

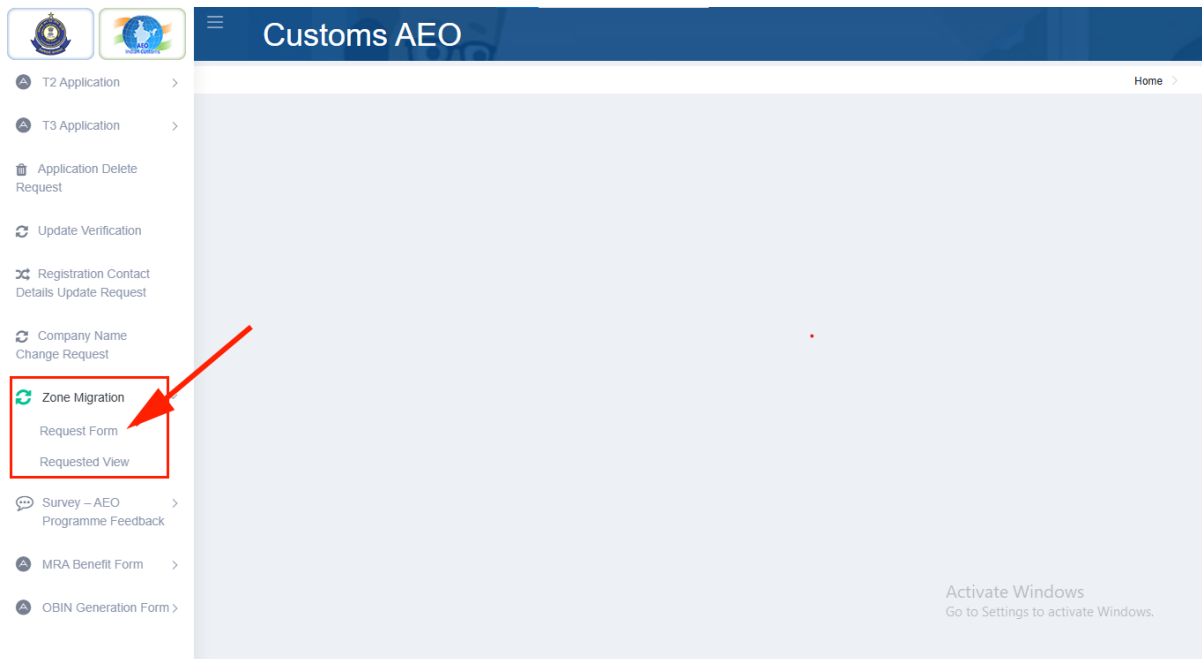
Zone Migration User Guide for AEO Entities

Eligible applicants can request a zone migration through their portal. The system automatically suggests the correct new zone based on predefined business rules. A Zone Official reviews the submission; if approved, the applicant's zone is officially updated.

To raise a request, an applicant must meet **all** the following:

- Must be registered as T1, T2, T3, or LO.
- Must have zero pending applications or requests of any kind.
- Cannot have another zone migration request currently pending.
- If a previous zone migration request was rejected, at least 30 days must have passed since the rejection date.

Menu



Zone Migration Request Creation:

Field forms vary due to the following factors

- **Certification Type:** Form fields adapt based on the applicant's AEO certification type, distinguishing between **LO users** and **T1/T2/T3 users**.
- **Business Type:** For T1/T2/T3 users, fields and validation rules further adjust based on whether the entity is registered as a **Manufacturer** or a **Trader**.

Request Form (for T1/T2/T3 Applicants):

Test24042501

Profile

Application T1T2T3
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Zone Migration Request Creation

Home > Zone Migration Request Creation

Applicant Details

Company Name : Test24042501

IEC No : 0000112000

Current AEO Zone : Tiruchirapalli (Cus.Preventive)

Business Type *

Manufacturer

Premises Details

Number of Premises

1

Premises (1)

Address Type *

Manufacturing Unit

Address Line 1 *

Test Address L 1

Address Line 2

Test Address L2

Address Line 3

Test Address L 3

City *

Mumboi

State *

Maharashtra

Country *

India

Pincode *

400001

Annual Import/Export turnover of this premise *

100000

Jurisdictional AEO zone for this premise *

Mumbai - I

Upload GST certificate for the premise (PDF, max 5MB) *

View Remove

Country *

India

Pincode *

400001

Annual Import/Export turnover of this premise *

100000

Jurisdictional AEO zone for this premise *

Mumbai - I

Upload GST certificate for the premise (PDF, max 5MB) *

View Remove

System Suggested Eligible Zone

System Suggested Zone

Mumbai - I

Preferred zone *

Mumbai - I

(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration *

test

Disclaimer

☒ * I Declare the above Informations are true and correct to the best of my knowledge

Submit Reset

Remaining: 996 / 1000

Zone – State Mapping:

Test24042501

Home > Zone Migration Request Creation

Applicant Details

Company Name : Test24042501
IEC No : 0000112000
Current AEO Zone : Tiruchirappalli (Cus.Preventive)

Business Type * Manufacturer

Premises Details

Number of Premises 1

Premises (1)

Address Type * Manufacturing Unit
Address Line 1 * Test Address L 1
Address Line 2 Test Address L 2
Address Line 3
City
State * Maharashtra
Annual Import/Export turnover of this premise 100000
Upload GST certificate for the premise (PDF, max 5MB) *
View Remove

-- Select Premises Zone--
Pune
Mumbai - I
Mumbai - II
Mumbai - III
Nagpur
-- Select Premises Zone--

T1/T2/T3 Applicants

The applicant must complete the following fields in the **Zone Migration Request** form:

- ❖ Business Type
- ❖ Number of Premises (Maximum 5)
- ❖ Premises Details
- ❖ System Suggested Zone
- ❖ Preferred Zone
- ❖ Reason for Zone Migration

Under the **Business Type** field, there are two options:

1. Trader
2. Manufacturer

Each premise must include the following information:

- Address Type
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Country
- PIN Code

- Annual Import/Export Turnover of the Premise
- Jurisdictional AEO Zone for the Premise
- GST Certificate (Upload)

Zone Selection Automated Suggestion:

- When an applicant selects a State for a premise, the system automatically determines the relevant Jurisdictional AEO Zone based on predefined Customs jurisdiction mappings.
- If a State is mapped to more than one AEO Zone, the system displays all matching options, and the applicant must manually select the correct zone for their premise.

For **T1/T2/T3** applicants, the **Business Type** is one of the primary parameters used by the system to determine the **System Suggested Zone**.

Business Type – Trader

If the applicant selects **Trader**, they must provide details for **at least one business premise**. Applicants may add one or more premises as required.

The following rules and details apply when the applicant selects **Trader** as the **Business Type**:

- The **Address Type** is a key parameter used by the system to determine the **System Suggested Zone**.
- Here address type options will be 'Register Office', 'Warehouse', and 'Office'.
- The **Annual Import/Export Turnover of the Premise** field is applicable only when the **Address Type** is selected as 'Warehouse' or 'Office'. For all other address types,
- For each premise, the applicant must select the appropriate **Jurisdictional AEO Zone for this Premise**.
- At least one premise must have the **Address Type** as **Warehouse or Office**.

System Suggested Zone

The system automatically determines the **System Suggested Zone** based on the following business rules:

Scenario 1: Only one premise is provided

- If the applicant provides only one premise and its **Address Type** is **Warehouse or Office**, the selected **Jurisdictional AEO Zone for this Premise** is automatically populated as the **System Suggested Zone**.

Scenario 2: More than one premise is provided

- If multiple premises are provided, the **System Suggested Zone** is determined based on the following business rules:
 - If one or more **Warehouse** premises are available, the system selects the **Jurisdictional AEO Zone** of the **Warehouse** premise with the highest **Annual Import/Export Turnover**.
 - If no **Warehouse** premises are provided, the system selects the **Jurisdictional AEO Zone** of the **Office** premise with the highest **Annual Import/Export Turnover**.

T1/T2/T3 Applicant with Trader Business type

Scenario: All address types are 'Office'

Zone Migration Request Creation

Home > Zone Migration Request Creation

Applicant Details
Company Name : TEST24042503
IEC No : 0000554555
Current AEO Zone : Tiruchirapalli (Cus.Preventive)

Business Type * Trader

Premises Details
Number of Premises 3

Premises (1)

Address Type * Office
Address Line 1 * ADDRESS 1 1
Address Line 2 ADDRESS 1 2
Address Line 3 ADDRESS 1 3
City * TRICHY
State * Tamil Nadu
Country * India
Pincode * 620017
Annual Import/Export turnover of this premise * 100
Jurisdictional AEO zone for this premise * Tiruchirapalli (Cus.Preventive)
Upload GST certificate for the premise (PDF, max 5MB) * Choose File No file chosen

Premises (2)

Address Type * Office
Address Line 1 * ADDRESS 2 1
Address Line 2 ADDRESS 2 2
Address Line 3 ADDRESS 3 3
City * CHENNAI
State * Tamil Nadu
Country * India
Pincode * 600001
Annual Import/Export turnover of this premise * 200
Jurisdictional AEO zone for this premise * Chennai
Upload GST certificate for the premise (PDF, max 5MB) * Choose File No file chosen

Premises (3)

Address Type *	Address Line 1 *	Address Line 2
Office	ADDRESS 3 1	ADDRESS 3 2
Address Line 3	City *	State *
ADDRESS 3 3	DELHI	Delhi (NCT)
Country *	Pincode *	Annual Import/Export turnover of this premise *
India		300

Jurisdictional AEO zone for this premise *	Upload GST certificate for the premise (PDF, max 5MB) *
Delhi	Choose File No file chosen

System Suggested Eligible Zone

System Suggested Zone	Preferred zone *
Delhi	Delhi
(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)	

Reason for Zone Migration *

TEST|

Remaining: 996 / 1000

Scenario: Address types are both 'Office' and 'Warehouse'

Zone Migration Request Creation

[Home](#) > [Zone Migration Request Creation](#)

Applicant Details

Company Name : TEST24042503
IEC No : 0000554555

Current AEO Zone : Tiruchirapalli (Cus.Preventive)

Business Type * Trader

Premises Details

Number of Premises 3

Premises (1)

Address Type *	Address Line 1 *	Address Line 2
Office	ADDRESS 1 1	ADDRESS 1 2
Address Line 3	City *	State *
ADDRESS 1 3	TRICHY	Tamil Nadu
Country *	Pincode *	Annual Import/Export turnover of this premise *
India	620017	100
Jurisdictional AEO zone for this premise *		Upload GST certificate for the premise (PDF, max 5MB) *
Tiruchirapalli (Cus.Preventive)		Choose File No file chosen

Premises (2)

Address Type *	Address Line 1 *	Address Line 2
Office	ADDRESS 2 1	ADDRESS 2 2
Address Line 3	City *	State *
ADDRESS 3 3	CHENNAI	Tamil Nadu
Country *	Pincode *	Annual Import/Export turnover of this premise *
India	600001	200
Jurisdictional AEO zone for this premise *		Upload GST certificate for the premise (PDF, max 5MB) *
Chennai		Choose File No file chosen

Premises (3)

Address Type * Warehouse Address Line 1 * ADDRESS 3 1 Address Line 2 ADDRESS 3 2

Address Line 3 ADDRESS 3 3 City * DELHI State * Delhi (NCT) ▼

Country * India Pincode * Annual Import/Export turnover of this premise * 3

Jurisdictional AEO zone for this premise * Delhi Upload GST certificate for the premise (PDF, max 5MB) * Choose File No file chosen

System Suggested Eligible Zone

System Suggested Zone Delhi Preferred zone * Delhi ▼

(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration * TEST

Remaining: 996 / 1000

Disclaimer

☐ * I Declare the above Informations are true and correct to the best of my knowledge

Business Type – Manufacturer

If the applicant selects **Manufacturer**, they must provide details for **at least one business premise**. Applicants may add one or more premises as required.

The following rules and details apply when the applicant selects **Manufacturer** as the **Business Type**:

- The **Address Type** is a key parameter used by the system to determine the **System Suggested Zone**.
- Here address type options will be 'Register Office', 'Warehouse', 'Office', and 'Manufacturing Unit'.
- The **Annual Import/Export Turnover of the Premise** field is applicable only when the **Address Type** is selected as **Manufacturing Unit** or **Warehouse**.
- For each premise, the applicant must select the appropriate **Jurisdictional AEO Zone for this Premise**.
- At least one premise must have the **Address Type** as **Manufacturing Unit**.

System Suggested Zone

The system automatically determines the **System Suggested Zone** based on the following business rules:

Scenario 1: Only one premise is provided

- If the applicant provides only one premise and its **Address Type** is **Manufacturing Unit**, the selected **Jurisdictional AEO Zone for this Premise** is automatically populated as the **System Suggested Zone**.

Scenario 2: More than one premise is provided

- If multiple premises are provided, the **System Suggested Zone** is determined based on the **Jurisdictional AEO Zone** of the **Manufacturing Unit** premise with the highest **Annual Import/Export Turnover** among all Manufacturing Unit premises entered in the request.

T1/T2/T3 Applicant with Manufacturer Business type

Premises (1)

Address Type *	Address Line 1 *	Address Line 2
Manufacturing Unit	Test Address L 1	Test Address L2
Address Line 3	City *	State *
Test Address L 3	Mumbai	Maharashtra
Country *	Pincode *	Annual Import/Export turnover of this premise *
India	400001	100000
Jurisdictional AEO zone for this premise *	Upload GST certificate for the premise (PDF, max 5MB) *	
Mumbai - I		

Premises (2)

Address Type *	Address Line 1 *	Address Line 2
Manufacturing Unit	a1	a2
Address Line 3	City *	State *
a3	Delhi	Delhi (NCT)
Country *	Pincode *	Annual Import/Export turnover of this premise *
India	100001	100002
Jurisdictional AEO zone for this premise *	Upload GST certificate for the premise (PDF, max 5MB) *	
Delhi		

System Suggested Eligible Zone

System Suggested Zone

Delhi

The System Suggested Zone is determined based on the Jurisdictional AEO Zone of the Manufacturing Unit premise with the highest Annual Import/Export Turnover among all Manufacturing Unit premises entered in the request.

Preferred zone *

Delhi

(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration *

fact

Maximum value of Annual Imp\Exp Turnover of 'Manufacturing Unit' Premise

LO Applicants

For **LO** entities, the **Zone Migration Request** form varies based on the applicant's **Business Type**. The fields displayed in the request form are determined automatically based on the **Business/Entity Category** selected during registration.

The **Business Type** field is auto-populated with one of the following values:

- **Logistics Operator**
- **Customs Broker**

The value is determined using the following business rules:

1. If the applicant selected **Customs Broker** in the **Business/Entity Category** during registration, the **Business Type** in the Zone Migration Request form is automatically populated as **Customs Broker**.
2. If the applicant did **not** select **Customs Broker** in the **Business/Entity Category** during registration, the **Business Type** is automatically populated as **Logistics Operator**.

Business Type – Logistics Operator

The applicant must complete the following fields in the **Zone Migration Request** form:

- ❖ Business Type
- ❖ Number of Premises (Maximum 5)
- ❖ Premises Details
- ❖ System Suggested Zone
- ❖ Preferred Zone
- ❖ Reason for Zone Migration

Each premise must include the following information:

- Address Type
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Country
- PIN Code
- Number of Customs Documents Handled
- Jurisdictional AEO Zone for the Premise
- GST Certificate (Upload)

Note:

- Here address type options will be 'Register Office', 'Warehouse', and 'Office'.
- For each premise, the applicant must select the appropriate **Jurisdictional AEO Zone for this Premise**.

The **Jurisdictional AEO Zone for the Premise** is populated based on the **State** selected for the respective premise. The system determines the applicable zone(s) using the predefined mapping of **States to AEO Zones**, which is maintained according to the official Customs jurisdiction. In some cases, a State may be mapped to **more than one AEO Zone**. In such cases, all applicable zones are displayed, and the applicant must select the appropriate **Jurisdictional AEO Zone** for that premise.

System Suggested Zone

The system automatically determines the **System Suggested Zone** based on the following business rules:

- The system selects the **System Suggested Zone** based on the **Jurisdictional AEO Zone** of the premise with the highest value for **Number of Customs Documents Handled**.

Business Type – Logistics Operator

The applicant must complete the following fields in the **Zone Migration Request** form:

- ❖ Business Type
- ❖ Number of Premises (Maximum 5)
- ❖ Premises Details
- ❖ System Suggested Zone
- ❖ Preferred Zone
- ❖ Reason for Zone Migration

Each premise must include the following information:

- Address Type
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Country
- PIN Code
- Number of Customs Documents Handled
- Jurisdictional AEO Zone for the Premise
- GST Certificate (Upload)

Note:

- Here address type options will be 'Register Office', 'Warehouse', and 'Office'.
- For each premise, the applicant must select the appropriate **Jurisdictional AEO Zone for this Premise**.

Jurisdictional AEO Zone:

- **State-Based Auto-Population:** The system automatically determines the applicable AEO Zone based on the State selected for a premise, using official Customs jurisdiction mappings.
- **Multi-Zone Selection:** If a selected State maps to multiple AEO Zones, all applicable options are shown, and the applicant must manually choose the correct one.

System Suggested Zone

The system automatically determines the **System Suggested Zone** based on the following business rules:

- The system selects the **System Suggested Zone** based on the **Jurisdictional AEO Zone** of the premise with the highest value for **Number of Customs Documents Handled**.

LO Applicant with Logistics Operator Business type

Customs AEO

Zone Migration Request Creation

[Home](#) > [Zone Migration Request Creation](#)

Applicant Details

Company Name : LO110523001

Current AEO Zone : Tiruchirapalli (Cus.Preventive)

IEC No :

Business Type *

Logistics Operator

Premises Details

Number of Premises

3

Premises (1)

Address Type *

Warehouse

Address Line 1 *

Address 11

Address Line 2

Address 12

Address Line 3

Address 13

City *

Itanagar

State *

Arunachal Pradesh

Country *

India

Pincode *

791111

No of Customs Document Handled *

1000

Jurisdictional AEO zone for this premise *

Guwahati

Upload GST certificate for the premise (PDF, max 5MB) *

[View](#)

[Remove](#)

Premises (2)

Address Type *	Address Line 1 *	Address Line 2
Warehouse	Address 21	Address 22
Address Line 3	City *	State *
Address 23	City2	Gujarat
Country *	Pincode *	No of Customs Document Handled *
India	380001	2000
Jurisdictional AEO zone for this premise *		Upload GST certificate for the premise (PDF, max 5MB) *
Ahmedabad		View Remove

Premises (3)

Address Type *	Address Line 1 *	Address Line 2
Office	Address 31	Address 32
Address Line 3	City *	State *
Address 33	chennai	Tamil Nadu
Country *	Pincode *	No of Customs Document Handled *
India	600001	3000
Jurisdictional AEO zone for this premise *		Upload GST certificate for the premise (PDF, max 5MB) *
Chennai		View Remove

Premises (3)

Address Type *
Office

Address Line 1 *
Address 31

Address Line 2
Address 32

Address Line 3
Address 33

City *
chennai

State *
Tamil Nadu

Country *
India

Pincode *
600001

No of Customs Document Handled *
3000

Jurisdictional AEO zone for this premise *
Chennai

Upload GST certificate for the premise (PDF, max 5MB) *
View Remove

System Suggested Eligible Zone

System Suggested Zone
Chennai

Preferred zone *
Chennai
(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration *

Remaining: 0 / 1000

Disclaimer

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Submit Reset

Business Type – Customs Broker

The applicant must complete the following fields in the **Zone Migration Request** form:

- ❖ Business Type
- ❖ Customs Broker Details
 - Parent CB Licence No
 - Licence Issuing Authority
 - Parent Licence AEO Zone
- ❖ System Suggested Zone
- ❖ Preferred zone
- ❖ Reason for Zone Migration

System Suggested Zone

The system automatically determines the **System Suggested Zone** based on the applicant's **Parent Licence AEO Zone**.

LO Applicant with Customs Broker Business type

Customs AEO

Zone Migration Request Creation

Home > Zone Migration Request Creation

Applicant Details
Company Name : LO110523002
IEC No :
Current AEO Zone : Tiruchirapalli (Cus.Preventive)

Business Type *
Customs Broker

Customs Broker Details
Parent CB Licence No * LNO0039303
Licence Issuing Authority * DIC
Parent Licence AEO Zone * Tiruchirapalli (Cus.Preventive)

System Suggested Eligible Zone
System Suggested Zone Tiruchirapalli (Cus.Preventive)
Preferred zone * Tiruchirapalli (Cus.Preventive)
(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration *

Preferred Zone

- By default, the **Preferred Zone** is automatically populated with the **System Suggested Zone**.
- However, the applicant may change the **Preferred Zone** if required.
- The selected **Preferred Zone** will be considered the applicant's requested migration zone.

After completing all the mandatory fields, the applicant can submit the **Zone Migration Request**. Upon successful submission, the system displays a confirmation popup indicating that the request has been submitted successfully. The popup also includes the generated **Reference Number**, which can be used to track the request.

After Submission:

Country *
India

Annual Import/Export turnover of this premise *
151

Justification AEO zone
Chennai

Request Reference Number: ZMR-2627-000001
Submitted Date: 16/07/2026

OK

System Suggested Eligible Zone

System Suggested Zone
Chennai

Preferred zone *
Chennai
(If preferred zone is other than system generated zone, please provide suitable justification in Reasons text box)

Reason for Zone Migration *
asdfsd

Disclaimer
☒ I Declare the above informations are true and correct to the best of my knowledge

Submit Reset

Activate Windows
Go to Settings to activate Windows.

View Zone Migration Requests

After successfully submitting a **Zone Migration Request**, the applicant can view all submitted requests in the **Zone Migration Requests** section of the portal. The request list displays the details of each submitted request, including its current approval status. Applicants can also open a request to view its complete details and track its progress throughout the approval process.

Customs AEO

Zone Migration Request Details

Home > Zone Migration Request Details

Request Reference Number : **ZMR-2627-000001**

Date of Request : **15/07/2026**

Applicant Name : Test24042501

IEC No : 0000112000

Present Zone : Tiruchirappalli (Cus Preventive)

Requested Zone : Chennai

Current Status : **Zone Migration request is submitted**

[View](#)

Zone Migration

Request Form

Requested View

Survey – AEO
Programme Feedback

MRA Benefit Form

OBIN Generation Form

Communication address of

Activate Windows
Go to Settings to activate Windows.




Test24042501

Profile

Application T1T2T3 Eligibility Details

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T3 Application

Application Delete Request

Update Verification

Registration Contact Details Update Request

Company Name Change Request

Zone Migration

Customs AEO

Zone Migration Request Details

Applicant Details

Request Reference Number :	ZMR-2627-000001	Requested On:	15/07/2026
Applicant Name :	Test24042501	IEC :	0000112000
Business Type :	Manufacturer	Present Zone :	Tiruchirapalli (Cus.Preventive)
Requested Zone:	Chennai	System Suggested Zone :	Chennai
Reason for Zone Migration :	xdtdfg		

Premises Details

Premises (1)

Address Type :	Manufacturing unit	Annual Import / Export turnover of this premise :	₹ 150.00
Address :	18A, Thillai Nagar, Trichy, Tamil Nadu, India - 620018		
Jurisdictional AEO zone for this premise :	Chennai		
Upload GST certificate for the premise:	View Document		

Premises (2)

Application Delete Request

Update Verification

Registration Contact Details Update Request

Company Name Change Request

Zone Migration

Survey – AEO Programme Feedback

MRA Benefit Form

OBIN Generation Form

Communication address of

Premises Details

Premises (1)

Address Type :	Manufacturing unit	Annual Import / Export turnover of this premise :	₹ 150.00
Address :	18A, Thillai Nagar, Trichy, Tamil Nadu, India - 620018		
Jurisdictional AEO zone for this premise :	Chennai		
Upload GST certificate for the premise:	View Document		

Premises (2)

Address Type :	Registered office	Annual Import / Export turnover of this premise :	NA
Address :	18A, Thillai Nagar, Trichy, Tamil Nadu, India - 620018		
Jurisdictional AEO zone for this premise :	Chennai		
Upload GST certificate for the premise:	View Document		

Process Details

Status:

Zone Migration request is submitted

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Go to Settings to activate Windows.

Additional Submission Documents:

After submitting the **Zone Migration Request**, the reviewing official may identify deficiencies in the application and request additional supporting documents.

The **Additional Document Submission** option is enabled only when the request status is updated to **Issue Deficiency** by the reviewing official during the approval process.

Once this option is enabled, the applicant must upload the required supporting documents and submit them for further review.



T2 Application >

T3 Application >

Application Delete Request

Update Verification

Registration Contact Details Update Request

Company Name Change Request

Zone Migration

Request Form

Requested View

MRA Benefit Form >

OBIN Generation Form >

Survey – AEO Programme Feedback >

Customs AEO

Zone Migration Request Details

Home > Zone Migration Request Details

Request Reference Number : ZMR-2627-000003

Date of Request : 22/07/2026

Applicant Name : Test24042501

IEC No : 0000112000

Present Zone : Tiruchirapalli (Cus.Preventive)

Requested Zone : Chennai

Current Status : Deficiency Issued by Officers

View

Submit Additional Documents

Activate Windows
Go to Settings to activate Windows.

Address :

18A, Thillai Nagar, Trichy, Tamil Nadu, India - 620018

Jurisdictional AEO zone for this premise :

Chennai

Upload GST certificate for the premise:

View Document

Issue Deficiency Details

S.No	Issue Deficiency Details	Issue Deficiency On	Applicant's Comments	Applicant Replied On	Additional Submission Documents	Mail Message
1	Proposed for issue Deficiency By ACDC	15/07/2026 05:46 PM		15/07/2026 06:04 PM	-	View Mail

Process Details

Status: Deficiency mail has been sent

Issue Deficiency Details:

Proposed for issue Deficiency By ACDC

Additional Remark*

Activate Windows
Go to Settings to activate Windows.

1	Proposed for issue Deficiency By ACDC	15/07/2026 05:46 PM	15/07/2026 06:04 PM	-	View Mail
---	---------------------------------------	---------------------	---------------------	---	---------------------------

Process Details

Status: Deficiency mail has been sent

Issue Deficiency Details:

Proposed for issue Deficiency By ACDC

Additional Remark*

Enter your reply remark (Maximum 1000 characters)

Remaining: 1000 characters

Supporting Document (PDF, max 5MB) *

[Choose File](#) No file chosen

[Submit](#)

[Reset](#)

[Activate Windows](#)

[Go to Settings to activate Windows.](#)