

E-Filing Software

E-Filing software is a web-based application of CCLS system (Container and Cargo Logistics System) being operational at Inland Container Depot - Tughlakabad, New Delhi.

Through this software, any importer/exporter/shipping agent can file his documents including billing and take necessary print out's. Various Queries and Reports are also part of this web based software to keep track of containers at every stage and also to find out due amount to be paid to CONCOR. Application has also been integrated with major banks, so that customers can directly credit their PDA accounts through net banking facility.

Objective of E-Filing

The objective of this software is to provide one platform for entire import/export trade to perform online all their commercial transactions with CONCOR from anywhere. This will in turn provide the trade savings in terms of time, energy and at the same time faster clearance of containers.

Security Features

User Access and application security have been given top priority in designing the project like,

1. Only registered users are allowed to access the application.
2. All users have been provided Digital Certificate and Electronic token.
3. At application level, user-id/password authentication is being done.

Functionalities Covered

All export / import functionalities have been covered in this project like,

Imports :

1. Book Delivery of Containers
2. Filing of Request for Customs Examination Job-order
3. Generation of Gate Pass for Cargo/Container Removal

Exports :

1. Filing of CFN (Cargo Forwarding Note)
2. Export Container Booking
3. Empty / Loaded Container Arrival / Departure Permits
4. Leasing of Empty Containers between Shipping Lines

Billing :

Customer billing takes place at all the stages automatically and the amount gets debited from his pre-deposit amount being maintained in the system.

Queries / Reports:

Various Queries and Reports have been provided to keep track of containers at every stage and also to find out due amount to be paid to CONCOR.

Net Banking Module

As part of the web based E-Filing of CCLS system, Net Banking Module has been included. Through this module, any customer can credit his Pre-Deposit Account, operational in our CCLS system from any of the major banks directly. The mode of operation is very simple. The customer logs in to the system and selects one of the banks where his account is and the amount he wants to transfer. On this, concerned bank's Internet Banking site gets activated, through which debit transaction takes place and instant credit information is passed to CONCOR in a secured way.

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Registration Process

Soft copy of the Registration Form for E-Filing on CCLS is attached. Please take a print out of this registration form on your letterhead, fill up the details and submit it to Chief Manager, ICD - Tughlakabad, New Delhi.

For any clarification, you may also contact, Mr. B.S.Phaniraj, GM (MIS) at ICD/TKD (Email: bsphaniraj@concorindia.com)

Along with the registration form, you need to submit the following documents for issuance of Digital Certificate. M/s. Sify Communications will provide you the digital certificate after verification of documents.

Documents Required:

- 1) Three proofs of identity for the applicant (at least one should be photo id) which has to be attested by your Banker or a Gazetted officer, or by Notary. (List of id's that can be given as proof of identity is attached).
- 2) A Copy of Organizations Proof of Right to do business.
(eg;Certificate of Incorporation, Patnership Deed, Articles of Incorporation, Memorandum of Association. etc.) which has to be signed by the authorized signatory of your organization. This signature should match the signature in the signature verification letter.
- 3) Certification Attestation form, Signature Verification Letter and Letter of employment -(Formats attached).

Hardware Requirement :

You are required to have P-IV computer with Windows-XP operating system with Internet Access.

Registration Form

(On Letter Head)

Request for Access to E-Filing on CCLS

1. Name (To whom Access is required):
2. Designation:
3. Company name:
4. Address:
5. Email address:
6. Phone No.(s):
7. Mobile No. (if any):
8. User category (Shipping Line/CHA/Exporter/Importer/Others):
9. If user category 'Others', then Please specify:
10. We will operate the E-Filing on CCLS as per the guidelines provided by CONCOR from time-to-time.
11. Any fee decided by CONCOR from time-to-time with respect to E-Filing on CCLS, on intimation would be paid by us.
12. We will operate the E-Filing on CCLS option only through digital certificate and e-token issued by CONCOR or its service provider. We will provide all the necessary documents to CONCOR's service provider for issuance of digital certificate.
13. We will take all the necessary precautions to preserve the e-token issued by CONCOR and if by any reason the e-token is lost, we will inform CONCOR immediately, and we authorize CONCOR to cancel the access permission to E-Filing on CCLS.

14. We do have a Pre Deposit Account in CCLS software of ICD/TKD and we authorize CONCOR to debit from our PDA account all the necessary dues with regard to all our container/cargo transactions on E-Filing on CCLS.

15. Disclaimer & Legal Information:

We agree for the following Disclaimer of CONCOR: "All the contents of this Site are for general information only and are not to be solely relied upon for making (or refraining from making) any business decisions. CONCOR hereby excludes any guaranty, express or implied, as to the quality, accuracy, timeliness, completeness, performance, fitness for a particular purpose of the Site or any of its contents, including (but not limited to) any financial information contained within the Site. CONCOR will not be liable for any damages (including, without limitation, damages for loss of business projects, or loss of profits) arising in contract, or otherwise from the use of or inability to use the Site, or any of its contents, or from any action taken (or refrained from being taken) as a result of using the Site or any such contents. Though all precautions have been taken to ensure otherwise, CONCOR provides no guaranty that the contents of the Site are free from infection by viruses or anything else which has contaminating or destructive properties. All out-efforts have been made to ensure accuracy and correctness of the information contained in the site, and any omission or error is regretted".

It is requested that CONCOR may provide the user-id and password for access to E-Filing on CCLS and intimate the same at the earliest.

(Name and Signature of the User) :

(Name, Signature and Designation
of the Authorised Incharge of the
Company along with Stamp) :

Date:

Place:

ID'S For Proof of Identity

Following id's can be given for Proof of Identity.

Passports
Driving Licenses
Income Tax Identity (PAN) Cards
Voters Id card
Service Identity Cards issued to its employees by State / Central Government
Ration Card
Photo Credit Cards / Debit card
Bank / Kisan / Post Office Passbooks
Pension Documents such as Ex-Servicemen's Pension Book / Pension Payment Order
Ex-Servicemen's Widow / Dependent Certificates
Mediclaime or similar insurance cards
Student SSC / HSC / graduation / post graduation degrees
Birth certificate
School leaving certificate
Electricity bill
Mobile / Telephone bill
Identity card or Registration certificate issued by the Professional Body to which the applicant is affiliated (e.g. ID Card with Name and Membership Number of a Chartered Accountant issued by the ICAI). This document can currently be submitted only by Chartered Accountants, Company Secretaries, Cost Accountants, Bankers and Doctors.

Certificate Application Attestation Form

Applicant Personal Data (as entered on the Online Enrolment Form) with the latest passport photograph:

Full Name: _____
E-mail Address: _____
Phone Number: _____
Postal Address: _____

Paste latest
passport size
photo here

Applicants Signature _____

Date _____

Banker to Complete the Following Section

Acknowledgment

The Applicant personally presented himself to me, the Banker, for the purpose of identity verification.

Signature and photograph of Mr./Mrs./Ms. _____ who maintains an account with this Bank, as appearing above, is hereby attested, with reference to the records maintained by the Bank.

Bank Manager's Signature: _____

Bank Manager's Name: _____

Bank Manager's official code number: _____

Bank Name and Address: _____

Banks Official Phone number: _____

(Place Bank Seal/Stamp to the right)

<< To be Printed on the Company Letter Head >>

Letter of Employment

Certificate Applicant Information

First Name: _____

Last Name: _____

Email ID: _____

I, (Name of the Authorised Signatory) _____, certify that on (Date) _____, (Name of the Certificate Applicant) _____ is an employee of our organization (Organisation Name) _____ and that the Applicant's Employee ID is (Employee ID) _____. I acknowledge by my signature, that the Applicant information in this document is complete and accurate as per our office records.

(Signature of Authorised Signatory)

(Company Seal)

Details of Authorised Signatory

Full Name: _____

Organisation Name: _____

Designation: _____

Email Address: _____

Phone Number: _____

Signature Verification Letter

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that (Name of the Organisation) with the Office at (Address of the Organisation) is maintaining a bank account (A/c No.) with our Bank (Bank Name), and operating that account in the normal course of its business/activities. Mr./Ms./Mrs..... is the authorized signatory for the operation of the account. His/Her signature as appearing below is duly attested (as per the records available with the bank).

(Signature of the Authorised Signatory)

(Signature of the Branch Manager)

Name: _____

Name: _____

Designation: _____

Designation: _____

Phone No: _____

Date: _____

(Bank Seal)