

AD Code & Duty Drawback (DBK) Bank Account Registration

A step-by-step guide to registering your AD Code and bank account on ICEGATE for Customs clearance and electronic Duty Drawback credit

What is an AD Code?

An Authorised Dealer (AD) Code is a 14-digit code issued by your bank, identifying the branch through which your export proceeds are realised. It must be registered with Customs at every port/location from which you intend to ship, before a Shipping Bill can be filed.

What is DBK Bank Account Registration?

Duty Drawback (DBK) amounts are credited electronically by Customs directly to the exporter's bank account through the Public Financial Management System (PFMS). To receive these credits, your bank account must be registered and validated on the ICEGATE portal.

Documents Required

- IEC (Import Export Code) copy
- PAN Card of the firm/company
- GST Registration Certificate
- AD Code Letter issued by your bank, on the bank's letterhead, addressed to Customs (in the prescribed format, bearing the bank's seal and authorised signatory)
- Cancelled cheque of the account to be registered for Drawback credit
- Class 3 Digital Signature Certificate (DSC) of the authorised signatory, registered on ICEGATE

Step-by-Step Process

1. Obtain the AD Code Letter from your bank branch, addressed to "The Commissioner of Customs" for each port/location you plan to ship from, on the bank's letterhead.
2. Log in to the ICEGATE portal (icegate.gov.in) using your IEC-based credentials and registered Digital Signature Certificate.
3. Navigate to the AD Code Registration section and select the relevant Customs port/location.
4. Upload the scanned AD Code Letter along with the supporting documents listed above.
5. Repeat AD Code registration separately for each port from which you intend to export, as registration is port-specific.
6. For Duty Drawback, go to the Bank Account Management section on ICEGATE and add the bank account to be used for Drawback credit, along with a cancelled cheque.
7. The bank account is validated through a penny-drop verification carried out by PFMS; ensure the account name matches the IEC holder's name exactly.
8. Track the status of your AD Code and bank account registration requests on the ICEGATE dashboard until they show as "Approved".
9. Once approved, Duty Drawback amounts are credited automatically to the registered account after Let Export Order (LEO) is granted on the relevant Shipping Bill.

Common Reasons for Rejection

- Mismatch between the name on the bank account and the name on the IEC
- AD Code letter not in the prescribed bank format, or missing bank seal/signature

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- Digital Signature Certificate not registered or expired on ICEGATE
- Incomplete or illegible scanned documents

This guide is intended as a general reference. Procedures and formats on the ICEGATE portal are updated from time to time by Customs — our team can assist with the current registration process and documentation for your specific ports of operation.

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