

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

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

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

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# **AQCS IMPORT CLEARANCE SYSTEM**

## **USER MANUAL FOR REGISTRATION OF 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 during the online registration of Importers & CHAs.

## 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.

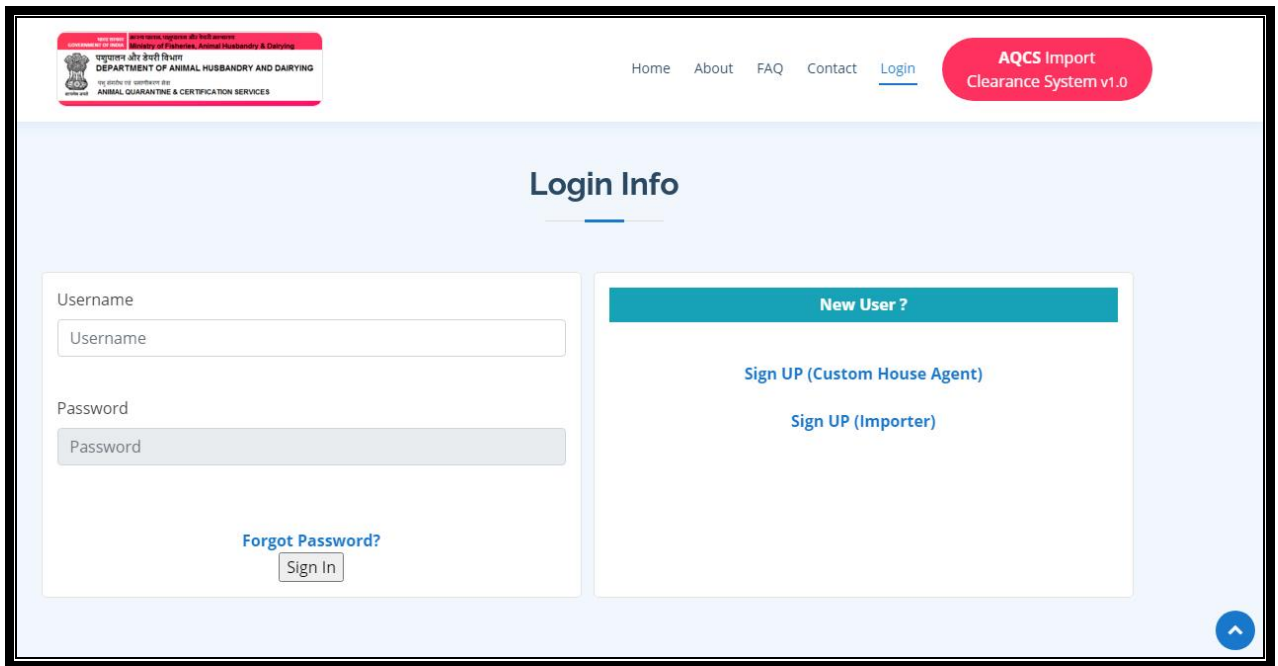
## 3 REGISTRATION OF IMPORTERS

The registration of Importers is a one time process which is mandatory for all Importers who wish to use the AQCS Import Clearance System.

### 3.1 SIGN UP AS IMPORTER

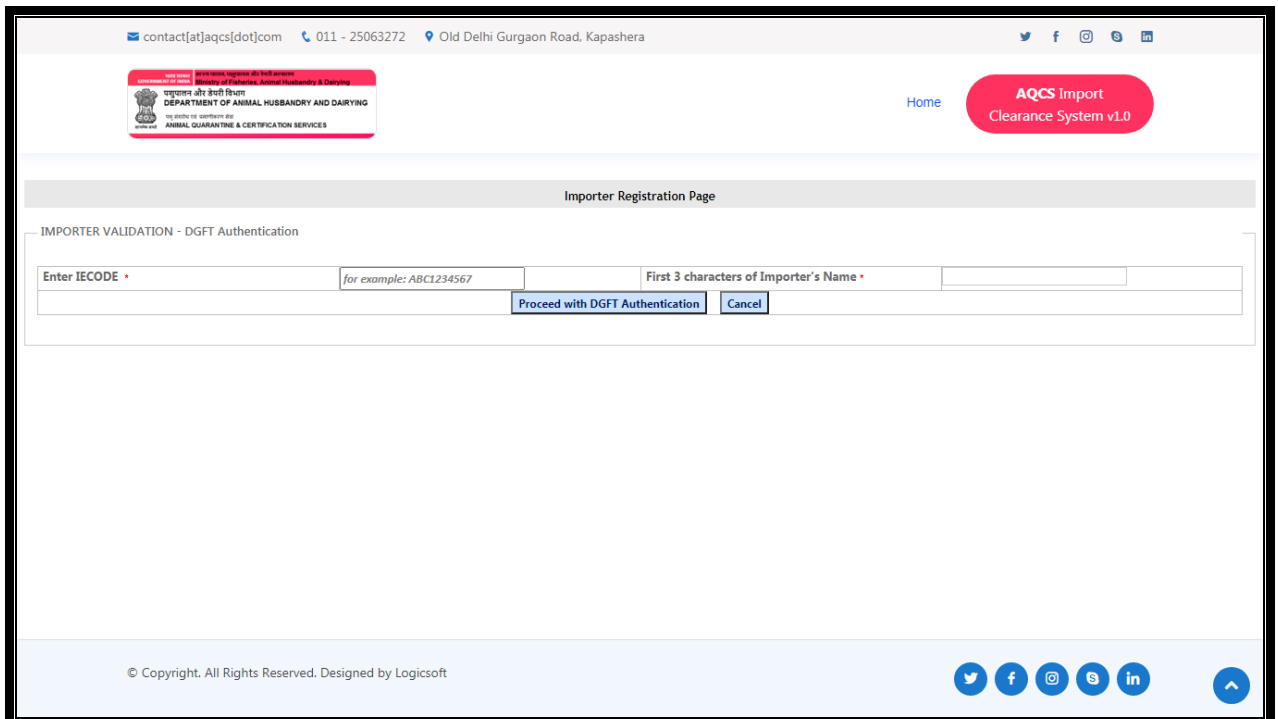
From the home page of AQCS Import Clearance System (<http://indialog-pga.commerce.gov.in/aqcs>), click the Login link which is visible in the menu at the top.

The following screen will appear.



### 3.2 VALIDATE IE CODE

On clicking the link “Sign Up (Importer)” from the above page the following screen will appear. Importer will have to enter the IECode and Name as per the IECode Certificate issued by DGFT.



After entering the IECode & Name, click the button “Proceed with DGFT Authentication”. If the authentication fails then check the error message which is displayed in the screen and take remedial measures.

### 3.3 FILL REGISTRATION FORM

If the authentication is successful then the following registration form will appear for Importer with some of the fields pre-filled as shown. All the remaining mandatory fields (with red star mark) will have to be filled by the importer.

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

Home
AQCS Import Clearance System v1.0

**Importer Registration Page**

**IMPORTER REGISTRATION**

**DGFT Registration Details**

DGFT License No	0296018309	Date Of Issue	10.12.1996
Location from where License was Issued	for example: Delhi		

**Business Details**

Importer/Company Name	R.THOMAS & CO.,	Date of Estd	23.08.2001
Address	76 SHAKESPEARE SARANI, DUKE COURT,SUITE NO.5		
City	CALCUTTA ,W.B.	Telephone	011 - 2222222
Pin Code	700017	State	Please Select
E Mail	for example: abc@xyz.com	Pan Card No	AAEFR3671EFT001 <small>(e.g. ABCDE1234F)</small>
VAT No	for example: 12345678900	Mobile No	for example: 9999999999
		CST No	Enter Valid CST No.

**Authorized Persons Details**

NAME	DESIGNATION	EMAIL	MOBILE NO.	CITY	ACTION
<input type="text" value="Authorized Person Name"/>	<input type="text" value="Designation"/>	<input type="text" value="abc@xyz.com"/>	<input type="text" value="9999999999"/>	<input type="text" value="Delhi"/>	<input type="button" value="Add"/>

**Manufacturing Details,If any**

Importer/Company Name	for example: xyz shipping	Date of Estd	for example: dd/MM/yyyy
Address	Enter your registered address		
City	for example: Delhi	Telephone	011 - 2222222
Pin Code	for example: 123456	State	Please Select
E Mail	for example: abc@xyz.com	Pan Card No	for example: ABCDE1234F
VAT No	for example: 12345678900	Mobile No	for example: 9999999999
		CST No	Enter Valid CST No.

**Account Recovery Detail(s)**

Security Question	-Select your security question-
Answer	<input type="text"/>
Please enter the characters visible in the box	<input type="text" value="267150"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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The importer should also fill the Authorized person details as shown below. After filling the person’s details, click the “Add” button to add the information.

If the added person’s information needs to be changed then click the “Delete” link under “ACTION” column corresponding to the person and then add the person again with correct details.

NAME	DESIGNATION	EMAIL	MOBILE NO.	CITY	ACTION
Santosh Sivan	Supervisor	freelancersgroup@yahoo.com	9898989898	New Delhi	Delete
<input type="text" value="Authorized Person Name"/>	<input type="text" value="Designation"/>	<input type="text" value="abc@xyz.com"/>	<input type="text" value="9999999999"/>	<input type="text" value="Delhi"/>	<input type="button" value="Add"/>

### 3.4 SUCCESS MESSAGE

After successfully entering all the details, click the “Submit” button. The information will be saved in the AQCS Import Clearance System and a message will be displayed in the screen as shown below.

Account Recovery Detail(s)	
Security Question	What was your dream job as a child?
Answer	Truck Driver
Please enter the characters visible in the box	261150
<input type="button" value="Go To the Login Page"/> <input type="button" value="Cancel"/>	
Registration SUCCESSFUL !!! Your login details has been sent to the email address you provided during registration. Thank You.	

The registration of importer is complete with the above message.

Note: Importer will receive their login credentials through Email/SMS.



## 4 REGISTRATION OF CHAS

The registration of CHAs is a one time process which is mandatory for all CHAs who wish to use the AQCS Import Clearance System.

### 4.1 SIGN UP AS CHA

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 of the AQCS Import Clearance System. At the top left, there is a logo for the Department of Animal Husbandry and Dairying, Government of India. The header includes navigation links: Home, About, FAQ, Contact, and Login. A red button in the top right corner reads "AQCS Import Clearance System v1.0". The main heading is "Login Info". Below this, there are two columns. The left column contains input fields for "Username" and "Password", a "Forgot Password?" link, and a "Sign In" button. The right column has a "New User?" header and two links: "Sign UP (Custom House Agent)" and "Sign UP (Importer)". A blue arrow button is located in the bottom right corner.

### 4.2 FILL REGISTRATION FORM

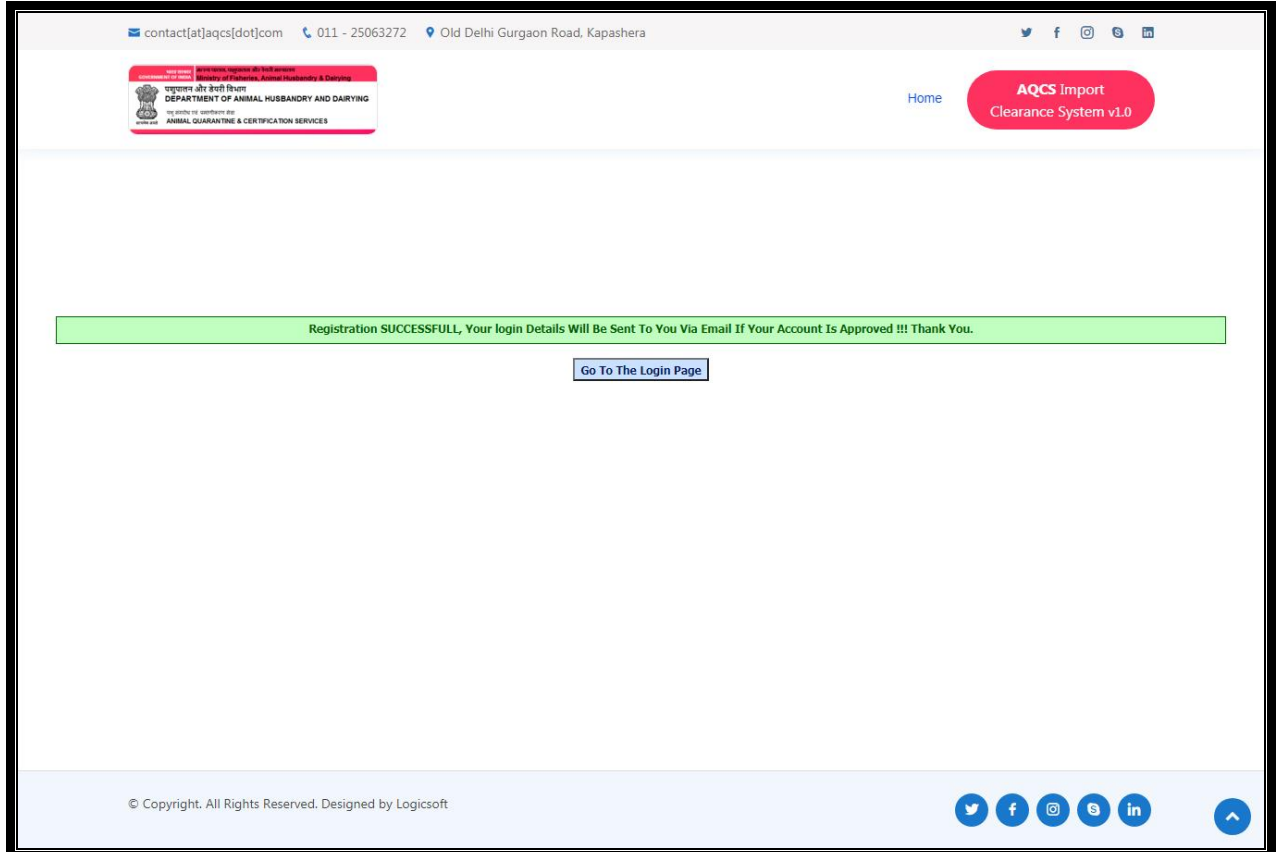
On clicking the link "Sign Up (Custom House Agent)" from the above page the following Registration form for CHA will appear. All the mandatory fields (with red star mark) will have to be filled by the CHA.

The CHA should also fill the Authorized person details as shown below. After filling the person’s details, click the “Add” button to add the information.

If the added person’s information needs to be changed then click the “Delete” link under “ACTION” column corresponding to the person and then add the person again with correct details.

### 4.3 SUCCESS MESSAGE

After successfully entering all the details, click the “Submit” button. The information will be saved in the AQCS Import Clearance System and a message will be displayed in the screen as shown below.



The registration of CHA is complete with the above message.

Note: The registration form filled by the CHA will be verified by the Quarantine Officer of the port and if found complete in all respect then the registration of the CHA will be approved.

After approval by Quarantine Officer, CHA will receive their Login credentials through Email/SMS which they can use to log on to the AQCS Import Clearance System.

## 5 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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