

WHAT IS IE PERMIT?

The **IE Permit** is an online service where Individuals and Organizations can lodge an import or an export permit application.

HOW TO LOGIN TO THE IE PERMIT SERVICE?

The **IE Permit** online service can be accessed via the **E-Service Gateway**

<https://eservice.egov.sc/eGateway/homepage.aspx>

after registration for a valid e-ID.

On the homepage, click the '**Login as an Organisation**' tab. Enter your login credentials (e-ID, password and access code) and click '**Sign In**'.

Your organization account homepage is displayed. Select '**IE Permit**' under the '**Available E-Services**' section.

Available E-Services	
Click on the E-Service link to subscribe.	
E-Service	Provider
IE Permit	Ministry of Finance, Trade and Investment

The **IE Permit** welcome page is displayed.

HOW TO LODGE AN IMPORT PERMIT?

IMPORT PERMITS

On the **IE Permit** getting started page click the '**Lodged an Import Application**' link. The **Import Permit** homepage is displayed. Click '**New Import Permit**' to lodge a new import permit application.

t link to view the import permit application details

it by using the Search Import Permits on the left-hand side

[New Import Permit](#)

HOW TO ADD PERMIT LINES?

1. Click on the '**Permit Lines**' link and fill in the permit line details.
2. Click '**Save**' to save the permit lines.

HOW TO ADD SUPPORTING DOCUMENTS?

1. Click the '**Supporting Documents**' link and upload all supporting documents required to lodge the import permit application.

2. Click '**Save**' to save the supporting documents.

HOW TO SUBMIT THE NEW IMPORT PERMIT APPLICATION

To submit the application to the Import and Export Permit Unit:

1. Change the application status to '**Committed**'
2. Click '**Save Application**'

To save your changes without submitting the application to the Import and Export Permit Unit:

1. Change the application status to 'Submitted'
2. Click '**Save Application**'

HOW TO SEARCH FOR EXISTING IMPORT PERMIT APPLICATIONS?

On the left menu on the **Import Permit** homepage you can search for your import permit applications using the search facility.

A search can be performed using different search criteria.

HOW TO SELECT EXISTING IMPORT PERMIT APPLICATIONS?

Application No.	Application Date	Applicant Name	Status
AIP2012-0092	16/08/2012	GL PLUMBING	Received
AIP2012-0093	17/08/2012	GL PLUMBING	Received
N/A	20/08/2012	GL PLUMBING	Submitted

The grid on the **Import Permit** homepage lists all existing import permit applications belonging to your organization.

Click on the 'Select' link to view the permit details including the permit lines and supporting documents.

HOW TO DOWNLOAD AN IMPORT PERMIT APPLICATION?

To download an import permit application click on the '**Download**' link on the grid on the **Import Permit** homepage.

The permit application can then be viewed or saved for future reference.

IMPORT PERMIT APPLICATION

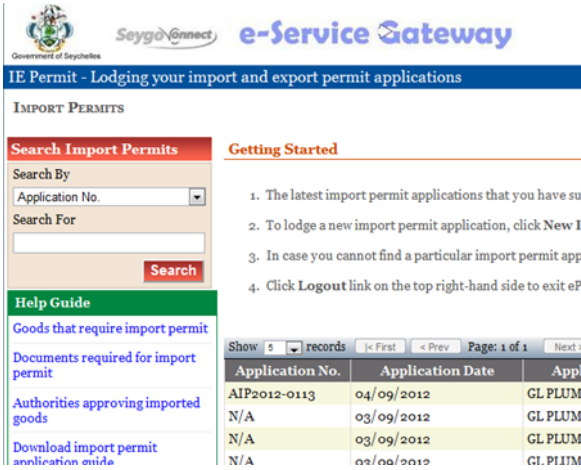
[Back to Import Permit Homepage](#)

Application No : Application Date : Application Status : Valid From : Valid To :
AIP2012-0113 04/09/2012 Approved 11/09/2012 12/11/2012

Download Issued Permit and Related Documents

Document Name	Description	Document Type	
AIP2012-0113	Issued Import Permit for Permit No: AIP2012-0113	Issued Permit	Download

IE PERMIT HELP GUIDES



The screenshot shows the 'e-Service Gateway' interface for 'IE Permit - Lodging your import and export permit applications'. It includes a search bar, a 'Getting Started' section with four numbered steps, and a table of application records.

Application No.	Application Date	Appl
AI2012-0113	04/09/2012	GL PLUMI
N/A	03/09/2012	GL PLUMI
N/A	03/09/2012	GL PLUMI
N/A	03/09/2012	GL PLUMI

Help guides are available on the **Import Permit** homepage for further explanation on how to use the ePermit Service.



- Goods that require import permit
- Documents required for import permit
- Authorities approving imported goods
- Download import permit application guide

E-GATEWAY HELP GUIDES

Refer to the **E-Service Gateway 'Registering and Using E-Service Gateway'** section for more information about how to register for an e-ID.

DO NOT FORGET TO LOG OUT AFTER USE.
HELP GUIDES ARE AVAILABLE ON THE E-SERVICE GATEWAY

MINISTRY OF FINANCE

IMPORT AND EXPORT PERMIT UNIT

INFORMATION BROCHURE

**For more information
Please contact**

**Ministry of Finance
Import and Export Permit Unit
Liberty House
Victoria, Mahé
Seychelles**

Phone: 4382116 or 4382114 or 4382085

E-mail: iepermit@finance.gov.sc

**For technical support
Please contact**

**Department of Information
Communications Technology**

Service Desk

Tel: 4286666

Email: support@gov.sc



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IE PERMIT



For organisations

*The future ... government service
Anywhere, Anytime*