**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.adaniairports.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":**



**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.

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

# Mumbai International Airport Ltd

(Authorized Signatory Declaration - To be submitted on Company Letter head)

To,
In-charge – Cargo Security,
Mumbai International Airport Ltd.
Air Cargo Complex, Sahar, Andheri (E),
Mumbai - 400099
Sub: **Request for Registration of Authorized Signatories with MIAL ACC**

Dear Sir,

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

1. Name of the Firm     :
2. Type of Firm (CHA, IATA, IEC etc.)     :
3. Corporate Identification Number     :
   (If Applicable)
4. Email Id of Organization     :
5. Authorized Person and Contact no.  :

**Details of Directors/ Partners/ Proprietor & Authorized 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, MIAL shall take action as deemed fit including cancellation of our registration and Entry Permits.

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. **Upload clear scan copies of all required original documents in PDF format only.**
5. Accept term agreement & click on **"Submit"** to save information.
6. On submission an agency shall receive email notification on registered email.
7. 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.
8. Agency may approach pass section or contact on 022-66851354 0r 022-66851386 in case any difficulty or query.
9. On Successful Approval/registered user will be notified with system generated password.
10. 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:**
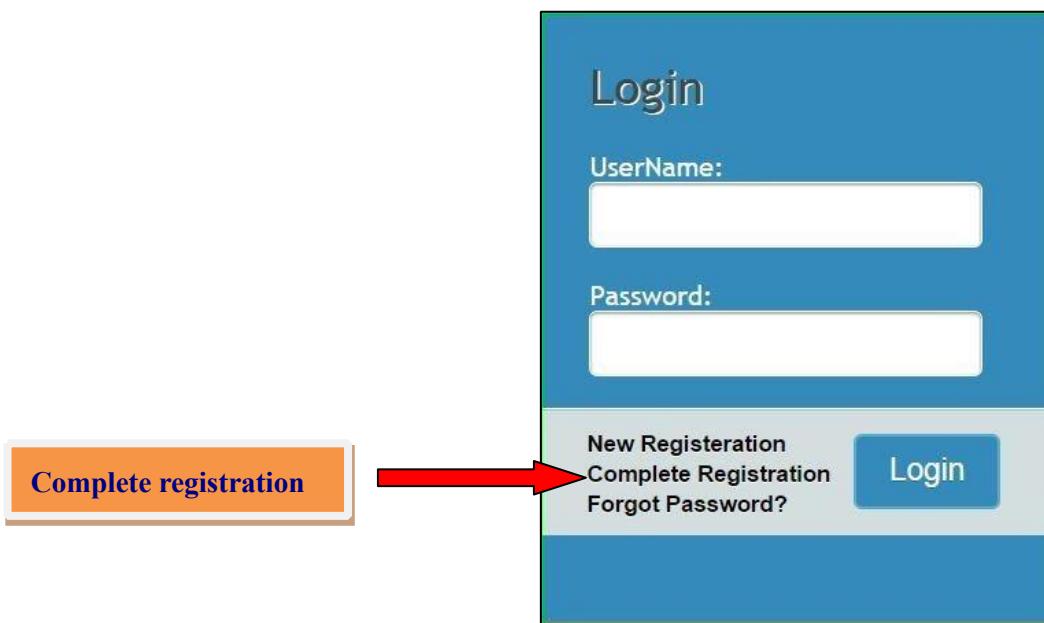


**Complete registration**



**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 communication.

**5. LOGIN**

<u>Always to be Login with valid login credentials.</u>

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

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:**

Login

UserName:

Password:

New Registeration
Complete Registration
Forgot Password?

Login

Login with valid credentials

# Mumbai International Airport Ltd

CEPS User Manual
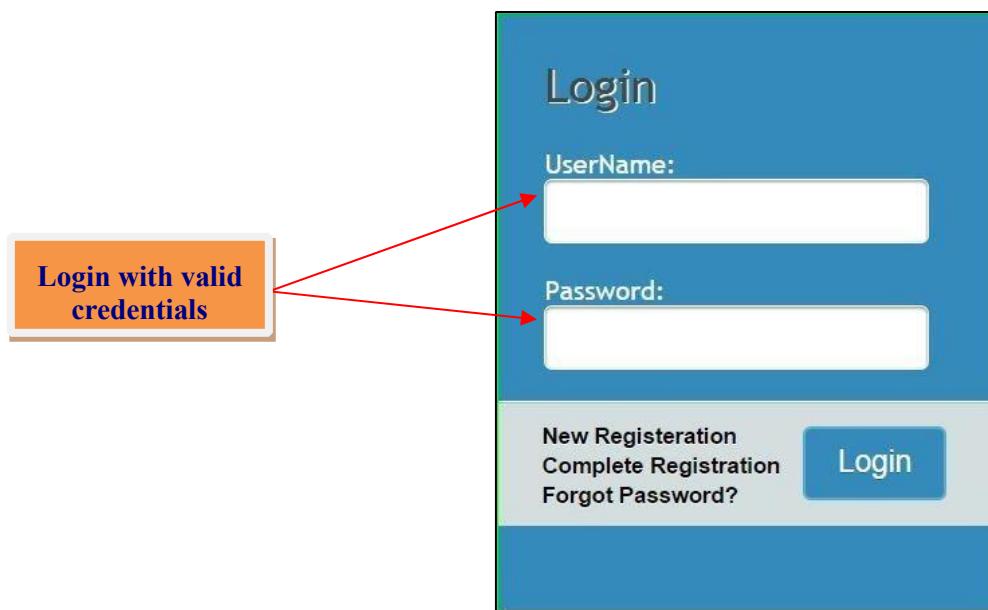
## 6. CHANGE PASSWORDS

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-**



- **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-**
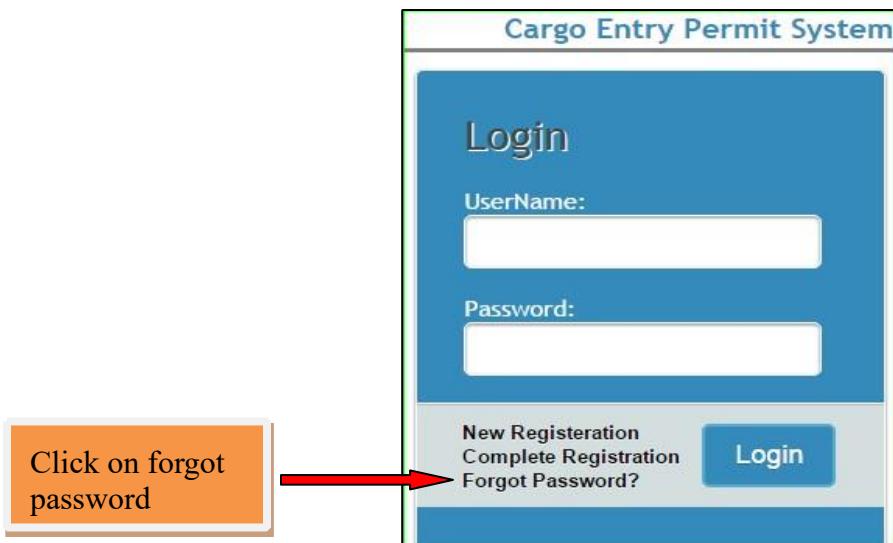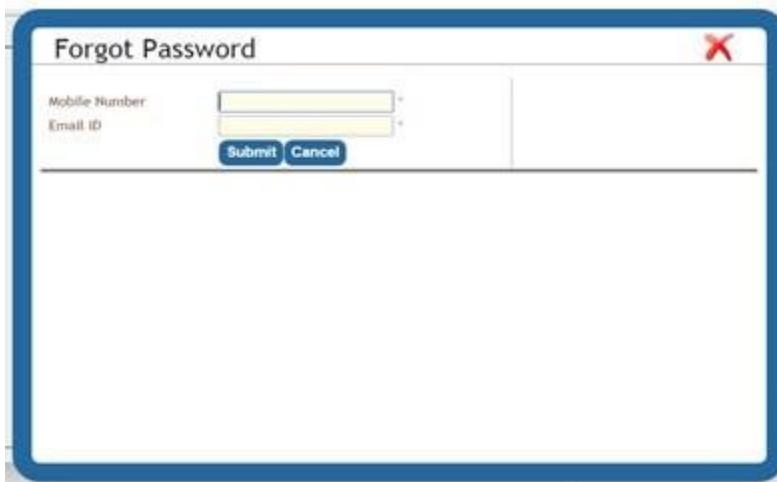
**User Actions for FORGOT PASSWORD:**

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, license 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 approval is obtained from pass section.

- Relevant documents to be uploaded in PDF format & attested by authorized person only.

- **Below screen will help to update/change registered documents-**

| Basic Details | | | | | |
|---|---|---|---|---|---|
| Mobile Number | 8595857647 | | | | |
| Agency Name | National Agency | | Email ID | national@gmailcom | |
| Address | dadas | | Phone Number | 23234356 | |
| Pin Code | 400099 | | Agency Type | CONTRACTOR ▼ | |
| Fax Number | 3344556677 | | City | Andheri | |

| Accounts Details | | |
|---|---|---|
| Contract Validity | 28/12/2018 | |

**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. | Browse... | View |
| 2 | * | List Authorised Signatory: Specimen Signature of listed person & affix latest photograph on authorized signatory format. | 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. | Browse... | View |
| 4 | | Board resolution or registered power of attorney signed by the Managing Director/Partner. (substitute to all directors/Partners signatures). | 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. | Browse... | View |
| 6 | | List of Directors/Partners: Declaration for number of existing directors/partners. (only with board resolution) | Browse... | View |
| 7 | | Copy of MCA 21 for list Directors registered with Ministry Of Corporate Affairs (For Pvt Ltd firm.). | 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. )

**Submit**