, Invoice No, Container ID, Port of Loading, Means of conveyance, Purpose of import, Manufacturer Name, Health Certificate No, Lab/Report No, SIP No, Product description as per Bill of Entry, Telephone No of the Exporter, Telephone No of the Importer/CHA, Name of LSP, Unit, Shipping/Airway Bill No. Date, Invoice Date, Country of Import, Port of Unloading, Plant Registration No., Country of Origin/Processing/Manufacturing, Manufacture Address, Health Certificate Date, Lab/Report Date, and SIP Valid Up To. The form also includes a 'Maximum File upload size is 8 MB' warning and an 'Add Product' button at the bottom.

Importer/CHA will have to fill in all the details in the application form making sure that no mandatory fields are skipped. All mandatory fields are marked with a red star mark. If any of the mandatory fields are not filled then the application can't be submitted and Importer/CHA will be shown the fields which are not filled in through error messages which will appear next to those fields.

If the importer/CHA is importing against a valid SIP then the same has to be entered in the application form as shown below.

If Importer/CHA is importing for the first time against the SIP then enter the SIP no but if the Importer/CHA has imported previously using the SIP anywhere in India then additional details will have to be entered by the Importer/CHA and saved using the 'Add' button under the Action column as shown in the screen above.

After the SIP details are filled in, the screen will appear as shown below.

Importer/CHA can fill in more than one type of animal product in the same application form by clicking the 'Add Product' at the end of the application form if the animal products being transported have the same Bill of Entry. The screen will then appear as follows.

Product Details									
Product description As in AQCS Database	Exporter Name	Manufacture Name	RITC/HS Code	Quantity	Container IDs / Details	Country of Import	Invoice Date	Action	
Description	ABC	N/A	95069910	11(Kgs)	12121212	AFGHANISTAN	May 01, 2021	<a href="#">Add More Products</a>	<a href="#">Delete</a>

Note: In order to add your product details, use 'Add More Products' link. Do not use 'Edit' option of sample product provided in draft. After adding all products, you should delete the sample row .

If the added information is incorrect then the same can be either edited or deleted and new information should be filled in by Importer/CHA.

The screen below shows all the supporting documents which the Importer/CHA will have to attach along with the application form.

The screenshot displays the 'Documents Details' section of the AQCS Import Clearance System. The interface includes a header with contact information and a navigation menu. The main content area is a table with columns for 'Documents', 'View', and 'Attachment(s)'. Each row represents a document type, such as 'Import License (DGFT)', 'Bill of Lading', 'Health Certificate', etc. The 'Attachment(s)' column shows 'Document Not Uploaded' and provides 'Choose File' and 'Attach' buttons for each document. A red notice states: '\*\* More than one document can be attached in all supporting document.' Below the table, there is a disclaimer and a checkbox for the importer's declaration. At the bottom, there are three buttons: 'Save as Draft', 'Submit Application', and 'Cancel'.

Once the application form is correctly filled in and all the supporting documents are uploaded then the Importer/CHA can either save the application in draft by clicking the 'Save as Draft' button or submit the application by clicking the 'Submit Application' button. These buttons are visible at the end of the application form.

## 8 CLARIFICATION

On clicking the menu option 'Scrutiny Clarification(s)' under Clarification(s) main menu, the following screen will appear which will show the details of the application which have been marked back to Importer/CHA for clarification.

The screenshot shows the user interface of the AQCS Import Clearance System. The user is logged in as 'PRIME HARBAL HEAL TH CARE [Importer]'. The main menu includes 'Home', 'New NOC Application', 'Appointment(s)', 'Clarification(s)', 'My Profile', 'NOCs', and 'History'. The 'Clarification(s)' menu is selected, displaying a 'List of Application(s) - For Clarification' table.

Sr No	Consignment ID	Exporting Country	AO/TO	Type	Product Details	Action								
1	ICA20200800000055 [Aug 10, 2020]		Anil Mehta	NON-PADS	<table border="1"> <thead> <tr> <th>IMPORTER</th> <th>BOE DATE</th> <th>HSCODE</th> <th>PRODUCT</th> </tr> </thead> <tbody> <tr> <td>PRIME HARBAL HEAL TH CARE</td> <td>3243434 [Aug 10, 2020]</td> <td>01234567</td> <td>[01234567] test (Product desc)</td> </tr> </tbody> </table>	IMPORTER	BOE DATE	HSCODE	PRODUCT	PRIME HARBAL HEAL TH CARE	3243434 [Aug 10, 2020]	01234567	[01234567] test (Product desc)	Process
IMPORTER	BOE DATE	HSCODE	PRODUCT											
PRIME HARBAL HEAL TH CARE	3243434 [Aug 10, 2020]	01234567	[01234567] test (Product desc)											

The Importer/CHA should click on the 'Process' link under the Action column as shown above and provide all the clarifications which have been asked by the AQCS officers. Till the time clarification is provided by the Importer/CHA the application will not be processed further.

The following screen will show where clarification needs to be provided by Importer / CHA.

The screenshot shows the 'Application Approval Status' and 'Clarification History' sections. The 'Application Approval Status' table shows the application is in a 'Re-Submit (Not Proceeding)' status with 'Test Remarks'. The 'Clarification History' table shows a clarification provided by 'Anil Mehta' on 'Aug 10, 2020' with 'Test Remarks'. Below the tables is a 'Remarks' field and 'Submit Application' and 'Cancel' buttons.

HSCODE	Product	Status	Remark
01234567	[01234567] test (Product desc)	Re-Submit (Not Proceeding)	Test Remarks

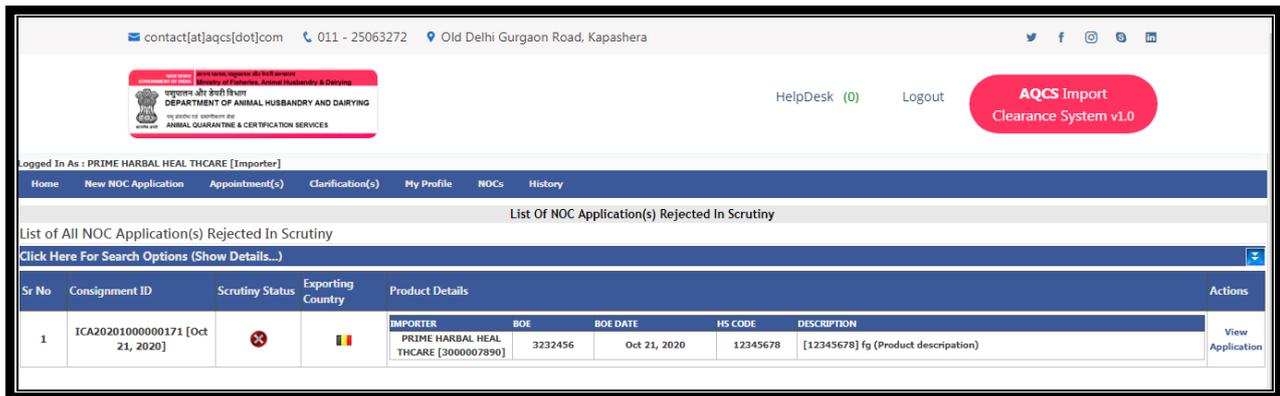
Date of Clarification	Clarification By AO/TO/CHA	Clarification / Remarks
Aug 10, 2020	Anil Mehta	Test Remarks

Importer / CHA will enter the clarification in the application form and then enter the remarks and click the 'Submit Application' button to submit the clarification remarks.

## 9 REJECTED NOC APPLICATIONS

On clicking the menu option 'List of Rejected NOC Application' under Clarification(s) main menu, the following screen will appear which will show the details of the rejected application.

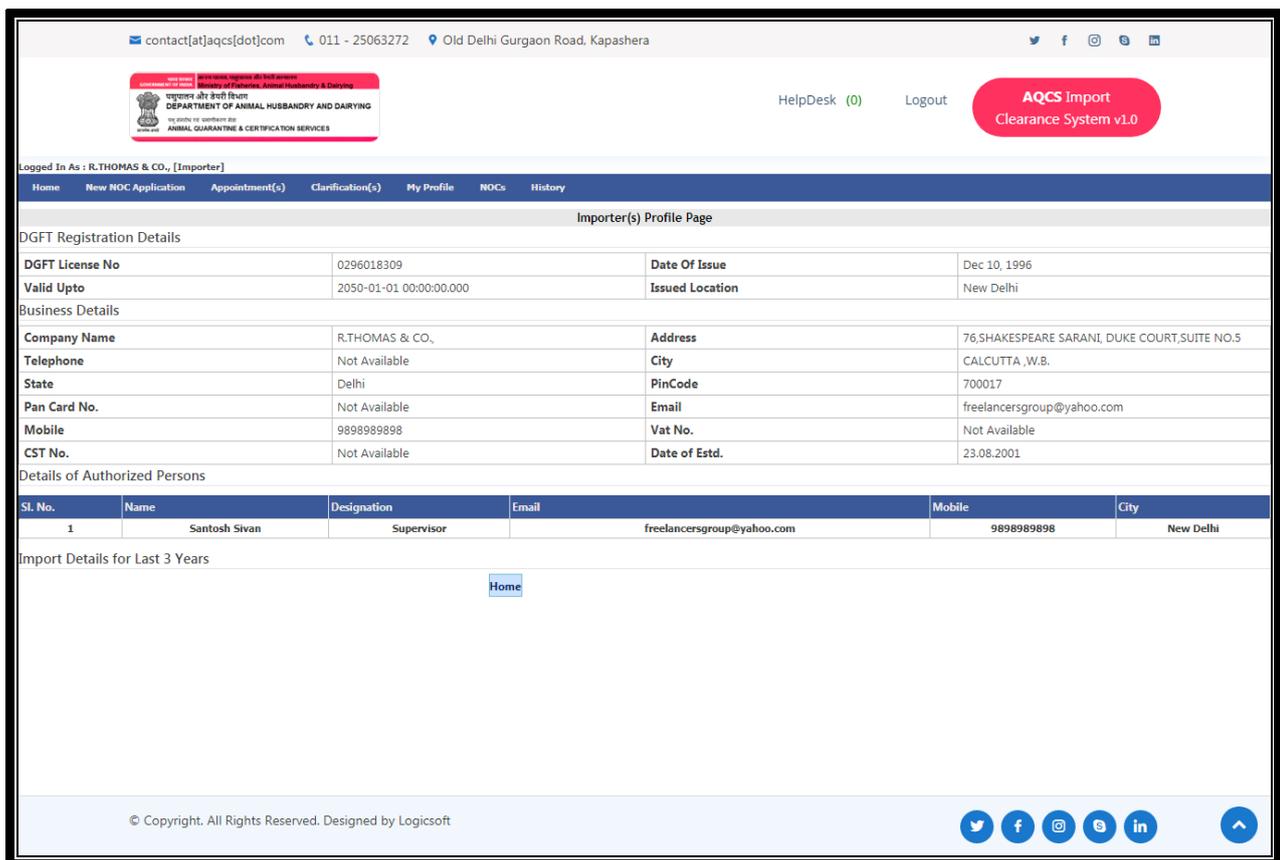
Importer/CHA may view the application by clicking the 'View Application' link under the Action column as shown below. The rejected application will open up in a new window and Importer/CHA can view the complete details of the application.



### 10 IMPORTER/CHA PROFILE

On clicking the menu option ‘Importer Profile’ under ‘My Profile’ main menu, the following screen will appear which will show the details of the importer’s profile.

Note: CHA can get their profile updated through Quarantine Officers approval.

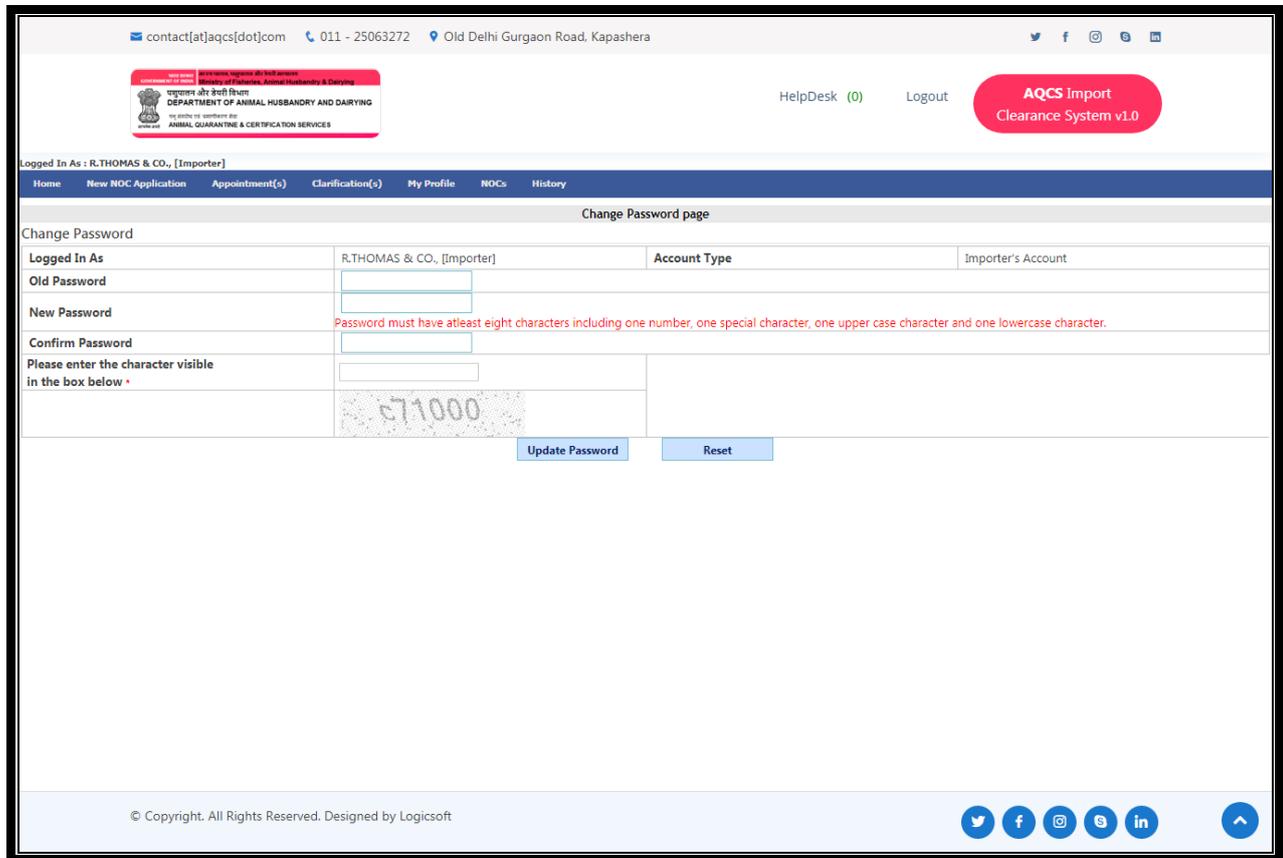


### 11 CHANGE PASSWORD

On clicking the menu option ‘Change Password’ under ‘My Profile’ main menu, the following screen will appear which will show the login id details of the importer/CHA.

Importer/CHA can change their login password through this screen by entering the old password, new password, captcha code & then clicking the 'Update Password' button.

A confirmation message will be shown to Importer/CHA after the password is successfully updated in AQCS Import Clearance System.



## 12 ISSUED NOC

On clicking the menu option 'List of Issued NOCs' under 'NOCs' main menu, the following screen will appear which will show the list of all the NOCs issued to the Importer/CHA.

Importer/CHA can view the NOC by clicking the 'View NOC' link under the 'NOC Status' column corresponding to any application ID.

Sr No	Application ID	Source Country	Details							NOC Status
1	ICA20201100000208 [Nov 06, 2020]		Bill of Entry 2232434	Item Desc [HS Code] [12345678] fg (product desc)	Inspection Officer Amarsinh Pardeshi	Visual Inspection Report View Inspection Report	Sampling Sample ID 60911202092MF66G	Lab Clearance	Status View Report	NOC Generated View NOC
2	ICA20201000000176 [Oct 21, 2020]		Bill of Entry 2343565	Item Desc [HS Code] [12345678] fg (product description)	Inspection Officer Amarsinh Pardeshi	Visual Inspection Report View Inspection Report	Sampling Sample ID 6091020208HVJ0XS	Lab Clearance	Status View Report	NOC Generated View NOC
3	ICA20201000000173 [Oct 21, 2020]		Bill of Entry 2133445	Item Desc [HS Code] [12345678] fg (Product description as per Bill of Entry)	Inspection Officer Ms. Harshita Vyas	Visual Inspection Report View Inspection Report	Sampling Sample ID 609102020G137PC2	Lab Clearance	Status View Report	NOC Generated View NOC
4	ICA20201000000140 [Oct 14, 2020]		Bill of Entry 2132132	Item Desc [HS Code] [12345678] fg (Product description)	Inspection Officer Subhash	Visual Inspection Report View Inspection Report	Sampling Sample ID 6091020202V2DBP	Lab Clearance	Status View Report	NOC Generated View NOC
5	ICA20201000000135 [Oct 12, 2020]		Bill of Entry 2123243	Item Desc [HS Code] [12345678] fg (Product description)	Inspection Officer Subhash	Visual Inspection Report View Inspection Report	Sampling Sample ID 609102020A2X33VL	Lab Clearance	Status View Report	NOC Generated View NOC
6	ICA20200900000083 [Sep 02, 2020]		Bill of Entry 2132323	Item Desc [HS Code] [12345678] fg (dfdfdf)	Inspection Officer Ms. Harshita Vyas	Visual Inspection Report View Inspection Report	Sampling Sample ID 609092020K3ALBHR	Lab Clearance	Status View Report	NOC Generated View NOC
7	ICA20200900000082 [Sep 02, 2020]		Bill of Entry 9874561	Item Desc [HS Code] [01234567] test (jghkksjkskdkcs)	Inspection Officer Amarsinh Pardeshi	Visual Inspection Report View Inspection Report	Sampling Sample ID 60909202070ZRDZM	Lab Clearance	Status View Report	NOC Generated View NOC
8	ICA20200800000069 [Aug 24, 2020]		Bill of Entry 3243435	Item Desc [HS Code] [12345678] fg (Product desc)	Inspection Officer Ms. Harshita Vyas	Visual Inspection Report View Inspection Report	Sampling Sample ID 6090820203ZH8FEA	Lab Clearance	Status View Report	NOC Generated View NOC
9	ICA20200800000052 [Aug 10, 2020]		Bill of Entry 3324345	Item Desc [HS Code] [01234567] test (Product Description)	Inspection Officer Subhash	Visual Inspection Report View Inspection Report	Sampling Sample ID 6090820209FBW3Q5	Lab Clearance	Status View Report	NOC Generated View NOC

### 13 DESTRUCTION ORDERS

On clicking the menu option ‘List of Issued NCCs’ under ‘NOCs’ main menu, a screen will appear which will show the list of all the Destruction Orders issued for the applications which have been filed by the Importer/CHA.

Sr No	Consignment ID	Exporting Country	Product Details				INSPECTION OFFICER	Visual Inspection Report	Status	NOC Status
1	ICA20210100000002 [Jan 15, 2021]		IMPORTER INDEXPO ENTERPRISES, [3003010800]	BDE 4343454	Product [12345678] fg (Product description as per Bill of Entry)	Sh. Ashvini Jaiswal	N/A	Noc Rejected View NCC	NCC Generated View Application	

Importer/CHA can view the applications by clicking the ‘View Application’ link under the ‘NOC Status’ column corresponding to any Consignment ID.

### 14 APPLICATION HISTORY

On clicking the menu option ‘Application History’ under ‘History’ main menu, the following screen will appear which will show the list of all the applications submitted by the Importer/CHA.

Importer/CHA can view the applications by clicking the ‘View Application’ link under the ‘Action’ column corresponding to any Consignment ID.

Consignment ID	Importer	Product	Scrutiny Status	Payment	Appointment	Sampling Details	NOC	Action				
ICA20200800000069	PRIME HARBAL HEAL TH CARE [3000007890]	[12345678] fg (Product desc)	Accepted	Completed		<table border="1"> <tr> <th>Sample ID</th> <th>Forwarded to Lab</th> </tr> <tr> <td>60908202032H8FEA</td> <td>No</td> </tr> </table>	Sample ID	Forwarded to Lab	60908202032H8FEA	No	Approved	View Application
Sample ID	Forwarded to Lab											
60908202032H8FEA	No											
ICA20200900000082	PRIME HARBAL HEAL TH CARE [3000007890]	[01234567] test (jhjhkksJAJSKDSKJS)	Accepted	Completed		<table border="1"> <tr> <th>Sample ID</th> <th>Forwarded to Lab</th> </tr> <tr> <td>60909202070ZRDZM</td> <td>No</td> </tr> </table>	Sample ID	Forwarded to Lab	60909202070ZRDZM	No	Approved	View Application
Sample ID	Forwarded to Lab											
60909202070ZRDZM	No											
ICA20200900000083	PRIME HARBAL HEAL TH CARE [3000007890]	[12345678] fg (dldfdfd)	Accepted	Completed		<table border="1"> <tr> <th>Sample ID</th> <th>Forwarded to Lab</th> </tr> <tr> <td>609092020K3ALBHR</td> <td>No</td> </tr> </table>	Sample ID	Forwarded to Lab	609092020K3ALBHR	No	Approved	View Application
Sample ID	Forwarded to Lab											
609092020K3ALBHR	No											

### 15 INACTIVE APPLICATIONS

On clicking the menu option ‘Inactive Applications’ under ‘History’ main menu, a screen will appear which will show the list of all the applications submitted by the Importer/CHA and which have been marked as ‘Inactive’ by the AQCS officers.

Sr No	ConsignmentID	Exporting Country	BOE	Importer	Applied BY	Current Status	Actions
1	ICA20201200000215 [Dec 14, 2020]		3243543	GOLDEN HILLS ESTATES	M/S JDM CARGO PLANNERS PVT.LTD	Sent for Clarification	View Application

Importer/CHA can view the applications by clicking the ‘View Application’ link under the ‘Action’ column corresponding to any Consignment ID.

## 16 DISCLAIMER

Disclaimer: This document is confidential and may also be a privileged communication. It is intended for **Ministry of Fisheries, Animal Husbandry & Dairying, Department of Animal Husbandry & Dairying, Animal Quarantine & Certification System** and its authorized stakeholders to whom it is addressed.

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# ***AQCS Import Clearance System***

## **User Manual for Importers & CHAs**

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