Unified Dashboard

Gem & Jewellery Export Promotion Council (GJEPC)

User Manual

Version 1.01

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1. Getting Started

Welcome to the User Manual for Gem & Jewellery Export Promotion Council (GJEPC) services available to trade users through the SWIFT 2.0 Unified Dashboard. This manual will help users understand the process of accessing GJEPC-related services, viewing certificate application status, and downloading approved certificates through the ICEGATE portal.

2. Brief about user guide

This user manual provides step-by-step guidance for accessing and using the GJEPC functionalities available on the SWIFT 2.0 Unified Dashboard. The manual includes screenshots and process instructions that will help users navigate the dashboard, view pending and completed applications, check the status of GJEPC certificates, and download approved certificates.

3. Overview of GJEPC

The Gem & Jewellery Export Promotion Council (GJEPC) services are available to trade users through the SWIFT 2.0 Unified Dashboard. Users can access the LPCO Dashboard to view their GJEPC certificate applications and track their current status. The dashboard provides information related to the Kimberley Process Import and Export Certificate, and Trade Permission Certificate. Users can also download the respective certificate once it is approved.

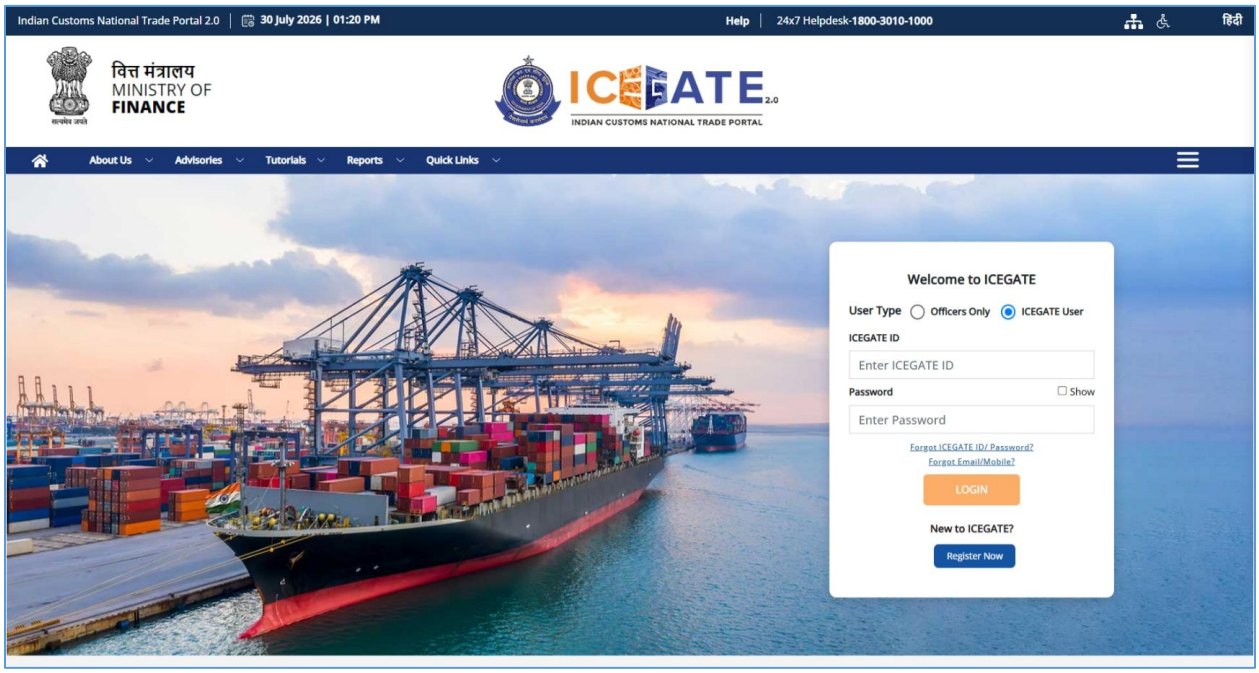
4. Abbreviations

Sl. No.	Term/Acronym	Description
1.	ICEGATE	Indian Customs E-Commerce/Electronic Data Interchange (EC/EDI) Gateway
2.	SWIFT	Single Window Interface for Facilitating Trade
3.	GJEPC	Gem & Jewellery Export Promotion Council
4.	LPCO	Licenses, Permits, Certificates, and Others
5.	CBIC	Central Board of Indirect Taxes and Customs
6.	ARN	Application Reference Number

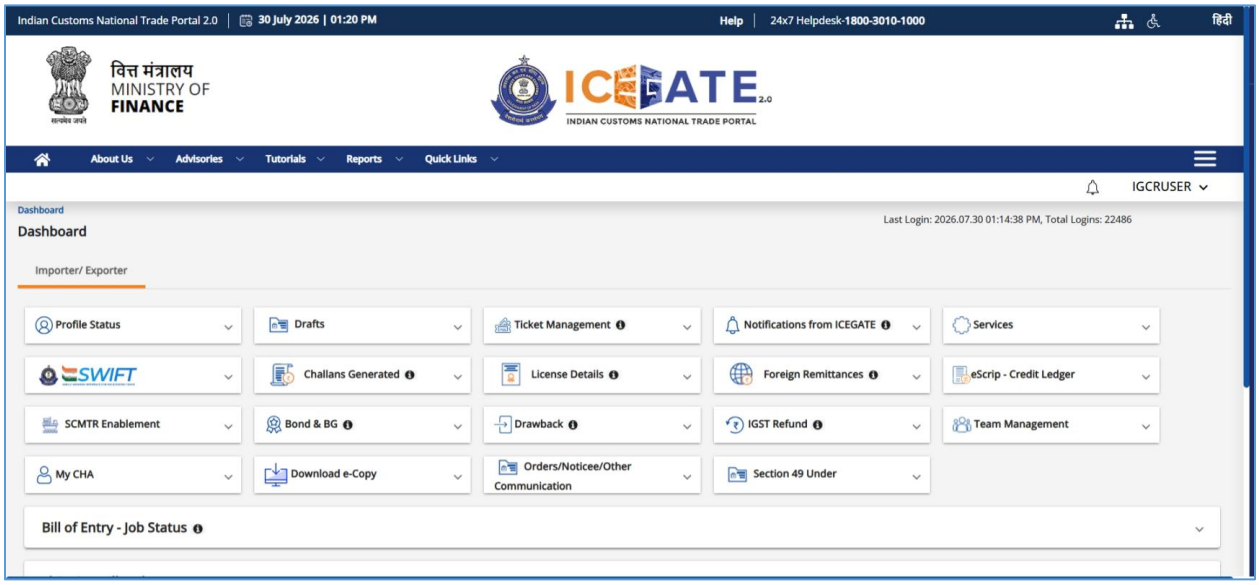
5. Navigation for GJEPC Users

GJEPC users can follow the steps below to access the SWIFT Unified Dashboard:

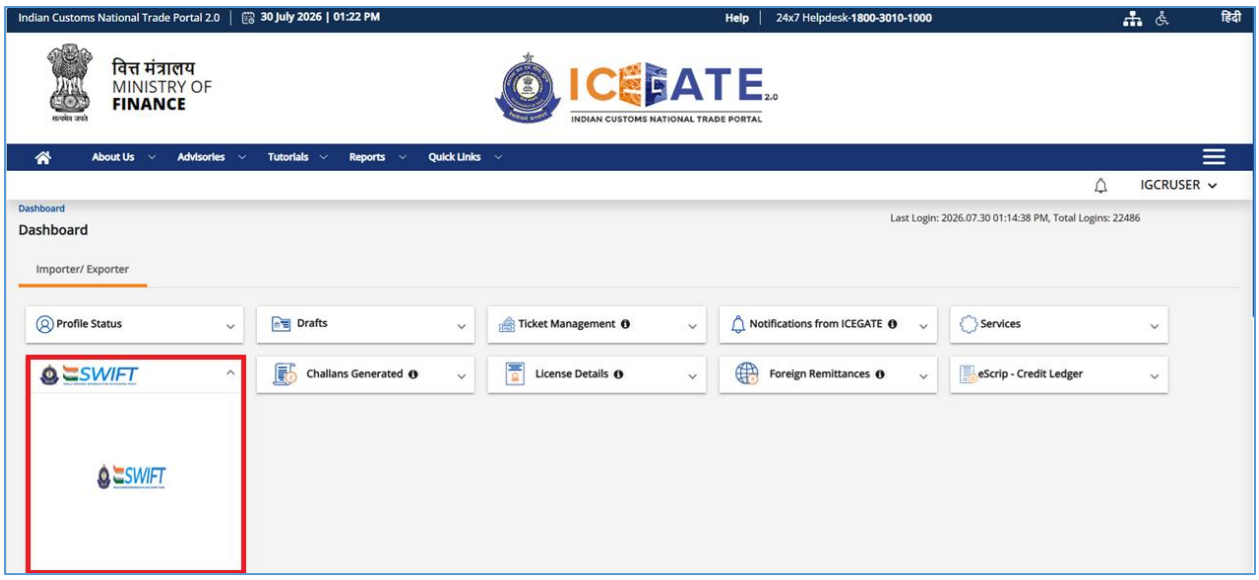
- **Step-1:** The user will select 'ICEGATE User' as the 'User Type', enter the ICEGATE ID and password, and click the 'Login' button to access the ICEGATE Dashboard.



➢ **Step-2:** After successful login, the system will display the dashboard screen shown below:

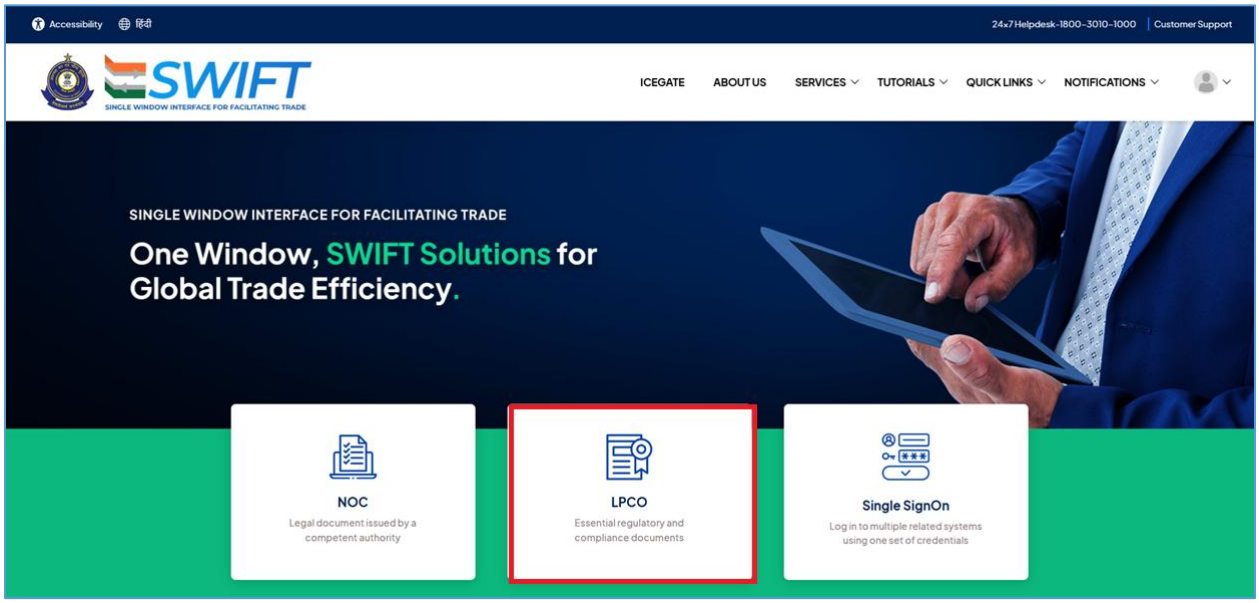


➢ **Step-3:** The user will then click the ‘SWIFT’ widget.



6. LPCO Dashboard

Upon clicking the ‘LPCO’ tile on the SWIFT 2.0 home page, the user will be redirected to the LPCO Dashboard, where the available LPCO services and related functionalities will be displayed.



6.1 Certificates Applicable to GJEPC

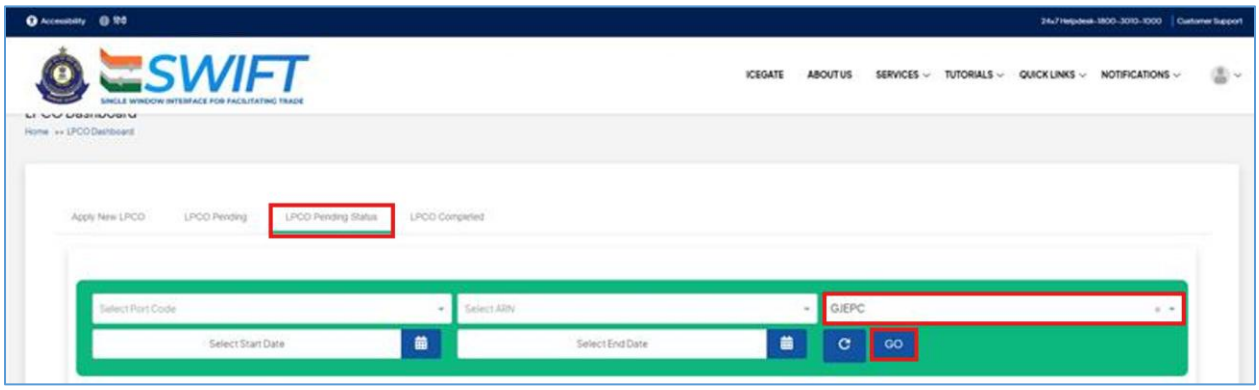
There will be three certificates applicable to GJEPC, as listed below:

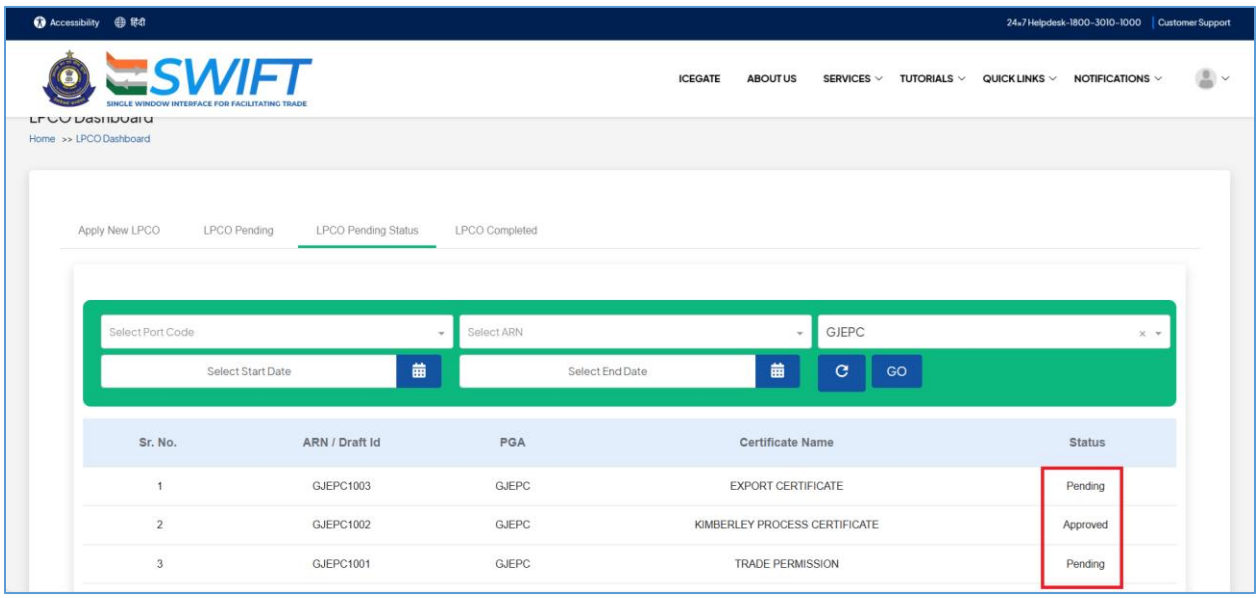
1. Trade Permission Certificate
2. Kimberley Process Import Certificate
3. Kimberley Process Import Certificate

6.2 LPCO Pending Status

The ‘LPCO Pending Status’ tab will display the LPCO application records along with details such as the ARN/Draft ID, PGA, certificate name, and current application status. Users can apply the available filters, select ‘GJEPC’ from the PGA field, and click the ‘Go’ button to view the relevant application details.

The status of each certificate will be updated based on the latest status received from GJEPC.





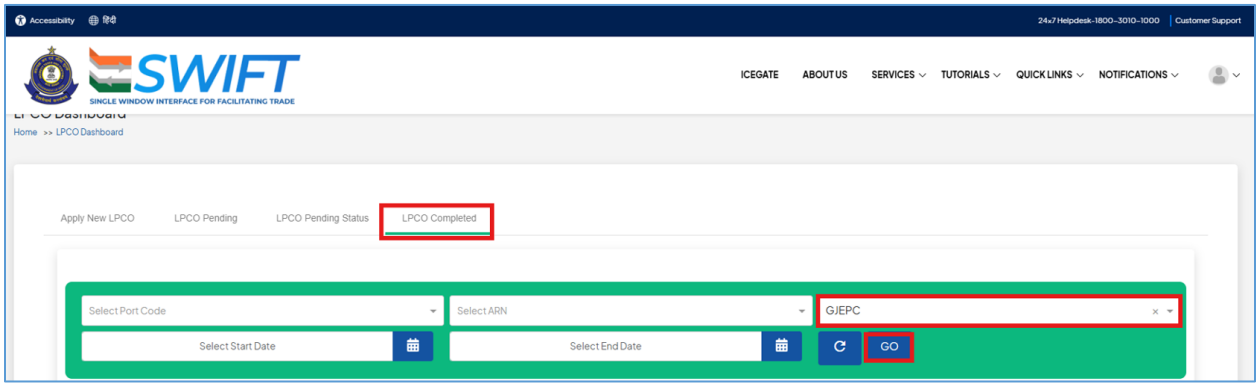
The different application statuses and their descriptions are provided in the table below.

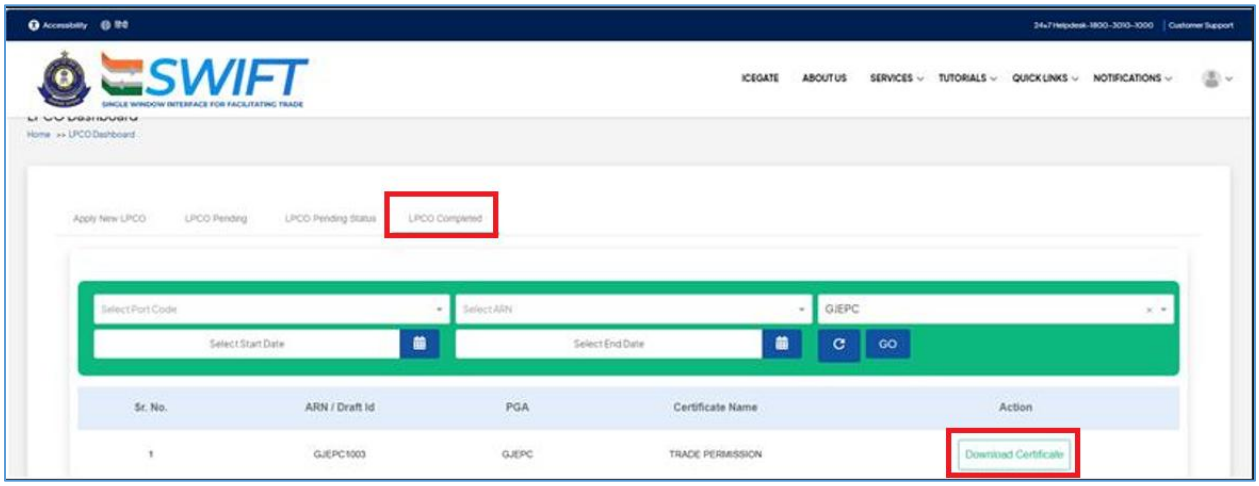
Status	Description
Pending	The certificate application has been successfully submitted and is awaiting review and verification by the concerned authority. This process may include document validation, approval checks, and other required processing steps.
Approved	The application has been reviewed and verified. The certificate approved by the authorised officer will be available for download.

Once approved, the application will be moved to the ‘LPCO Completed’ tab.

6.3 LPCO Completed

Under the ‘LPCO Completed’ tab, users can view the completed applications and download the corresponding certificates by clicking the ‘Download Certificate’ button available in the ‘Action’ column.





7. Sample Certificates

7.1 Trade Permission Certificate

GJEPC INDIA

Ref No: [redacted] DATE: [redacted]

To

M/s. [redacted]

Dear Sir(s),

Reg: Approval for participation in overseas exhibition.

Please refer to your application dated [redacted] on the above subject seeking permission to participate in the following exhibition:

Description for item to be taken with value:

Product Category	Value in US Dollar ($)
Gold Jewellery US $	[redacted]
Total Invoice value in US $:	[redacted]
In Words :	[redacted]

Exhibition Name	Venue	Organizer	From Date	To Date
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Mode of Transport : [redacted]

Approval is hereby accorded under Para 4.45 of Foreign Trade Policy read with Para 4.79 of the Hand Book of Procedure 2023, for participation in the overseas exhibition.

You will have to submit the complete report within one month of completion of the event(s).

Note :

1) If under any circumstance, you fail to import the unsold goods back on or before the end of the time period defined as per Para 4.79 of HBoP, your goods shall be liable to be imported after payment of applicable import duty unless such delay is not duly condoned by DGFT.

2) For any changes in any condition as mentioned above in this approval, for any reason thereof, you are advised to apply to Council with valid reason before the date of completion of the exhibition/export promotion tour as mentioned above.

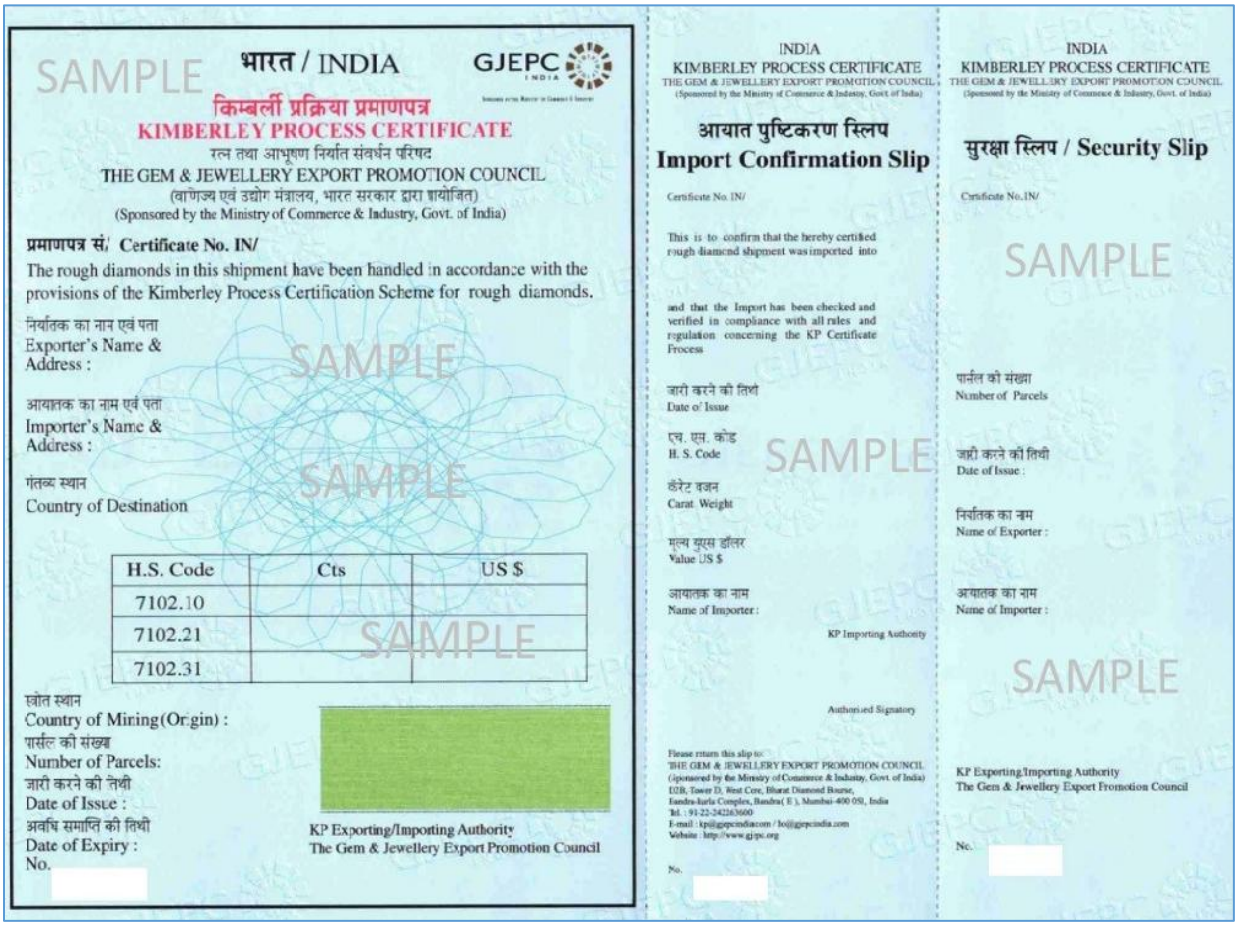
[redacted]

The Gem & Jewellery Export Promotion Council

Regional Office: Vanijya Bhavan, 6th Flr, Left Wing, 1/1, Wood Street, Kolkata - 700016, West Bengal, Tel No.: 0091-33-2282 3630 / 2282 3629, Fax: 0091-33-2282 3629, Email: kolkata@gjepcindia.com

CIN:U99100MHI966GAP013486

7.2 Kimberley Process Import Certificate



भारत / INDIA

GJEPC INDIA

SAMPLE

किम्बर्ली प्रक्रिया प्रमाणपत्र

KIMBERLEY PROCESS CERTIFICATE

रत्न तथा आभूषण निर्यात संवर्धन परिषद

THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार द्वारा प्रायोजित)

(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

प्रमाणपत्र सं. Certificate No. IN/

The rough diamonds in this shipment have been handled in accordance with the provisions of the Kimberley Process Certification Scheme for rough diamonds.

निर्यातक का नाम एवं पता
Exporter's Name & Address :

आयातक का नाम एवं पता
Importer's Name & Address :

गंतव्य स्थान
Country of Destination

H.S. Code	Cts	US $
7102.10		
7102.21		
7102.31		

स्रोत स्थान
Country of Mining (Origin) :
पार्सल की संख्या
Number of Parcels:
जारी करने की तिथी
Date of Issue :
अवधि समाप्ति की तिथी
Date of Expiry :
No.

KP Exporting/Importing Authority
The Gem & Jewellery Export Promotion Council

INDIA
KIMBERLEY PROCESS CERTIFICATE
THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL
(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

आयात पुष्टिकरण स्लिप
Import Confirmation Slip

Certificate No. IN/

This is to confirm that the hereby certified rough diamond shipment was imported into

and that the Import has been checked and verified in compliance with all rules and regulation concerning the KP Certificate Process

जारी करने की तिथी
Date of Issue

एच. एस. कोड
H. S. Code

कैरेट वजन
Carat Weight

मूल्य यूएस डॉलर
Value US $

आयातक का नाम
Name of Importer :

KP Importing Authority

Authorised Signatory

Please return this slip to:
THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL
(sponsored by the Ministry of Commerce & Industry, Govt. of India)
D2B, Tower D, First Core, Bharat Diamond Bourse,
Bandra-Kurla Complex, Bandra (E), Mumbai-400 051, India
Tel. : 91-22-24226300
E-mail : kp@gjepcindia.com / ho@gjepcindia.com
Website : http://www.gjepc.org

No.

INDIA
KIMBERLEY PROCESS CERTIFICATE
THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL
(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

सुरक्षा स्लिप / Security Slip

Certificate No.IN/

SAMPLE

पार्सल की संख्या
Number of Parcels

जारी करने की तिथी
Date of Issue :

निर्यातक का नाम
Name of Exporter :

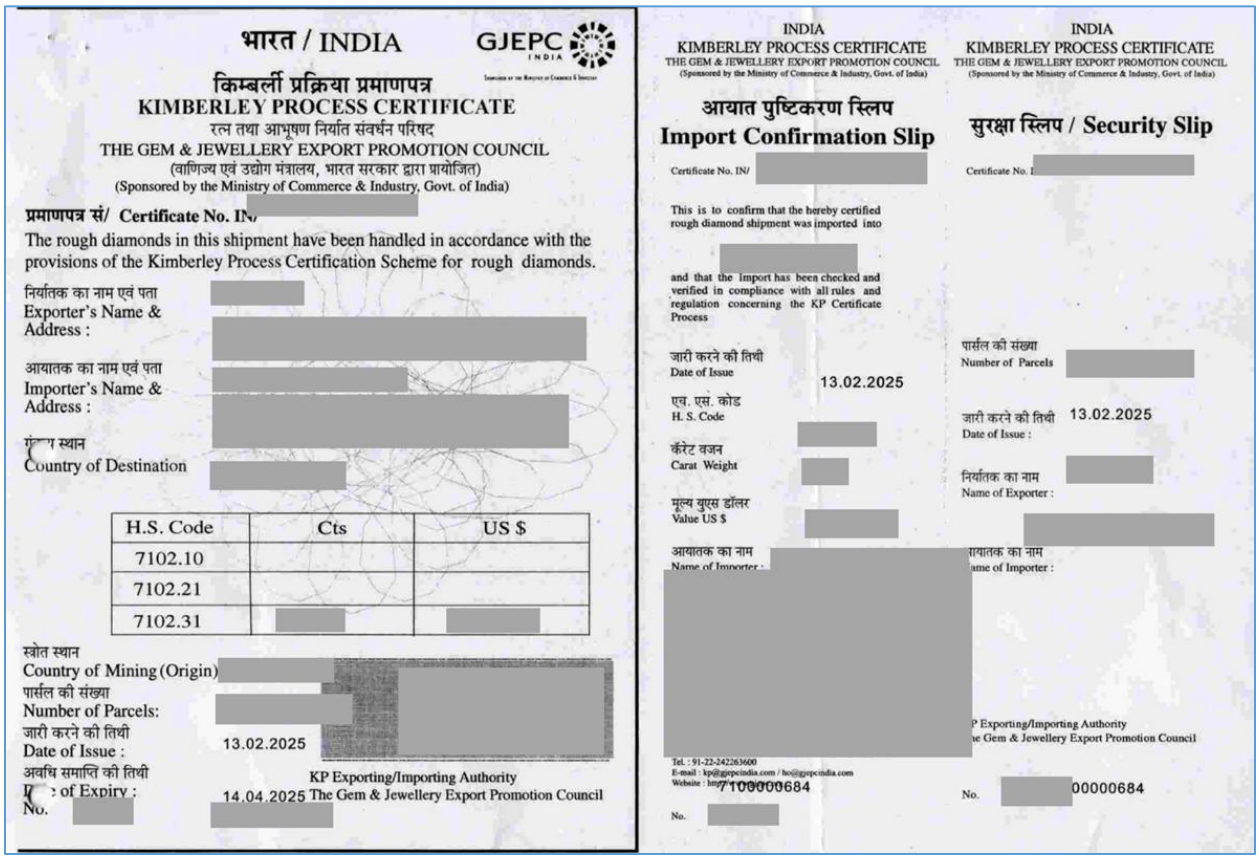
आयातक का नाम
Name of Importer :

SAMPLE

KP Exporting/Importing Authority
The Gem & Jewellery Export Promotion Council

No.

7.3 Kimberley Process Export Certificate



भारत / INDIA

GJEPC INDIA

किम्बर्ली प्रक्रिया प्रमाणपत्र

KIMBERLEY PROCESS CERTIFICATE

रत्न तथा आभूषण निर्यात संवर्धन परिषद

THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार द्वारा प्रायोजित)

(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

प्रमाणपत्र सं/ Certificate No. IN/ [redacted]

The rough diamonds in this shipment have been handled in accordance with the provisions of the Kimberley Process Certification Scheme for rough diamonds.

निर्यातक का नाम एवं पता
Exporter's Name & Address : [redacted]

आयातक का नाम एवं पता
Importer's Name & Address : [redacted]

गंतव्य स्थान
Country of Destination [redacted]

H.S. Code	Cts	US $
7102.10		
7102.21		
7102.31	[redacted]	[redacted]

स्त्रोत स्थान
Country of Mining (Origin) [redacted]

पार्सल की संख्या
Number of Parcels: [redacted]

जारी करने की तिथी
Date of Issue : 13.02.2025

अवधि समाप्ति की तिथी
Date of Expiry : 14.04.2025

KP Exporting/Importing Authority
The Gem & Jewellery Export Promotion Council

No. [redacted]

INDIA
KIMBERLEY PROCESS CERTIFICATE
THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL
(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

आयात पुष्टिकरण स्लिप
Import Confirmation Slip

Certificate No. IN/ [redacted]

This is to confirm that the hereby certified rough diamond shipment was imported into [redacted]

and that the import has been checked and verified in compliance with all rules and regulation concerning the KP Certificate Process

जारी करने की तिथी
Date of Issue 13.02.2025

एच. एस. कोड
H. S. Code [redacted]

कैरेट वजन
Carat Weight [redacted]

मूल्य यूएस डॉलर
Value US $ [redacted]

आयातक का नाम
Name of Importer : [redacted]

Tel. : 91-22-242263600
E-mail : kp@gjepcindia.com / ho@gjepcindia.com
Website : http://100000684

No.

INDIA
KIMBERLEY PROCESS CERTIFICATE
THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL
(Sponsored by the Ministry of Commerce & Industry, Govt. of India)

सुरक्षा स्लिप / Security Slip

Certificate No. I [redacted]

पार्सल की संख्या
Number of Parcels [redacted]

जारी करने की तिथी 13.02.2025
Date of Issue :

निर्यातक का नाम
Name of Exporter : [redacted]

[redacted]

आयातक का नाम
ame of Importer :

P Exporting/Importing Authority
e Gem & Jewellery Export Promotion Council

No. [redacted] 00000684

8. Contact Details

The contact details are as follows:

ICEGATE, Directorate General of Systems

1st Floor, CR Building, IP Estate

New Delhi – 110002

Toll-Free Number: 1800-3010-1000

Users can also send their queries to:

Email: icegatehelpdesk@icegate.gov.in

