



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE

राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
सीमा शुल्क (निवारक) आयुक्त कार्यालय  
OFFICE OF THE COMMISSIONER OF  
CUSTOMS (PREVENTIVE)

पाँचवी मंज़िल, कैथॉलिक सेंटर, ब्रॉडवे, कोचिन - 682031

5<sup>TH</sup> FLOOR, CATHOLIC CENTRE, BROADWAY, COCHIN - 682031

E-mail: cusprevhq.ker@gov.in

Fax: 0484-2355065

Phone: 0484-2355070



**Public Notice No. 05/2021**

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**Sub: Launch of Indian Customs EDI System- (ICES 1.5) for Imports and Exports at Air Cargo Complex (ACC), Kannur (INCNN4), Kannur International Airport- P.O, Mattannur, Kannur District, Kerala- 670708-Reg.**

**PART - I**

**GENERAL INSTRUCTIONS**

**1. GENERAL INSTRUCTIONS**

**1.1.** It is brought to the notice of all exporters, importers, CHAs, Custodians, Banks, Trade and all concerned that the computerized processing of Shipping Bills under the Indian Customs EDI (Electronic Data Interchange) System (hereinafter referred to as "ICES 1.5") will commence from October 14<sup>th</sup> 2021 at Air Cargo Complex (ACC), Kannur (INCNN4), Kannur International Airport – P.O, Mattannur, Kannur District, Kerala- 670708. Kannur International Airport has been notified for the purpose of unloading of imported goods and loading of export goods or any class of such goods under Section 7 of the Customs Act, 1962 vide Notification No. 56/2017-Customs (N.T.) dated 23.06.2017. All other required formalities including pre-production have been completed successfully.

**1.2.** As part of the implementation of CBIC's IT Consolidation Project, the EDI operations at Air Cargo Complex (ACC), Kannur (INCNN4), Kannur International Airport, Mattannur would be on ICES 1.5 application. The ICES 1.5 software,

developed by NIC, has been implemented at CBIC's National Data Centre at New Delhi.

**1.3.** The State Bank of India, Main Branch, Mattannur (BSR Code- 0027208) has been approved by the Principal Chief Controller of Account (Pr. CCA), CBIC, New Delhi for collection of customs duty and payment of duty drawback under EDI Systems.

**1.4.** Trade is hereby informed that import and export of cargo is facilitated through the Air Cargo Complex at Kannur International Airport (hereinafter also referred to as "**ACC, Kannur**"). Since being notified as an International Airport, all the operations at the airport have hitherto been controlled and managed by the M/s Kannur International Airport Limited (hereinafter also referred to as "**KIAL**"). Further, KIAL has been appointed as Custodian and Customs Cargo Service provider at the Air Cargo Complex, Kannur under Section 45(1) of the Customs Act, 1962 by the Commissioner of Customs (Preventive), Commissionerate of Customs Preventive, Cochin with effect from 24.07.2020. Further, Commissioner has permitted KIAL to outsource certain functions to M/s. Cargo Service Centre India Pvt Limited, Sahar Road, Mumbai (hereinafter also referred to as "**CSC**") under the provisions of the Handling of Customs Cargo Regulations, 2009 as amended.

**1.5.** As authorized by the Custodian, the CSC shall collect all the charges connected with the custody, storage, handling, scanning and other services provided to facilitate the clearance of import/export goods on behalf of the Custodian and the instructions issued thereof by the competent authority. The notified charges are displayed at appropriate places in ACC Kannur and any modifications thereof would be circulated by the Custodian from time to time.

**1.6.** The normal working hours of the Customs Administration is from 10.00 hours to 17.00 hours from Monday to Saturday (except 2<sup>nd</sup> Saturday, and Government declared public holidays). However, for the import/export cargo, the services of Customs are made available 24x7 working hours.

**1.7.** It is expected that the Trade and other agencies would strictly comply with these instructions to ensure hassle free functioning of Air Cargo Complex, Kannur.

Difficulties, if any, faced may be brought to the notice of the Deputy/Assistant Commissioner of Customs, ACC, Kannur for redressal.

## PART- II

### INSTRUCTIONS FOR IMPORT

#### 2. IMPORTS

**2.1.** Under the EDI System, the Bill of Entry shall be filed electronically and shall be processed online in an automated computerized environment. **e-SANCHIT** has become mandatory for imports for all bills of entry with effect from 1st April 2018 and no physical document will be accepted. The system would simply disallow the filling of Bill of Entry unless it is filed with IRN numbers evidencing that supporting documents have been first uploaded using e-SANCHIT. Board's Circular No. 40/2017-Cus dated 23.10.2017 and No.55/2020 Cus dated 17.12.2020 on the implementation of the application for uploading of supporting documents electronically i.e. on e-SANCHIT may be referred to. Assessment functions carried out by the appraising officers and Deputy/Assistant Commissioners would be based on the documents so uploaded. The requisite documents also can be called for by the Appraising Group/Appraising Superintendent, if required, while acting on the Bills of Entry. There are certain prerequisites for filing the electronic declarations, which are required to be complied with before filing the Bill of Entry.

**2.1.1. Uploading of supporting documents:** For uploading supporting documents on ICEGATE, the authorized person may open ICEGATE URL <http://www.icegate.gov.in/>, Click on Login/Signup button for login into ICEGATE by using his/her access credentials and then click on e-SANCHIT link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on ICEGATE website. While preparing a job for submission on ICEGATE in their respective Remote EDI System (RES), the authorized person must ensure that they have uploaded all the necessary supporting documents. A facility has been provided on ICEGATE to the persons to access and view the documents uploaded by them.

**2.1.2.** In case the authorized person seeks to provide a document after the generation of Bill of Entry number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference Number (IRN) for the document and link that document with the corresponding Bill of Entry by submitting an amendment at the Service Centre. This procedure will also apply when the authorized person submits a document in response to a query raised by Customs for a Bill of Entry.

**2.1.3. Assessment & Document Verification:** Once a Bill of Entry has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents, while viewing or assessing the Bill of Entry on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can also be uploaded online by following the procedure described above. All documents required for the purposes of assessment would be viewed online.

**2.1.4.** Post Clearance Compliance Verification (PCV) will be carried out online based on the electronic versions of supporting documents instead of hardcopy dockets of the Bills of Entry.

**2.1.5. Goods Registration, Examination & Clearance:** After filing of the Bill of Entry, the authorized person (e.g. Importer/Customs Broker) may with his self – assessed copy of the Bill of Entry, approach the designated place for goods registration, document verification and clearance. In case goods are to be examined, the officer examining goods may record the results of inspection/examination online on ICES.

**2.1.6.** Some types of supporting documents are required to be presented in original (as specified in the respective notifications) for verification of seal/signature etc., for defacement and for debit of quantities/value, trade should present hardcopy at the time of the registration of goods. It may, however, be noted that all supporting documents shall be uploaded digitally, including those documents that must be presented in hardcopy, for supporting documents, where a debit of quantity/value is required to be made on hardcopy, for every subsequent Bill of Entry filed for import, the latest debit sheet shall be uploaded, the authorized person filing the Bill of Entry should pay attention, while linking

supporting documents with Bills of Entry and should ensure that the correct unique reference number (IRNs) are mentioned in the Bills of Entry.

**2.1.7. Manifest Closure:** With the submission of supporting documents online, the manifest closure department of the Custom House will not receive hardcopies of dockets. Officers shall rely on the electronic records maintained on ICES to carry out activities in relation to manifest closure.

## **2.2. Registration of Import Export (IE)-Code of the Importer**

**2.2.1.** IE-Code is being issued to the importers by DGFT, details of which are transmitted online to the Indian Customs EDI-System (ICES) on a daily basis. ICES automatically register the IE-Codes after confirming its validity to enable the importers to file the Bill of Entry electronically. Before filing the Bill of Entry, the importers are advised to check from the DGFT as to whether their IE-Code has already been transmitted to ICES. If their IE-Code has not been transmitted to the ICES by the DGFT, they should first get the same transmitted from DGFT, failing which they will not be able to file Bill of Entry electronically for the clearance of the imported goods.

**2.2.2.** In case the IE-Code is registered for exports, the same shall hold good for imports also. The DGFT has notified certain generic codes for certain classes of importers in the EXIM Policy and exempted them from taking a specific IE Code. Such importers should use respective codes for filing the Bill of Entry. However, if an importer does not fall in the exempted category and also does not hold specific IE Code, he should use the Code "0100000053" for personal effects and "0100000001" for all other imports. In such cases, the Bill of Entry shall automatically appear on the computer screen of the concerned Assistant / Deputy Commissioner for online approval.

## **2.3. Registration of Customs Broker in ICES**

**2.3.1.** Customs Brokers are required to register their details in the ICES at the respective Customs Commissionerates from where they have been licensed. If they intend to operate at other stations, the intimation of the same should be registered in the ICES at the respective stations. In case the Custom House from where the Customs Broker has been licensed is not yet brought under ICES, such Customs Brokers should approach the Customs authorities indicated in the enclosed chart

against respective Custom Houses. No re-registration is required in case the agency is already registered at any existing Customs location where ICES1.5 is operational. (List of Custom Houses for Customs Broker registration attached as Appendix 1 and format for registration attached as Appendix 2)

#### **2.4. Registration of Airlines/Agents, Consol Agents**

**2.4.1.** IGM/Consol Manifest shall be filed electronically by the Airlines/Agents and Consol Agents at the Ports of entry and Sub-IGM relating to respective IGM lines under SMTP at the Port. The Airlines/Agents and Consol Agents, before filing IGM, should register themselves in the ICES at any of the ICES enabled Custom Stations.

**(Format of registration attached as Appendix 3)**

#### **2.5. Exchange Rates of un-notified currencies**

**2.5.1.** The ICES maintains exchange rates in respect of currencies the rates of which are notified by the Ministry of Finance on regular basis. However, in respect of the currencies which are not covered in the notifications of the Ministry of Finance, the concerned Bank's certificate indicating the exchange rate applicable for the date on which the Bill of Entry is filed should be obtained by the Customs Broker/Importer from any Nationalized Bank. Only this exchange rate should be entered in the system in the respective field while making entry of B/E data and should be presented along with assessed copy of B/E at the time of taking out of charge, to the Customs officer.

#### **2.6. Currency Codes**

**2.6.1.** For indicating value of goods, freight, insurance, commission, etc., codes specified against the respective currencies indicated in the list of currency codes appended with this Notice should only be used. Incorrect code will result in incorrect conversion of Indian Rupees. **(List of Currency Codes attached as Appendix 4)**

#### **2.7. Units of Measurement Codes**

**2.7.1.** Against any quantity of goods, appropriate Code indicated against the respective measurement in the list appended with this Notice should only be used in the Bill of Entry and IGM, as the case may be. It is further informed that if Unique Quantity Codes (UQCs), other than the Standard UQCs of the customs tariff are used, the B/E may not get any facilitation in RMS. Reference is also invited to the

CBIC Circular No. 26/2013 –Customs, dated 19/07/2013, where adherence to Standard Unit Quantity Codes as prescribed in the Customs Tariff Act has been prescribed.

**(List of Measurement Codes attached as Appendix 5)**

## **2.8. Country Codes:**

**2.8.1.** Wherever in the Bill of Entry or IGM, etc., a reference to country name is required to be made appropriate Code of the country as indicated in the list of country codes appended to this Notice should only be used. **(List of Country Codes attached as Appendix 6)**

## **2.9. Port Codes:**

**2.9.1.** All the ports of the world have been codified by United Nations and allotted UN LOCODEs. Appropriate port code should only be indicated wherever reference to the port name is required to be made in a Bill of Entry and IGM or any other document. It is not possible to attach list of all port codes being too large. Correct code may be obtained from the respective Carriers or checked from UN website.

**(<https://unece.org/trade/cefact/UNLOCODE-Download>)**

## **2.10. Registration of DGFT Licenses**

**2.10.1.** If the imports are against any of the DGFT Exim Licenses, such license should be first registered in the ICES and the Registration No. should be indicated against each item of goods in the Bill of Entry. No separate registration shall be required for those licenses which are received by Customs from DGFT online. Such licenses shall automatically be registered in ICES and can be utilized for debit against a Bill of Entry after approval by Proper officer in the system. **(Format of License registration attached as Annexure A)**

## **2.11. Registration at ICEGATE for Remote filing of Bill of Entry or Manifest**

**2.11.1.** Those who intend to file Bill of Entry or manifest from their office, they should register themselves with the ICEGATE. For registration at the ICEGATE, the detailed information may be seen on the web-site “<https://www.icegate.gov.in>”. For filing of Bill of Entry from remote, NIC has provided software which is free of cost and can be downloaded from NIC web-site. **(<https://ices.nic.in>)**

## **2.12. Service Centre charges:**

**2.12.1.** Facility of data entry of IGM, Bill of Entry, etc. is readily available at the Service Centre at the ACC Kannur on payment basis. The schedule of charges for various types of services payable at the Service Centre are indicated below which shall be subject to revision from time to time.

**2.12.2.** The schedule of charges for data entry in the Center shall be as follows:-

<b>SERVICE CHARGES FOR DIGITISATION OF DOCUMENTS AT SERVICE CENTRE</b>		
For manual documents getting data entry done at Service Centre		
Sl. No.	Type of Document	Service Charges (Amount in INR)
1	Bill of Entry/Shipping Bill having up to five items	₹80
2	Each Additional Block of five items	₹10
3	IGM	₹80
4	EGM	₹80
5	Other documents (such as UAB, Transshipment etc.)	₹80
6	Amendments to original declaration by customer in BE/SB/Other documents	₹10
7	Queries (including reply feeding)	NIL for 3 queries and ₹10 for each query thereafter
8	Printing check list	NIL
9	Printing of assessed documents (SB/BE/ OOC/ LEO/Challan etc):	NIL
<b>SERVICE CHARGES FOR 'RES' DOCUMENTS</b>		
ICEGATE or any other manner of Remote EDI filing:		



1	Printing of Document (Documents refer to the set of papers, which get printed in one command at any stage of processing)	₹30 [for the first 50 pages and ₹10 for every 10 subsequent pages or parts thereof]
2	Query Printing	₹10
3	Amendments fee to Bill of Entry (for block of five items):	₹20
4	Amendments fee to Shipping Bill (for block of five items):	₹10
5	Amendment fee - Each Additional block of five items	₹10
6	Amendment fee - Other documents	₹10
7	Printing Check list	₹10
<p>Note-I: The above charges are excluding GST. The vendor shall collect the GST from trade at the prevailing rates and shall make the payment of the GST to the Govt. exchequer.</p>		
<p>Note-II: The above charges include data entry of the documents, check list printing and print out of the assessed document and out charge. The check list will be provided free of charge till they are certified to be free of mistake by the customer. However, in cases where the customer wants to incorporate corrections in the original declarations provided by him, check list will be provided at an additional cost of ₹10. Any check list in respect of remote filing of the Bill of Entry will cost ₹10/-</p>		

### 2.13. Filing of IGM/Consol Manifest

**2.13.1.** The Airlines or other persons as envisaged under Section 30 of the Customs

Act, 1962 shall submit the Import General Manifest (IGM) / Consol Manifest through the Service Centre on all working days. However, the Manifest can also be electronically filed through ICEGATE on 24 hours basis. The IGM/CONSOL Manifest should be presented at the Service Centre counter in the prescribed pro-

forma **(Annexure B)**. A checklist would be generated by the Service Centre which would be verified by the authorized representative of the Airlines and given to the Service Centre operator for submission after corrections, if any.

**2.13.2.** Apart from filing of IGM/CONSOL Manifest through Service Centre, the Airlines would continue to file a hard copy of the IGM with the Manifest Department.

**2.13.3.** Amendment in the IGM/Console manifest after submission shall be carried out only after approval from the designated Customs authority. i.e., Assistant/Deputy Commissioner concerned. Amendment request shall be entered in the system at Service Centre and on submission in the system it shall appear before the designated officer for approval. If the designated officer is satisfied with the amendment requested, he will approve the same in the system.

**2.13.4.** The acceptance of cancellation or otherwise, will be confirmed to the custodian as well as to the Air Lines electronically if filed through EDI interface or it is communicated as a “printed checkup cancellation message” from the Service Centre and can also be checked up from the enquiry window of the Service Centre.

**2.13.5. Note:** - It may be noted that in case of cancellation of IGM, all the Bills of Entry filed against the IGM will get cancelled.

### **3. CARGO / GOODS DECLARATION**

**3.1.** The Importer or the Customs Broker, as the case may be, can file electronic Bill of Entry by data entry at the Service Centre or by transmitting the details in specified file format through ICEGATE from his premises.

#### **3.2. Filing through Service Centre**

**3.2.1.** The Customs Broker/Importer should furnish information in ‘Annexure C’ and present the same to the Service Centre operator along with copy(ies) of import invoice and packing list. Details of information in Annexure ‘C’ should be correct, complete and legible. Incorrect and invalid entries may get rejected on entry of data. The Service Centre shall accept the declarations in Annexure C during the working hours of Port. The system would accept data entry of Annexure ‘C’ only if it finds that the IGM No and Airway Bill matches the corresponding line number of the IGM. The system will accept only one declaration against a line

number. If the declaration is not accepted, the Customs Broker/ importer should verify the particulars.

**3.2.2.** Once the IGM is filed in the Customs Computer System, whenever a Bill of Entry pertaining to any line in the said IGM is filed, the system will cross verify the details of IGM No., the Airway Bill, etc., and the Bill of Entry would be accepted only if the relevant particulars match with those in the IGM/SMTP. If any Bill of Entry is not accepted by the system, the importers/Customs Brokers should verify whether the IGM Nos. or the Airway Bill Nos. have been correctly furnished in the Annexure 'C' submitted by them.

**3.2.3.** The claim for assessment shall be made against each item of the invoice. If there is more than one invoice, information shall be furnished for each item, invoice wise, i.e., complete information of items in one invoice must precede information of the items in the second invoice.

**3.2.4.** If the particulars of classification are the same for the next item, the word "do" will be accepted by the system.

**3.2.5.** ITC (HS) Nos., CTH and CETH shall be indicated in eight (8) digits without any decimal in between (e.g. 85011000 and not 8501.1000). Notification number shall be indicated in three (3) digits followed by a slash (/) and the issuing year (e.g. 201/1981, 083/1993). The notification no. indicated shall be the parent one and not the amending notification. This may be carefully noted.

**3.2.6.** In respect of goods for which the benefit of notification is claimed, against the entry 'Generic Description' in Annexure 'C', List No. and the Serial no. of the List shall be mentioned in addition to the generic description of the item. The Service Centre Operator will feed first the List No. and Serial No., and if there is space left, generic description of the item.

**3.2.7.** For example, Nebulizers are covered by S. No. 363 of the Table of Notification No.021/02 (list 37, Sr. No. 19). This entry would be described as: -

<b>Generic Description</b>	<b>CTH</b>	<b>Notfn./Year, Sr. No</b>
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L37/19, Nebulizers	90189093	021/02, Sr.No.363
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**3.2.8.** The Service Centre Operator shall carefully enter the data in the system as is indicated in Annexure 'C'. On completion of entry of data, the system shall assign a Job No. and generate a Check List which is a draft Bill of Entry. The Service Centre operator shall print a copy of the Check List and hand over the same to the Customs Broker/Importer. The Customs Broker/Importer shall check the correctness of the data entered in the system. If any error is noticed, the error shall be circled in bold ink and correct detail should be written. The corrected check list duly signed by the Customs Broker/Importer should be handed over to the Service Centre operator for entry of corrected data. The Operator shall make corrections in the corresponding data and hand over the revised checklist to the Customs Broker/Importer for reconfirmation. This process would be repeated till the Customs Broker/Importer signs a clean checklist in token of correctness of the entered data.

**3.2.9.** The Operator shall submit the authenticated electronic checklist to the system. The system will then generate a B/E. No., which would be endorsed on the printed checklist and returned to the Customs Broker/Importer. The Bill of Entry No. shall be in a running serial number of all the Custom Houses operating on consolidated ICES 1.5. The Bill of Entry Numeric No. shall be suffixed with the date of filing. Thus, Numeric number combined with date shall be a Bill of Entry Number. Since running number sequence is common for all-India basis, the Bill of Entry number may not be continuous.

**3.2.10.** The Operator shall retain the original Annexure 'C' declarations with copies of invoice and packing list and shall hand over all the check lists to the Customs Authorities periodically.

### **3.3. Remote filing through ICEGATE**

**3.3.1.** The Customs brokers/Importers having internet facility in their offices can file electronic Bill of Entry from their premises. They have also been facilitated by providing submission of customs documents under digital signature. For this

purpose, they should 'one time' register their details with ICEGATE. Detailed procedure for registration can be seen in 'New Registration Module' from the website <https://www.icegate.gov.in>. To operationalize the facility to use Digital Signature Certificate for filing the aforementioned Customs process documents, the following process be followed: A web-based Common Signer utility is provided free of cost through the ICEGATE website (<https://www.icegate.gov.in>) for digitally signing the said Customs process documents.

**3.3.2.** Importers, customs brokers, shipping lines, and their agents are expected to use a Class III Digital Signature Certificate obtained from any of the Certifying Authorities, as notified by Controller of Certifying Authorities (<https://www.cca.gov.in>), following the due process.

**3.3.3.** Importers, exporters, customs brokers, shipping lines and their agents shall use the Digital Signature Certificate and the web based Common Signer utility to digitally sign the electronic documents generated by remote EDI package and then subsequently send the digitally signed documents for processing via email/web upload, as is being done currently.

**3.3.4.** On receiving the digitally signed documents the ICEGATE server side verifier shall verify the user's credentials, validity of certificate, Certifying Authorities credentials, Public Key, Certificate Revocation List (CRL) status and the result of authentication and integrate the data into ICES database. The data so integrated will also have a flag to indicate that the submitted document was digitally signed.

**3.3.5.** The Customs officers will be able to identify on the system whether a particular electronic document has been filed after signing with Digital Signature Certificate or they can download the Remote EDI filing software from NIC website link which has been provided at ICEGATE website. Software of NIC is free of charge. On successful submission of data from their premises, the ICES will generate a Bill of Entry Number and return message indicating the Bill of Entry Number. If invalid data is entered, an error message shall be generated and no B.E. No. shall be generated. In case of remote filing of Bill of Entry, the Customs Broker/Importer has to ensure the correctness and validity of the data entered failing which the data will either be rejected by the ICES or incorrect information shall be

incorporated in the submitted Bill of Entry which shall lead to problems of amendments.

### **3.4. Self-Assessment:**

**3.4.1.** The bill of entry shall be deemed to have been filed and self-assessment of duty completed when, after entry of the electronic declaration in the Indian Customs Electronic Data Interchange System either through ICEGATE or by way of data entry through the Service Centre, a bill of entry number is generated by the Indian Customs Electronic Data Interchange System for the said declaration.

## **4. Processing of Bill of Entry for Assessment**

**4.1.** Once the Bill of Entry is submitted in the system, the ICES validates the details from various directories maintained in the system and calculates the value from the foreign currency to Indian Rupees applying the exchange rates as applicable on the date of submission of the Bill of Entry in the system and determines the assessable value for levy of duty. Directories of the rates of duty as applicable on the goods on the relevant dates are also maintained in the system. ICES calculates the amount of duty leviable on the goods on the basis of rates of duty specified in the Customs Tariff, GST/Central Excise Tariff, Cess Schedules, various notifications imposing rates of duty on imported goods and exemption notification as claimed by the importers in the Bill of Entry. Processing of the Bill of Entry takes place in an automated environment and workflow according to the jurisdiction of Customs Officers as provided under the law.

**4.2.** In general, the Appraising work is divided in to Appraising Groups and sub groups, based on the Chapter/Tariff Headings of Customs Tariff Schedule. The roles of the officers for Appraising Groups are allotted by the Systems Manager on the basis of workload of assessment. More than one role of appraising groups can be allotted to one officer (more than one group can be allotted to one officer). Based on total assessable value of the individual items in a Bill of Entry, the Bill of Entry on its submission is automatically assigned by the system to a particular Appraising Group of which the assessable value is the highest. All the Bills of Entry assigned to a particular Appraising Group are put in a queue and are processed on "First Come

First Serve” basis. In a specific case, only the Assistant Commissioner / Deputy Commissioner (AC/DC) of concerned Appraising Group are authorized to change priority, if circumstances so warrant.

**4.3.** Group has been created for handling assessment of goods under Export Promotion Schemes requiring import licenses for claiming exemption from duty, etc. Bills of Entry in Group require production of duty exemption import license by the importer. Therefore, processing of Bills of Entry will be taken up by the appraising officer only on receipt of the required documents.

**4.4.** Movement of Bills of Entry from one officer to another takes place automatically in a pre-determined workflow basis depending on roles and jurisdiction assigned to them. During the processing of Bill of Entry, the officer concerned may raise Query to the importer for further clarification/information. The Query on approval by the concerned Assistant Commissioner / Deputy Commissioner shall be transmitted to the importer for online reply. Such a Bill of Entry on which query has been raised, is automatically pulled out of assessment queue till reply online/through Service Centre is received from the importer.

**4.5. RMS facilitation:- Facilitation of Bills of Entry in respect of certain goods using RMS for faster clearance of such goods**

**4.5.1.** Bills of Entry in respect of the items under RMS facilitation would be assessed for risk by the System immediately on their submission and a print out of the assessed Bill of Entry along with 3 copies of TR-6 challans will be made available to the Customs Brokers/ Importers for payment of duty and getting the goods examined if required, and for out of charge. In so far as the NMI/DEC cases (e.g. Custom Notification Nos. 51/96 dated 23.07.96, 39/96 dated 23.07.96) are concerned, the debiting in the License, etc., would be required to be done by the Appraiser/ Superintendent in the Import Shed. Examination of such goods would be carried out as per the prescribed norms.

**4.5.2.** The system appraisal Scheme is a Notification based Scheme and not description based. If the Appraising Officer (Audit) finds that the Bill of Entry is not fit to be cleared under System Appraisal Scheme he may forward the Bill of Entry

back for regular assessment. The RMS would be rolled out at the earliest after implementation of EDI.

#### **4.6. Second Check Appraisalment**

**4.6.1.** The electronic B/E will be assessed on the basis of the claims made in **Annexure 'C'**. In case the Assessing officer does not agree with the claim regarding tariff classification, notifications, declared value, etc., he shall raise a query in the system. On approval by the AC/DC, the query will be printed in the Service Centre for being passed on to the Customs Broker/Importer. Replies to the queries will be submitted in the Service Centre which will be fed in the system. In case the importer agrees with the classification/valuation proposed by the assessing officer, the B/E would be assessed accordingly. The Assessing Officer can change Tariff classification, deny exemption incorrectly claimed, change unit price of goods in the system. In case the Assessing officer and AC/DC, as the case may be, agrees ab-initio or on receipt of the reply, with the claim made by the importer, they shall assess the Bill of Entry in the system. After assessing the Bill of Entry, the system will generate one assessed copy of Bill of Entry. The Customs Broker/Importer shall take print of the assessed copy of B/E along with three copies of TR-6 challan.

**4.6.2.** Before presenting the Bill of Entry for examination and delivery of goods, the Customs Broker/Importer should deposit duty (make online payment) assessed with the designated bank. Online payments of duty for importer registered under AEO Programme and importers paying customs duty of ₹10,000/- or more per B/E have been made mandatory vide **Notification No. 80/2017-Customs (NT) dt.**

17.08.2017.

#### **4.7. First Check Appraisalment**

**4.7.1.** Where the Customs Broker/Importer has opted for First check assessment or the Assessing Officer feels it necessary to examine the goods prior to assessment, he shall order first check examination of goods in the system. For seeking first check examination order, the Customs Broker/Importer shall exercise the relevant option at the data entry stage, the appropriate column of Annexure C



format should be flagged 'Y'. The assessing officer shall accordingly give examination order on the system which shall be approved by the Group AC/DC. On approval by the AC/DC, a first check Bill of Entry copy shall be printed. Customs Broker/ importer gets a copy of First Check B/E printed with 'Examination Order' at the 'Service Centre' or in his office, as the case may be.

**4.7.2.** After the examination is completed, the Import Shed Examiner/Inspector and Appraiser/Superintendent shall enter the examination report in the system. The Shed Appraiser/Superintendent shall transfer the B/E to the Appraising Group. The Assessing Officer, if satisfied, shall complete the assessment of B/E in the system. After assessment, the Bill of Entry shall move in the system as in the case of second check assessment. The Customs Broker/Importer shall take print of assessed copy of the Bill of Entry and TR-6 challan and shall deposit duty amount with the designated bank.

#### **4.8. Audit**

**4.8.1.** After completion of assessment from the Assessing Officer, the B/E will be moved to the Auditors screen electronically for doing concurrent audit. The Audit Officer will check all the details in the B/E and the assessment done by the Appraiser/Superintendent. If the Audit Officer is in agreement with the assessment, the audit is completed and the B/E shall automatically move to the AC/DC screen. If the Audit Officer is not in agreement with the assessment, then he shall indicate his objection online and forward the document back electronically in the system to the Assessing Officer for consideration of the audit objection. The Audit Officer has the facility to view all the details in the B/E but has no authority to make any change in the data declared by the importer on the Bill of Entry. After the dispute is settled, the Auditor shall clear the Bill of Entry in Audit. This concurrent audit will be in place till the RMS is rolled out for the location.

#### **4.9. Printing of Assessed copy of Bill of Entry**

**4.9.1.** After completion of assessment, print out of one assessed copy of Bill of Entry and 3 copies of TR-6 Challan shall be generated by the system. The print of the same can be obtained from Service Centre or at the premises of the Customs

Broker/Importer from where the Bill of Entry has been submitted to the Customs system.

## 5. Payment of Duty

**5.1.** In cases of other than e-payment, after the assessment is completed and the print of the assessed Customs copy of the B/E and TR-6 challans are obtained by the Customs Broker/ Importer, copies of the TR-6 challans shall be presented to the designated bank for payment of duty. The Bank shall verify the particulars in the TR-6 challans from the system and enter the particulars of receipt of amount in the system and return two copies of challan duly stamped and signed, to the Customs Broker/Importer. The bank will retain one copy. The Challan shall also indicate the interest amount for seven days period after the expiry of interest free period. If interest free period of two days has expired, fresh challan with revised amount of interest should be obtained and should be paid accordingly.

**5.2.** Duty and Interest can also be paid through e-banking system. Detailed procedure and Demo for e-payment can be accessed from ICEGATE website under e-payment gateway menu. **Refer Notification No. 80/2017-Customs (NT) dt. 17.08.2017 and CBIC Circular 24/2012 dated 5<sup>th</sup> September 2012, regarding making E-payment of Customs duty mandatory.**

## 6. Examination of Goods

**6.1.** After examination order in the case of First Check Bill of Entry or after assessment in the case of duty-free import where duty assessed is zero and after payment of duty assessed with interest (if any) in case of second check Bill of Entry, the Bill of Entry shall move to the Examination section for goods registration.

**6.2.** The Customs Broker/Importer shall present the documents, as per the list below, (the documents should be arranged in a file cover in the following order):-

- a. Assessed copy of Bill of Entry
- b. Duty paid challan in original (only for those paid through bank)
- c. Copy of Delivery Order
- d. Airway Bill
- e. Invoice

- f. Packing List
- g. Certificate of origin, in original, if required.
- h. Exemption Certificate, in original, if the notification so requires.
- i. Copy of the Bond or undertaking executed, if any.
- j. GATT declaration duly signed by the importer.
- k. Technical literature, if required.
- l. License, in original, and a photocopy of the license.
- m. Any other document/ certificate necessary for the clearance of the goods.

**6.3.** As a measure of simplification, the CBIC vide its Circular No. 01/2015 dated 12/01/2015 provided the importers/exporters with an option to merge their Commercial invoice and packing list if it contains the following data fields/information in addition to the details in a commercial invoice:

- a. Description of Goods;
- b. Marks and Numbers;
- c. Quantity;
- d. Gross Weight;
- e. Net Weight;
- f. Number of Packages;
- g. Types of Packages (such as pallet, box, crates, drums etc.).

**6.4.** The Inspector/Examiner will complete the goods registration and examine the goods, wherever prescribed. After the examination report is submitted in the System, as well as on the hard copy of the assessed Bill of Entry (Customs Copy), the Bill of Entry shall move to Appraiser/Superintendent's screen for out of charge. The signature of the Customs Broker/Importer's representative shall be obtained on the report, in token of that the goods have been examined in his presence. Name of the Customs Broker/ Importer should also be recorded along with his I-Card No. In case of first check Bill of Entry where examination has already taken place, the Bill of Entry shall move to the Appraiser/Superintendent directly for out of charge after payment of duty. When RMS is rolled out and in case of facilitated Bill of Entry where examination has not been prescribed, the Bill of Entry shall move to the Appraiser/Superintendent directly for out of charge after payment of duty and registration.

6.5. Where **Green Channel facility** has been allowed to Importer, the Bill of Entry shall appear on the screen of AC/DC Import Shed for confirming green channel and waiving examination of goods. The Bill of Entry in such case shall move to the Import Shed Appraiser/ Superintendent for out of charge order.

6.6. All the above documents, except original License, will be retained by the Customs at the time of giving 'out of charge'. Hence, only the certified photo copies of Delivery Order, Master **Airway Bill**, and House **Airway Bill** should be attached instead of originals.

6.7. On the basis of the examination report, the Appraising Group may revise the assessment or raise a further query to the importers, if necessary.

6.8. After completion of the examination of the goods, if the Shed Appraiser/ Superintendent are satisfied that the requirements of Section 47 of the Custom Act, 1962 have been complied with, he shall give "Out of Charge" for the Bill of Entry on system.

6.9. After the out of charge order, the system will generate print of Importer's copy and Exchange Control copy of the Bill of Entry along with 3 copies of Order of Clearance. Print of the same shall be obtained from the designated computer terminal. The print copies of the Bill of Entry shall bear the Order of Clearance number and name of the examining Appraiser/ Superintendent. The importer's copy and Exchange Control copy of the Bill of Entry along with one copy of the order of clearance will be attached to the Customs copy of the Bill of Entry retained by the Shed Appraiser/ Superintendent. The importer shall present the remaining two copies of the order of clearance to the Custodian along with the importer's copy of the Bill of Entry. The custodian shall issue the Gate Pass after verification of the correctness of **Airway Bill** and number of packages, etc. At this stage, one copy of the order of clearance shall be returned to the Importer/Customs Broker after enclosing the Gate Pass No. and date on the same. The Importer/Customs Broker will present the Importer's copy of the order of clearance to the Customs officer at the Gate along with importer's copy of the Bill of Entry and the Custodian's Gate Pass. After inspecting the packages, the order of clearance copy will be retained by the Gate officer after endorsing number of packages cleared against the order and the copies

of the Bills of Entry and Gate Pass shall be returned to the importers. Systems will immediately email the PDF version of the Final eOoC copy of BoE generated after OoC to the Customs Broker and/or the importer, if registered. Similarly, PDF e-Gate pass will be communicated electronically to the importer/Customs Brokers.

**6.10.** The Customs copies of the Bills of Entry shall be arranged in the order of Serial Number of the order of clearance and shall be preserved in the Import Shed for 7 days to take care of part deliveries. After seven days, the Bill of Entry will be kept at the designated place for CRA/Audit and record purposes.

## **7. Section 48 Cases**

**7.1.** Where the Bill of Entry has not been filed within 30 days from the date of arrival of goods at the Air Cargo Complex, on completion of data entry and submission, the Job No. and details of the Job shall automatically move to the screen of the concerned group AC/DC for online approval. Concerned AC/DC shall open the Section 48 approval from the menu and after verification shall approve filing of Bill of Entry. Only on approval of AC/DC, the Bill of Entry will get accepted by system and B/E No will be generated. The

Bill of Entry thereafter will be processed in the same manner as the normal Bill of Entry.

## **8. Amendment of Bill of Entry**

**8.1.** In case of any errors noticed after submission of Bill of Entry, but before examination of the goods, the Customs Broker/ Importer may seek amendment of the Bill of Entry through the Service Centre after obtaining the approval of the concerned group AC/DC. The required amendment shall be entered into the system by the operator of the Service Centre. Only after acceptance by the group Appraiser/ Superintendent and AC/DC, the amendment will get incorporated in the Bill of Entry. After amendment, the Bill of Entry shall be assessed as usual. If the duty was paid prior to amendment, a differential duty challan will be printed along with the revised assessed Bill of Entry.

**8.2.** After Out of Charge Order, no amendment shall be allowed in the Bill of Entry. However, in case amendment is warranted after Out of Charge Order but before delivery of goods, the System Manager can cancel the out of charge Order in the

system. The original prints of the Importer's copies and Exchange Control copies of the Bill of Entry shall be retained by the System Manager in a file. After fresh Out of Charge Order, new prints of the copies of Bill of Entry shall be given.

**9. Re-assessment**

**9.1.** Any time after assessment and before Out of Charge Order, a Bill of Entry can be recalled and reassessed and put to reassessment by the AC/DC concerned, if it so warranted for any reason.

**10. Advance Noting**

**10.1.** Advance B/E can also be filed in the ICES before the arrival of the Aircraft. In such cases, a B/E may be presented before the delivery of the import manifest, if the goods are expected to arrive within 30 days from the date of presentation. The Customs Broker/ Importer may file an Advance B/E if he has the copies of the airway bill and the invoice. The B/E would be filed and assessed in the same manner as indicated above. On grant of Entry Inwards, the Bill of Entry shall be regularized and shall be reassessed if the duty rates have undergone any change. If there is a delay of more than 30 days in the arrival of the Air Craft, a fresh B/E would have to be filed and the B/E already filed will automatically get cancelled by the system.

**11. The Procedure for Clearance under Export Promotions Schemes Requiring DGFT License / Bond: Availing Exemption under Chapter 3 Schemes:**

**11.1. Processing of B/E under Other Export Promotion Schemes Requiring Import License**

**11.2.** Bills of Entry relating to Export Promotion Schemes like DEEC/ADVANCE AUTHORISATION/DFRC/DFIA/EPCG/REP, etc. which require import license for availing benefits of exemption notifications will be processed under ICES 1.5. The procedure mentioned below will be followed:

**11.3. Registration of License**

**11.3.1.** Before filing of a B/E under any of such Export Promotion Schemes the related import license will be required to be registered in the system. Data entry of the license details will be made by registration clerk. Details of the license will be furnished by the license holder in the form as per **Annexure - A**. The form is

common for all types of licenses, some of the fields may not be applicable to a category of license, and therefore, only relevant details should be filled. It will be a pre-condition of registration of license that the IE-Code of the license holder is received by the Customs system from DGFT system. If any information which is necessary for a particular type of license is not furnished, system will not accept such incomplete information for registration of license. The system will maintain ledger in respect of total face value, item wise quantity and value and credit for the same will automatically be created on registration of license and debits will be made by system when electronic B/E is processed, RA is issued, manual B/E is debited or reduction is made by amendments. To avoid any inconsistency and invalidity, the system will sum the value of all items and compare with the face value of the license. If the sum is greater than face value of license, the system will not permit registration. The value will always be CIF for imports and FOB in respect of exports. Where the value is in foreign currency it should be only one currency and not in multicurrency. The license holders therefore, should check these details in their licenses and ensure that the same are corrected before presenting the license for registration. The licenses with incorrect details will be rejected by the system and cannot be used for availing exemption from duty and clearance of goods. Such licenses should be corrected from concerned DGFT office before presenting to Customs.

**11.3.2.** In pursuance of CBIC's Circular No. 11/2007 dated 13th February, 2007 and

Circular No. 3/2009 dated 20th January, 2009 issued from F. No. 605/210/2005DBK and F. No. 605/70/2008-DBK respectively, a procedure for online transmission of Shipping Bills and Licenses/Authorizations issued under Duty Entitlement Pass book Scheme (DEPB), Duty Exemption Scheme (DES) and Export Promotion Capital Goods Scheme (EPCG) from DGFT to Customs and vice versa through an Electronic Message Exchange System is in operation at all EDI Ports/ICES locations.

**11.3.3.** The licenses, which have already been partially utilized, will be registered in the system only for the balances available.

**11.3.4.** After successful entry of details, a check list will be printed by the registration clerk and given to the license holder for confirming the correctness of the data entered. Registration clerk will make correction, if any and will return the same to the license holder. It is the sole responsibility of the license holder to verify and confirm the correctness of the data entered before proceeding further. License should not be sent by post or through a letter to Custom House but should be presented by a person who shall get the data entry done, verify the correctness of data on the check list and shall present the license to the Appraiser/Superintendent for registration and take possession of the same after registration.

**11.4. Acceptance & Debit of Bonds**

**11.4.1.** Where the export obligation has not been fulfilled and option ‘N’ has been entered in the field ‘Exp. Obligation:’ the system will ask for entry of Bond number. Therefore, if export obligation has not been fulfilled, the respective category of Bond should be registered before the registration of license / RA.

**11.4.2.** The Bond registered against a license / RA will be utilized only in respect of the clearances against that license and at the time of filing B/E electronically, the Bond will automatically be debited by the system for the amount of duty foregone. Bond types for export promotion schemes are as under:

<b>Scheme</b>	<b>Bond type</b>
EPCG	EC
DEEC	DE
DFRC	DE
REPL	DE

**11.5. Registration of incoming Transfer Release Advice (TRA)**

**11.5.1.** If both sender and receiving Customs location are operating on centralized ICES Version 1.5, no TRA need to be issued. A common centralized license ledger shall be maintained by the system for utilization of license for value and quantity.



**11.5.2.** TRAs received from non-ICES location shall be registered like a license for the portion of value and quantity covered in a TRA. Only fresh TRAs will be registered in the EDI System.

**11.5.3.** After successful entry of details, a checklist will be printed by the Service Centre operator and given to the RA holder for confirming correctness of the data entered in the system. Service Centre operator will make correction if any and will return the same to the RA holder.

**11.6. Submission of License/TRA in the system**

**11.6.1.** The license/ TRA holder will present the check list of the license/TRA along with the original documents to the proper officer. The officer will compare the details entered in the system with the original license/TRA. After satisfying himself with its correctness, the Officer will submit the license in the system on the basis of the job number of the check list. The system will generate a license Registration. No. This registration number and date should be endorsed in bold on the original license/TRA. After registration, the documents may be returned to the Importer and copies thereof may be kept in the office file for record. TRA will be registered only on the basis of Customs copy of the TRA. After registration, Customs copy and importer's copy of TRA will be defaced by the Officer.

**11.7. Issuing TRAs**

**11.7.1.** Transfer Release Advice will be issued for utilization of a license at any other Customs station. No TRA needs to be issued for Customs location operating of ICES Version 1.5. TRA shall be issued only for non-ICES location. All TRAs against the licenses registered in the system shall only be generated from system. Details for obtaining Release Advice shall be furnished in the Format given at **Annexure- 'D'**.

Data entry will be done by the registration clerk. A check list will be printed for verifying the correctness by the applicant and for his signatures. Correction if any will be carried out by the registration clerk. The authorized Appraiser will thereafter verify the details from the original license and satisfy himself about admissibility of issue of TRA. The system will generate TRA No. and three copies of the TRA will be available for print. The check list signed by the license holder and

the office copy of the TRA will be retained by the Appraiser for record. No amendment of TRA will be permitted after it has been issued by system. Fresh TRA can be obtained for any further quantity/ value or the license can be re-credited by entering unutilized TRA.

No TRA will be issued manually.

**11.8. Debiting of License**

**11.8.1.** For debits of license value and quantity, in the case of electronic Bill of Entry, the system shall make debits automatically on the basis of value and quantity of item in the Bill of Entry. For debiting against manual B/E, the figures of value and quantity will be entered by the Appraiser in the system through a Menu for this purpose. Entries of debits on the hard copy of the license will be made by the importers and certified by the Appraiser as usual.

**11.9. Exemption for Spare Parts under EPCG Scheme**

**11.9.1.** The system will create a ledger of face value and item wise value & quantity. Item No. '0' has been created for spare parts against EPCG license. 10% (if as per prevalent EXIM/FTP) of the CIF of the goods debited to a license will be credited by the system as value permissible for the import of spares under exemption notification against the EPCG license. This value of spares will be within the total face value of the license, i.e., the sum of value of all items including the value of spares imported against EPCG license will not exceed the total face value of the license.

**11.9.2.** No credit of value will be given for spares in case of imports against TRA. It may be noted that TRA is required to be obtained for spare parts also. In case of first import no TRA will be admissible for spares.

**11.10. Amendment of license after registration**

**11.10.1.** Amendment in the license data after registration can only be made by the authorized officer. If the amount of value and quantity sought to be reduced is less than the unutilized balance available in the license, amendments for reduction of value and quantity will not be permitted by the system. The system will give credit to quantity or value in the case of increase and will debit the quantity or value in the case of reduction. Therefore, only incremental or decremental quantity or value should be entered in respect of increase or reduction. License status code at

the time of registration will be '0'. The license, if suspended or cancelled after registration, the officer shall amend the status code to '2', '3' and '4' for cancellation, suspension and re-instatement respectively.

**11.11. Filing of Bill of Entry with exemption under Chapter 3 Schemes**

**11.11.1.** License Regn. No., Regn. Date details, value and the quantity should be furnished in respective column at S. No. 39.E of the **Annexure 'C'**.

**11.11.2.** Unit of measurement of qty. will be the same as per the license. In case the unit of measurement in the invoice is different than the one in the license, for the purpose of debit in the license the quantity should be converted to the same unit of measurement as in the license. For spare parts against EPCG license, Serial No. of item will be '0' therefore, for availing benefits of exemption notification in respect of spares Item S. No. '0' should be indicated in column 9 of the Format indicated above. Against one item in the B/E, only one license will be debited. If the Qty and/or value in the license is not sufficient to cover whole qty and or value of an item in the invoice, the invoice quantity should be split in to a separate item in the B/E for debit against another license or for normal assessment. Bond/BG details should also be provided wherever so required.

**11.11.3.** After successful entry of data of the B/E in the system, a check list will be printed by the Service Centre operator and given to the importer / Customs Broker. The Importer/ Customs Broker will check the details entered in the system and errors, if any, pointed out to the Service Centre operator for carrying out corrections in the system. The Customs Broker/ Importer before returning the check list to the operator for submission of B/E in the system should ensure that license details are also correct. The operator will exercise the option of submission of B/E in the system. After submission of the B/E in the system, a check list of submitted B/E should be obtained by the Customs Broker / Importer from the Service Centre operator. This check list will incorporate B/E number and item/license wise details of debit of qty., value and duty forgone for debit in the Bond, etc.

**11.12. Assessment of B/E with exemption under Chapter 3 Schemes**

**11.12.1.** For ease of distribution of various categories of documents among the officers, provision has been made in the system to create any one or more of subgroups in respect of the following Exim Scheme Codes (**APPENDIX 7**):

Group Name	Exim Scheme Codes	Schemes
7A	13,14,20	
7B	DEPB	
7D	DEEC	Advance authorisation
7G	EPCG	
7H	22 to 28 (Except 26), 35,36,37	<b>Chapter 3 schemes</b>
7I	DFIA (26)	
7N	08-Sep	
7R	DFRC	
7U	EOU	

**11.12.2.** All the B/Es in respect of schemes for which no sub-group is created will be dealt by Group 7.

**11.12.3.** The Customs Broker / Importer should present the check list obtained after submission of the B/E to the Appraiser along with all the required documents and the related license and Advance Authorization schemes. The Appraiser will check the correctness of details of license/Scheme, etc. and also ensure that any amendments made in the licenses/ Schemes, subsequent to registration of license, have also been entered in the system. If the Assessing officer is satisfied about the eligibility of exemption under related notification and the license is otherwise valid to cover the goods in question, he may assess the B/E on system. The Assessing officer can remove the notification and deny the benefits of exemption. The debits of license will automatically reverse when exemption notification is denied.

**11.12.4.** In respect of a manually assessed Bill of Entry, details of value and quantity will be debited in the system by the Appraiser at the time of assessing a B/E & a print of details of debit will be taken for records.

**11.13. Printing of the Assessed B/E**

**11.13.1.** After assessment, the printout of assessed copy of the B/E will be taken by the Importer/Customs Broker from Service Centre. The printout of B/E will contain duty-paying challan if duty is payable and statement of debit of license for value/ qty and debit of Bond for duty foregone in respect of each item. The figures of these debits should be endorsed on the hard copy of the license.

**11.14. Examination / Out of Charge**

**11.14.1.** Procedure for goods registration, examination, out of charge and printing of B/E after out of charge will remain the same as mentioned in Para 5.

**11.15. Suo Moto Payment of Customs Duty in case of Bonafide Default in export obligation under Advance/EPCG Authorisation**

**11.15.1.** Authorization Holders (AH) can apply for suo moto payment of customs duty in case calculation of Customs duty is pending before the concerned RA for regularization of bonafide default in export obligation in the following manner:

- a. AH should obtain acknowledgement from the concerned RA of their application showing their own duty calculation.
- b. During pendency of the said calculation, AH can deposit the self-calculated duty along with interest in cash by challan (showing relevant particulars) in the bank at the port where the authorization is registered. One copy of the paid challan shall be submitted to the Customs Authority at the said port which shall update its records; and/or
- c. They can produce valid duty credit scrip before the Customs Authority at the said port for debit of the own/self-calculated duty amount. Such scrip should be the one issued under Chapter 3 (excluding SHIS, SFIS and AIIS scrips) in terms of FTP (2009-14) or chapter 3 of FTP (2015-20) or be a Post-export EPCG duty remission scheme scrip. The debit shall only be in respect of goods that are permitted to be imported under the relevant scrip. The Customs Authority shall reflect the debit in Customs records and also suitably endorse it on the scrip. However, the AH shall pay the interest in cash in the designated bank at the port where the authorization is registered. One copy of the paid challan shall be submitted to the Customs Authority at the said port which shall update its records.

- d. On receipt of the excess import letter issued by RA after its detailed calculations (indicating inter alia the reported duty deposited/debited and interest paid on self/own calculation basis, if any), the Customs would confirm the actual amount of duty payable for the default in EO and interest thereon and, taking into account the actual deposits/debits already made, would indicate the balance duty etc., if any. The AH shall pay these by the above modes and the Customs Authority shall endorse all the paid challan(s).
- e. On receipt of the redemption letter (indicating, inter alia, details of payments including amount and mode) from RA, the Customs Authority shall reconcile and initiate the prescribed actions for releasing the Bond / BG.

**11.15.2.** Please refer to Circular No. 11/2015 dated 01/04/2015 regarding the suo moto duty payment for bonafide default in export obligation.

**11.16. Imports under DEPB Scheme**

**11.16.1.** DEPB Licenses shall be electronically transmitted by DGFT to Customs system after the Shipping Bills get transmitted online to DGFT from the Custom. Such DEPB licenses shall automatically be registered in ICES and can be utilized for debit against a Bill of Entry after approval by proper officer in the system. **If the DEPB license has already been partially utilized, the same shall be registered in the system only for the balance Credit and FOB of exports available for further utilization.**

**11.17. Verification of the DEPB**

**11.17.1.** The DEPB shall be verified by the Export Section of the Customs station from where the exports have taken place. Procedure for verification of DEPB has been notified from time to time by the Board/ this office through circulars/ instructions. Such procedure shall be strictly followed. For this purpose, original DEPB issued by DGFT shall be produced to the officer designated by Asst/Dy. Commissioner in the Export Department for verification of the Shipping Bills against which the DEPB has been issued by the DGFT. The officer designated by Asst /Dy. Commissioner shall verify each Shipping Bill in the system through the DEPB verification menu in ICES. In case any manually processed Shipping Bill is involved, the verification shall be done on the basis of copy of Shipping Bill received along with the EGM from the carriers. The Shipping Bills shall be

endorsed with the DEPB No., DEPB date, DGFT File No., and Issuing Authority. After satisfactory verification of all the Shipping Bills, the officer designated by Asst./ Dy. Commissioner shall make an endorsement on the reverse of the DEPB and the list of Shipping Bills attached with the DEPB to the effect that the verification of all the Shipping Bills is satisfactorily done and put his signature with date and official stamp.

**11.18. Registration of DEPB**

**11.18.1.** Before claiming exemption under DEPB Exemption Notification 034/97-Cus., dated 7.04.1997 . against a DEPB, the license in question is required to be registered in the import system. The officer designated by Asst./Dy. Commissioner to register the DEPB in the system shall ensure that verification of DEPB with reference to the exports on the basis of which DEPB is issued by DGFT has been done prior to its registration in imports.

**11.18.2.** All importers/CHAs are advised to ensure that their IEC details with PAN have been transmitted by DGFT to Customs at the time of obtaining the DEPB. The Customs broker/Importer shall furnish details of DEPB licence in pro-forma given as ANNEXURE A.

**11.18.3.** The designated officer shall make data entry of the DEPB details in the system.

**11.18.4.** After entry of data a checklist will be printed. The DEPB holder shall verify the details of DEPB in the check list, sign the check list and return the same to the officer. The officer shall then complete the registration process in the System. After the DEPB is registered in ICES a “registration number” shall be generated by ICES which will be endorsed on the face of the original DEPB in bold figures with the name of CUSTOMS STATION at which registered. For further activities, either for debiting against a B/E or obtaining a Release Advice, only this registration number shall be used. No claim of exemption of RA against a DEPB will be entertained for unregistered DEPBs. The DEPBs which have already been partly utilized prior to the introduction of on-line processing will be registered for the balance duty credit and FOB of exports in the manner as stated above. In case any

change in the data of DEPB is required to be made after completion of registration, the same shall be made by the Assistant / Deputy Commissioner.

**11.19. Transfer Release Advices**

**11.19.1.** DEPB licences registered in locations running on ICES 1.5 shall be available for automatic online debits against Bill of Entry filed at any of the ports which are operational under ICES 1.5. A common Ledger of licences shall be centrally maintained in the system for debits in respect of Bills of Entry filed at all the ICES location operating under ICES 1.5. Therefore, no TRA shall be required. However, TRA shall be issued for NON-EDI Locations which are still operating manually. For this the TRA shall be generated in the system and a hard copy of TRA shall be issued. **11.19.2.** The TRAs issued by the non-EDI locations and non-centralized locations will be registered in the same manner as license registration. On registration of TRA against a DEPB, the system will generate a TRA registration number. This Registration Number should be endorsed on the Importer's copy of TRA (original) and the Customs copy received from the issuing Customs station. Only fresh RAs will be registered in the EDI System. Partially utilized RAs will continue to be handled manually. Following particulars shall be entered in the System through the menu relating to transfer release advice.

- a. Release Advice No
- b. Release Advice Date
- c. Release Registration No
- d. Customs Station to which issued
- e. IEC of R.A. holder if different from DEPB holder
- f. DUTY CREDIT AMOUNT transferred
- g. Export FOB amount transferred
- h. Invoice No      MAWB/BL No./DT
- i. HAWB/HBL No./DT.
- j. Conditions if any

**11.19.3.** If the DEPB is already registered in the System and having sufficient balance in the Duty Credit and Export FOB value is available, the System will print a check list of TRA. The check list shall be verified by the DEPB holder. If the particulars are correct the check list will be signed by the DEPB holder and



returned to the proper officer who will exercise option for issue of TRA in the System. The System shall generate three copies of the release advice titled as:

- a. Customs copy for port of issue (office copy),
- b. Customs copy for port of clearance and
- c. Importer's copy.

**11.19.4.** The office copy for port of issue shall be retained by the TRA issuing Customs Station and placed in the respective TRA file. Customs copy for port of clearance will be dispatched to the respective Customs Station and the importers copy of TRA shall be handed over to the applicant.

**11.19.5.** The requirement of production of original DEPB licence with incoming or outgoing TRAs at the respective port of clearance shall continue as per instructions issued from time to time in this behalf.

**11.20. Re-credit of unutilized Release Advices**

**11.20.1.** Any unutilized credit in the Release Advice may be re-credited to the DEPB by the Assistant/Deputy Commissioner. A certificate of unutilized portion shall be generated at the port for which the TRA had been issued on the basis of which the balance in the DEPB licence shall be re-credited by the TRA issuing authority.

**11.21. Claim of Exemption against a DEPB / DEPB-TRA**

**11.21.1.** The normal exemption can be claimed as usual against an item in the B/E under S.No.39D of **Annexure 'C'**. If exemption is also claimed against a DEPB under Notification 034/97-Cus Dated 07.04.1997, the entries shall be made in **Annexure 'C'** under Serial No.39E. For DEPB Bs/E the scheme code is 'B'; therefore, while claiming exemption under the DEPB, 'B' will be entered in column 1 of Sl.No.39E. Similarly, codes will be assigned to other schemes when they are brought on ICES.

**11.21.2.** In case more than one DEPB is required to be debited against one item, the importer will be required to indicate the DEPB Registration No. and CIF value of the goods for each DEPB to cover the entire CIF value against that item. For each item claimed for exemption under DEPB, details referred to above will be required

to be indicated. The System will determine the duty amount on the basis of CIF/Quantity of goods and shall debit the duty from the DEPB credit ledger and the CIF amount from the FOB of Exports. If sufficient balance to cover the CIF value and the Duty foregone is not available in the DEPB, the System will disallow submission of the B/E.

**11.21.3.** For indicating the option of payment of Additional Duty (equal to Excise Duty) or claiming exemption there from, the option shall be exercised by indicating 'Y' or 'N' in column 2 of Sl.No.39E. The column number 5 (serial number of item in the licence list) and 7 (quantity for licence debit) are not required to be filled in for DEPB Bs/E.

**11.21.4.** If the basic Customs duty and the additional Customs duty debit able to the licence is zero, the DEPB exemption will not be admissible to that item. System will not allow exemption under Notification 034/97 etc. for that item.

**11.22. Check List of B/E**

**11.22.1.** After data entry, checklist will be printed as usual and given to the importers/CHAs for verifying the correctness of data captured. For identification against the respective item, '(DEPB)' and Notification 034/97 will appear. At the end of the check list, a statement of debits of EXPORT FOB (= import CIF) and duty sought to be debited, DEPB wise against an item S. No. of an invoice, will also be printed. The importers/CHAs should check the details of DEPB No. carefully to ensure that only that DEPB would be debited which he intended to do so. If the entries are correct, the checklist may be returned to the data entry operator for submission of B/E in the System. Errors, if any, noticed may be got corrected by the data entry operator.

**11.23. Submission of B/E**

**11.23.1.** On submission of the B/E in the System, an UN-ASSESSED copy of the B/E will be printed by the System containing statement of debit of DEPB for export FOB and duty amount in respect of each item of an invoice for which exemption is claimed against DEPB.

**11.24. Assessment of B/E**

**11.24.1.** The un-assessed copy of the B/E along with all the original import documents and all the DEPB licence/scripts in original indicating total amount of duty credit and export FOB utilized, in the debit sheet attached to the scrips, should be presented to the import Appraiser/Superintendent for assessment and signatures on debit sheets of DEPB scrips. The Appraiser/Supt. will retrieve the B/E on screen and assess the B/E in respect of all the items and shall countersign the debits in the original DEPB. The System will determine the duty amount on the basis of CIF/Quantity of goods and shall debit the duty from the DEPB credit ledger and the CIF from the FOB of Export. If sufficient balance to cover the CIF value and the Duty foregone is not available in the DEPB, the system will disallow submission of the B/E. In case, where importer wants to clear some quantity under DEPB Scrip and balance on duty payment then he should clearly indicate in B/E, the quantity/Weight for which he wants DEPB/payment of duty.

**11.24.2.** After assessment by Appraiser/Supdt, the B/E will move to the Auditor for concurrent audit and from auditor to A.C/D.C. After A.C/D.C confirms the assessment, assessed copy of the B/E will be printed along with TR-6 Challan (if any) and duty will be paid as usual.

**11.24.3.** Where the Appraising Officer/Supdt, during the process of assessment, denies the exemption claimed under Sl. No. 39E (column 5 and / or 7) of **Annexure 'C'**; changes the tariff heading or enhances the value resulting in increase in the duty amount and the value; the Appraising Officer will have the option to enter the new DEPB for CIF value corresponding to the enhanced duty / CIF against that item.

**11.25. DEPB Debit Ledger**

**11.25.1.** On registration of DEPB or TRA in the System, the System will maintain the ledger for duty credit amount and export FOB. Where the exemption from both the basic Customs duty as specified in the First Schedule to Customs Tariff Act, 1975 and additional duty leviable under Section 3 of Customs Tariff Act, 1975 are claimed, the sum of basic duty and additional duty amount will be debited to the duty credit in DEPB. The CIF of the related items will be debited to export FOB in

the DEPB. Where exemption from additional duty is not claimed, only basic duty will be debited. These debits will be made by the System in the DEPB Ledger. If more than one DEPB is utilized against an item only CIF amount to be debited against each DEPB should be indicated by the importers. The duty amount will be proportionately calculated by the System for debit in the DEPB. The importers therefore should ensure that sufficient balance in the duty credit amount and export FOB is available in the DEPB to cover amounts of both components, for debiting, failing which the system will not accept the declaration for B/E. In case the importer desires to utilize the DEPB for part of the quantity of an item in the invoice, he may split the quantity of that item and prepare the declaration accordingly.

**11.26. Debiting of DEPB against Manual B/E**

**11.26.1.** If a Bill of Entry is processed manually, importers may choose to avail the exemption under the DEPB Scheme and get the DEPB debited for exempted amount of duty. In such cases manual B/E will be assessed as usual. After assessment, the amount of duty forgone due to exemption under DEPB and the CIF of goods imported being cleared against DEPB will be computed manually in respect of each DEPB scrip.

**11.26.2.** The designated officer in the assessing group will debit the original DEPB. He will also enter the amount of duty foregone and the CIF of the exempted goods in the System, in the respective field of duty credit and export FOB. The debit screen can be accessed through the DEPB Registration Number. After debiting, the System will print the statement of debits of the DEPB in triplicate. The copies of this print will be attached with the manual B/E, DEPB file and DEPB scrip. Importers are therefore required to register the DEPB license even when clearances are sought against manually assessed B/E

**12. Imports by 100% EOUs:-**

**12.1. Registration of EOU**

**12.1.1.** All the 100% Export Oriented Units including STP / EHTP, etc. will be required to be registered as EOU in the System before filing of a Bill of Entry. The

designated officer shall make data entry for registration of an EOU. All verifications and authentications including all checks to determine the eligibility of the importer to be registered as an EOU and for exemption from duties shall be carried out before a unit is registered in the System as an EOU.

**12.1.2.** Following details should be furnished by the EOU for registration. a.

EOU type:

- A – EOU - General
- B – EOU – Aquaculture
- C – EOU – Agriculture / Floriculture
- D – EOU – Granite
- I, E - EOU – gems and jewelry
- F – EOU – Others (specify)
  - i. STP
  - ii. EHTP
- b. EOU Approval No.
- c. Approving Authority
- d. Approval date
- e. Valid till
- f. Importer Exporter Code (IEC)
- g. IEC Branch Code.
- h. ECC (Assessee's Excise Control Code)
- i. GST/Central Excise office location code, Commissionerate, Division, Range

**12.1.3.** Separate Registration would need to be made for each factory (based on the various branch codes of the IEC) in case a 100% EOU has more than one factory.

**12.2. Filing of Bill of Entry 12.3. Entry of Bond details**

**12.3.1.** In the **Annexure 'C'** format for declaration for data entry, S. No. 18 has been added to capture the details of registration of various Bonds including the Bond for 100% EOUs.

**12.3.2.** For a Bill of Entry for imports by 100% EOU indicate: - "Y" for Bond No..... if Bond is already executed with Customs at the point of import; 'C'

GST/C. Excise Certificate No..... DT.....” where the Bond is executed with GST/ Central Excise authorities; and a procurement certificate has been issued by them and ‘N’ where neither Bond is executed nor GST/Central Excise Certificate is obtained before presenting the Bill of Entry. Where the option given is ‘N’, the system shall require the Bond to be executed after assessment but before registration of B/E for examination & out of charge. Procedure for registration of Bond/B.G. has been separately indicated in para 19 of this Trade Facility Notice. The importer should indicate in the format, the type of Bond as “EO” for 100% EOUs and indicate details of the Bond No. or the GST/Central Excise certificate, as the case may be. If Bond or GST/Central Excise Certificate are not indicated it would be ‘N’, i.e., NONE. The data entry operator shall enter the related option ‘Y’ or ‘C’ and enter the details of the Bond or the certificate, as the case may be, in the respective field in the system.

**12.3.3.** In the field of claim of assessment, normal details shall be indicated. However, in the fields of “Additional information for claiming benefits under specified exemption schemes”, in Col.(I) the prescribed EXIM code for the relevant scheme related to imports like EOU/STP/EHTP would be required to be indicated. The EXIM codes for the various schemes have already been notified in the Handbook of Procedures issued by the DGFT in column No 2. The relevant applicable exemption notification No...../Year..... with Sl. No. of item in the notifications is required to be indicated against the respective item. The data entry operator shall enter the code of EOU against the field EXIM code .....after entry of EXIM code enter notification no. /year & S. No. After completion of entry of all the items of the Bill of Entry, a check list will be printed. In the check list against an item where EOU exemption is claimed, the words (EOU) & notification no. /year & S. No. will be printed at the end of the check list, details of Bond indicating the Bond no. Bond code, amount debited, Bank Guarantee debited or the details of certificate for GST/Central Excise will be printed.

**12.3.4.** The Importer / Customs Broker shall check the correctness of the details in the check list & return it to the data entry operator for submission of the same in the system. On submission, the Bill of Entry shall be directed to Group VII for

assessment. An un-assessed copy of the Bill of Entry, after submission, shall be taken by the importers.

**12.4. Appraising of EOU B/E.**

**12.4.1.** The Importer /Customs Broker shall present the un-assessed Bill of Entry along with the Bonds / certificate and other documents supporting the claims of assessment under EOU to the designated Appraiser / Superintendent for making assessment. The Appraiser shall recall the relevant Bill of Entry on the screen and complete the assessment on the system after scrutiny of the documents. The system will display EOU Bond details or GST/Central Excise certificate. The appraiser will also be able to view the details of EOU approvals.

**12.4.2.** In case the importer has already executed the Bond and it is registered in the system, the system will display the amount debited in the Bond which is equal to the duty foregone. If the appraiser desires to change the amount for debiting the Bond, he can select through change option and change the amount for the Bond debit & BG. Where the BG is not required, the amount in the field of BG should be entered as 0 (Zero). The appraiser has the option of removing EOU notification where the importer is not found to be eligible for the exemption.

**12.4.3.** Where the importer has not furnished Bond or GST/Central Excise certificate, the system will require the assessing officer to specify the Bond amount / BG amount. The Appraiser shall specify the Bond & Bank Guarantee amount in system. After processing by the Appraiser, the B/E will be audited by the Auditor and thereafter processed by the AC/DC. After the assessment, print of the Bill of Entry can be obtained. The details of the Bond / BG shall be printed on the Bill of Entry where neither Bond is debited nor is a GST/Central Excise certificate indicated, the system will print the Bond / BG requirements as specified by the Appraiser. After RMS is rolled out the procedure of con-current audit would be done away with and Post Clearance Audit would be implemented.

**12.4.4.** In case the importer has executed the Bond with the GST/Central Excise authorities, he shall produce the procurement certificate issued by the GST/Central

Excise officer to the assessing officer along with the un-assessed copy of the Bill of Entry. Assessment of the Bill of Entry would be done after due verification of all the concerned documents. System would enable monitoring of the movement of the goods by monitoring the debits against the bond value/ CX certificate value through appropriate MIS reports. Under the present set up, the MIS reporting is not operational through EDI system and the same is being done manually by obtaining the re-warehousing certificate from GST/Central Excise.

**12.4.5.** After completion of the assessment, the Bill of Entry shall be put to Bond queue for execution / debiting of Bond. Where any duty amount has been assessed, the duty shall be deposited in the bank as usual. Unless the Bond Officer completes the action of debiting Bond in the system, the B/E will not be available for registration for examination and out of charge.

## **12.5. Availing Exemption under JOBBING Scheme**

**12.5.1.** Notification No.32/97-Cus dated 01.04.97 exempts goods imported for carrying out any job work and re-export subject to conditions specified in the said notification. Importers claiming the exemption would be required to indicate the relevant EXIM code and Notification in the columns "Additional information for claiming the benefit under the specified exemptions schemes". The Bond type "JO" will be indicated in the format for data entry, the Scheme code will be 20 and the exemption notification will be 032/97 item S.NO. 1. On submission, print of an unassessed copy of the B/E will be taken and presented to the designated Appraiser along with all the requisite documents. The Appraiser will recall the B/E on screen for assessment. Appraiser will be able to delete the notification to deny the exemption if so warranted, specify the Bond/BG requirements and modify the Bond/BG amounts. The B/E will be audited by the Auditor and processed by the AC/DC. Details of notification, Bond/BG debits will be printed on the respective copies of the B/E. The procedure for execution and maintenance of Bond/BG in the system will be like any other Bond.



**13. EX-BOND Bill of Entry**

**13.1.** This procedure will apply only to those ex-Bond Bills of Entry in respect of which the related warehousing Bill of Entry (Into Bond Bill of Entry) has been processed under ICES (Import) at the same Customs station. In the Format of Declaration at Service Centre for data entry, the following details will undergo a

change. Type of Bill of Entry

(H) For Home Consumption

(W) For Warehousing (X)For Ex-Bond:

**Warehouse B/E No ----, DT--- and Warehouse Code**

Warehouse Code consists of 4-digit location code; 1-digit warehouse type; and 3digit serial number of warehouse, e.g. WFD61001. If no code is assigned 'other' to be used as code – WFD60001).

INVOICE PARTICULARS

For Ex-Bond

B/E No-----Invoice S.No.----- in Warehouse B/E item of Import intended to be ExBonded

Item	Quantity of item intended for ex-Bond
S.No. in invoice	

**13.2.** On out of charge of a Warehouse B/E, the system will create a ledger of quantity in respect of all the items included in Warehousing B/E. For the purpose of filing Ex-Bond B/E in the system, details of Customs Broker& the Importer will be entered as usual. In the field of Type of B/E 'X' will enable for entry of Ex-Bond B/E. A window will pop up for Warehouse B/E No. & date. On entry of Warehousing B/E No & date, the system will capture all the other details from the Warehousing Bill of Entry. Invoice S. No. as in the Warehousing B/E and against this invoice item S. No. and quantity will be entered. The system will proportionately determine the assessable value. All other details of item like the CTH, Customs Notification, CET, Excise Notification, etc., as in the Warehousing B/E will be displayed by the system. Tariff Headings and the Notifications can be changed if, so required. On completion of data

entry, a check list will be generated by the system against the respective Job No. The importers should ensure that the details of invoice S. No, item S. No. and the quantity of the goods under ex-Bonding are correct. The check list, after corrections, will be returned to the Service Centre operator for submission of the Ex-Bond B/E. On submission, the system will generate the B/E No.

### **13.3. Assessment**

**13.3.1.** The B/E will be allocated by the system to the Assessing Groups on the basis of the same parameters as are applicable to all other types of Bs/E. Assessment will also be made by the officers in the same manner as in the case of any other type of Bs/E. Where a Warehouse B/E has been assessed provisionally, the Ex-Bond B/E will also be assessed provisionally and no separate PD Bond will be required. However, in case of availing of exemption requiring Bond, same would need to be debited as in the case of any Home Consumption B/E.

### **13.4. Debiting of Bond**

**13.4.1.** After obtaining the printout from Service Centre, the Importer /Customs Broker will get the Bond debited from Bond Section and get suitable endorsement on the B/E with respect to debit of Bond amount and other details.

### **13.5. Printing of Assessed B/E and Duty Paying Challan**

**13.5.1.** After the B/E has been assessed by the Appraising Officer, the Assessed copy of the B/E and duty paying challan will be available for printing at Service Centre. The same should be obtained by the Importers/ Customs Brokers from the Service Centre operator.

### **13.6. Payment of Duty**

**13.6.1.** Duty will be paid at the designated bank against a challan of Ex-Bond B/E in the same manner as in the case of a Home consumption B/E including e-payment.

### **13.7. Order of Clearance of Goods for Home Consumption**

**13.7.1.** After payment of duty and completing any other requirement of debiting of Bond, license, etc. the assessed Ex-Bond B/E along with all other documents should be presented to the Superintendent authorized to give Out of Charge of the Ex-Bond

B/E. The Superintendent shall verify that:-

- a. The particulars in the Ex-Bond B/E correspond to the Bond register maintained in the Bond Section;
- b. The goods are being cleared within the validity period of the Bond, interest, if any, on the Warehoused goods as chargeable under Section 61 of the Custom Act, 1962 as per the rates specified under Section 47(2) of the Act *ibid* and/or any charges including fine/penalty payable, as provided under Chapter IX of the Customs Act, 1962 have been paid;
- c. The rate of duty has not undergone any change after assessment and the out of charge. In case any change has taken place after assessment in the tariff or exemption structure having bearing on assessment, the B/E will be referred to the concerned Appraiser/Superintendent for re-confirming the correctness of the assessment. The Appraiser/Superintendent will re-assess the B/E, if so required. The system after re-assessment will generate duty challan for differential amount which will be printed at the Service Centre and duty will be paid at the designated bank.
- d. After satisfying the requirements relating to clearance of the goods, the Superintendent will give out of charge on the system. After out of charge, the system will generate two copies of the Ex-Bond B/E. One copy is for the importer and the other copy will be for the Bond Section. No exchange control copy will be generated for EX-Bond B/E. The system will also print along with B/E three copies of Order of Clearance (O/C). One copy of the O/C will be retained by the Bond Section, one copy will be retained by the officer controlling the Warehouse and the last copy will be for the Warehouse Keeper. Column for number of packages in the O/C will be blank. The Superintendent giving out of charge will endorse on the hard copies of the O/C package serial numbers and number of packages to be cleared against the respective Ex-Bond B/E and will put his signature with his office seal on the copies of O/C and also on the copies of ExBond B/E.
- e. In terms of Board's Circular no. 47/2002 dated 29.07.2002, payment of interest before extension of warehousing period can be captured in the system. Benefit

of any interim interest so paid will be adjusted in the last Ex- Bond BE related to that particular warehouse BE.

#### **14. Bonds / Undertaking/ Re-Export Bond for Conditional Exemptions**

**14.1.** Where the benefits of exemption under a notification are subject to execution of End use Bond, Undertaking or Re-export Bond, it would be necessary to register the respective type of Bond in the system before filing of the B/E. The Bond will be registered by the importers specifically for a notification. Details of the Bond in respect of each notification should be furnished at S. No. 18 in the Format for declaration at Service Centre for data entry of B/E. The system will automatically debit the respective Bond for the amount of duty foregone on the basis of claim of exemption made for items in the B/E under a notification. For this purpose, a directory has been created in the system for the notification and S. No. of item in the notification which require execution of end use Bond, undertaking or re-export Bond for availing exemption. Exemption under such notification will not be permitted by the system if the respective Bond/undertaking number has not been entered at the time of data entry of B/E. Therefore, all the importers who are claiming benefits of such exemption notifications should get respective Bond accepted and registered in the system as continuity Bond of that category in respect of each notification separately.

**14.2. The Bond registered for one notification cannot be utilized for another notification.** Bond Codes for the types Bond are as under

<b>Bond type</b>	<b>Bond code</b>
End use Bond	EU
Undertaking	UT
Re-export Bond	RE

#### **15. Certificates/NOC from other Authorities- Indian Customs Single Window Project:**

**15.1.** Importers shall electronically file the customs clearance documents at a single point only with the Customs. The permission required, if any, from other

regulating agencies will be obtained online without importers/Customs brokers having to separately approach these agencies. The requisite permissions/NOC/Test Reports will be obtained through Indian Customs Single Window Project. The same will be obtained through message exchange with FSSAI/DPPQ&S (as per Circular No. 09/2015 dated 31/03/2015), NOC on ICES for use by Drug Controller/Animal Quarantine/Wild Life Crime Control Bureau and Lab Module in ICES for use by CRCL, Textile Committee and other agencies.

**15.2.** Please refer to Circular No. 03/2016 dated 03/02/2016 regarding Indian Customs Single Window Project extending to other locations and Participating Government Agencies.

**15.3.** Certain notifications require certificates for eligibility of exemption from various other organizations like the Ministry of External Affairs, Defense, etc. Such certificates can be entered in the system under the category of Misc. Certificates = 'MC'. The following details will be entered;

**15.3.1.** MC number and date

**15.3.2.** Issuing authority and address

**15.4.** Such certificates can be viewed by Assessing Officer and also will be printed on the B/E for verification in the Shed/Docks.

**16. Closure of Bond Undertaking/Timely cancellation of Bonds:**

**16.1.** The Bond or undertaking would be closed by the AC/DC. When the conditions of the Bond/undertaking are complied with, the AC/DC will enter the Bond No., the system will display all the Bs/E and related Item S. Nos. in respect of which the Bond has been debited. If the conditions of the Bond have been satisfied, the option to close the Bond may be exercised, item by item. When all the items against which respective Bond has been debited are closed, the Bond can be cancelled. However, if the Sl. No. of item is closed and the Bond is not cancelled, the same will continue to be used if there is a balance in Bond amount and validity period has not expired. All the documents on the basis of which the items are closed and the Bond is cancelled will be kept in the related Bond file for the purposes of record.

**16.2.** Please refer to the CBIC Instruction No. 605/71/2015/DBK dated 02/12/2015 read with CBIC Circular No. 05/2010 dated 16/03/2010 and Instruction No. 609/119/2010DBK dated 18/01/2011. The Customs formations shall duly verify

and confirm the details of the importers and fulfillment of their export obligation preferably through the concerned GST/Central Excise Division and accordingly ensure timely and transparent cancellation of bonds.

**17. Assessment of Goods under Chapter 55 of Customs Tariff**

**17.1.** In case of goods of aforesaid Chapter, under certain sub-headings where the duty of Customs under the First Schedule to the Customs Tariff Act, 1975 is chargeable on the basis of value or weight in Kgs. or area in SQM of the textile fabrics covered under the said sub-headings and the duty chargeable will be the highest among the duties so determined on the basis of above mentioned three parameters. It is therefore, necessary to capture qty. in Kgs. and also the qty. in SQM in addition to the value of such goods. Provision has been made in the system to enter qty in Kgs. and qty in SQM in respect of above sub-headings. The system will calculate duty on value, on Kgs. & on SQM and will determine the highest among the three amounts. The highest amount will be taken for levy of duty. 40 B.1 of Annexure C may be filled up accordingly.

**17.2.** In case quantity of goods in the invoice is in Kgs. as declared in Table 'A' under 'Details of Description of Items', col. (3) in the table B1 of Annexure C should be left blank and indicate only qty in SQM in col. (4) above. Similarly, if the invoice qty. is SQM then indicate only qty. in Kgs. in col. (3) and col. (4) be left blank.

**17.3.** However, if the qty. in the invoice is in units of measurement other than Kgs. or SQM, in that case the qty. in Kgs. and SQM should be indicated in columns (3) & (4) respectively.

**18. Bond Management System and Processing of Bills of Entry Relating to Goods**

**18.1. Bond Management System.**

**18.1.1.** ICES contain centralized Bond Section, which will be responsible for the maintenance of documents related to Bonds, Bank Guarantees and Undertakings. The Concerned AC/DC shall handle the Bonds. The Bond section will be responsible for the following:

- a. Registration of Bonds/undertakings, Bank Guarantees, Sureties
- b. Debit and Credit of Bonds for EDI B/Es and Manual B/Es

- c. Closure of Bonds, Bank Guarantees
- d. Enhancements
- e. Generating data for Issue of recovery notices
- f. Generating data for Issue of reminders
- g. Generation of MIS reports

**18.1.2.** The Revolving / continuity and the Specific Bonds will be registered and maintained in the Bond Section. The Appraising Officer determines the Bond requirement. The type and the amount of Bond are decided by the Appraising Officer and are approved by the Assistant Commissioner. However, system will assist in determining the type of Bond / BG and value. Bond requirement details will be printed on the BE after the assessment. The details include the type of Bond, amount and the Bank Guarantee. The Bonds will be managed centrally by Bond/BG Section.

## **18.2. Registration of Bond**

**18.2.1.** The Bond module provides for registration of all Bonds / Undertakings, Bank Guarantees, Sureties etc., in the system. The importer shall furnish the following details for registration: -

### **Bonds / Undertakings**

- a. IEC
- b. Bond Type
- c. Bond Amount \*
- d. Revolving / Specific
- e. Date of Bond
- f. Date of Expiry
- g. Date of enforcement
- h. Whether BG Y/N
- i. Surety Y/N
- j. Cash Deposit Y/N
- k. Remarks

For Bonds already executed, the existing balance to be captured as opening balance in the Ledger

**BG Details**

- a. Serial No. (as given by the Bank)
- b. Bank branch code
- c. Bank name
- d. BG amount
- e. BG date
- f. Expiry date of BG
- g. Date of enforcement
- h. Remarks Surety **Details**

- a. Serial No. (as given by the party)
- b. Surety Name
- c. Address
- d. Identification particulars of surety (Customs Broker code, Chartered Accountant
- e. Registration No. etc.)
- f. Remarks

**Cash Deposit**

- a. Challan No.
- b. Date
- c. Amount
- d. Date of Deposit

**18.2.2.** The Bond detail shall be entered in the Bond Section. On entry, system will assign a job no. and check list is generated. The Importer / Customs Broker shall satisfy himself with the correctness of the details. The corrections, if any, shall be made and job shall be submitted. After submission, the job shall be forwarded to designated AC/DC to accept the Bond. The importer shall present the original Bond documents to the respective designated AC / DC for acceptance.

**18.2.3.** The AC/DC shall observe all the instructions regarding acceptance of Bond issued by the Board / Commissionerate from time to time after satisfying that the documents submitted are in order & acceptable. The AC/DC shall retrieve the



Bond details on screen by entering the job no., view the entries made in the system. If the information in the system match with the documents & conditions for acceptance of the Bonds are satisfied, the AC / DC may accept the Bond in the system. The AC/DC can also make corrections in the system if so required. After acceptance of the Bond by AC / DC, the Bond documents shall be taken by the Bond officer / Bond clerk. The Bond officer/ Bond clerk after receipt of the Bond / BG / Security, etc., shall enter in the system location of Bond storage where the Bond documents have to be physically stored. At this stage, the system will generate the Bond registration number. This registration number has to be endorsed on the original documents and also communicated to the importer for their future reference. Bond Registration Number System would maintain a single running Serial No. for all types of Bonds. The Bond No. need not be initialized every year. Bond No. to start with Serial No.100001.

**18.3. Processing of Bill of Entry (with Bond):-**

**18.3.1.** Consequent upon the introduction of the Bond Management System, the Bills of Entry would be linked to the respective Bonds and the system will maintain an account in this behalf. The procedure for processing of such Bills of Entry is briefly indicated below: -

**18.4. Declaration in the Service Centre**

**18.4.1.** In case the importer has already registered a Continuity Bond with the Bond Cell, he has to specify the type of Bond and Registration Number in the Service

Centre declaration. However, the Bond value and BG amount is determined by the Appraising Officer. If Continuity Bond is not there, no declaration (Bond) needs to be given in the Service Centre. Bond details will be printed on the Checklist.

**18.4.2.** In case of EOU Bond already submitted at the GST/Central Excise Commissionerate / Office, the Certificate Number has to be provided. If Certificate Number is declared, EOU Bond is not required.

## **18.5. Appraising**

**18.5.1.** The Appraising Officer has the option to ask for Bond as the condition of assessment. The following type of Bonds can be opted:

- a. Provisional Duty Bond – General
- b. Test Bond
- c. End Use Bond / Undertaking
- d. Transit Bond
- e. Provisional Duty Bond - Project Imports
- f. Extra Duty Deposit
- g. EOU Bond
- h. Warehouse Bond

**18.5.2.** B/E Type 'W': Warehouse Bond is mandatory.

**18.5.3.** EOU Bond: In case of items, where EOU Notification is claimed, EOU Bond or a procurement Certificate from GST/Central Excise authorities is mandatory.

## **18.6. Provisional Assessment:**

**18.6.1.** If any of the item is assessed provisionally, the Bond (Provisional or Test) is mandatory. The Appraising Officer has to specify Type of Bond, Bond Amount, BG %, BG amount, basis for Bond amount at the BE level. AC/DC has to confirm the action of Appraising Officer. Auditor has no option w.r.t. Bonds. However, he can view the Bonds requirements.

## **18.7. Bond Requirement Details**

**18.7.1.** On completion of assessment, the Bond requirement details will be printed on the Assessed Copy of the BE. Where the Bond has not been executed before assessment, on completion of assessment and payment of duty (wherever required), the importer is required to execute the Bond in respect of the Bill of Entry in question before goods registration in the Shed. If the Bond has not been executed against the Bill of Entry, the goods registration cannot be done. The Importer has to give a written request to AC/DC for debiting the Bond against a B/E. The importer shall specify the Bond Registration No., B/E No. and Date. The AC (Bond) has to retrieve the Bond and debit the Bond and BG. AC/DC Bond has the

option to view the B/E. Before debiting, the system will pose the query “Whether the language of the Bond meets the legal requirement of the assessment of the B/E”. If the amount to be debited is more than the credit balance in the Bond and BG Ledgers, the system will not allow debit and the AC/DC has to raise a query to the Importer for filing fresh Bond/BG.

**18.7.2. The system will not allow goods registration and out of charge, if the debit entries not made against the B/E in the Bond and BG Ledgers.**

**18.8. Bond re-credits**

- a. AC/DC has the option to re-credit value after finalization of assessment.
- b. Following entries will be made in the Bond and BG ledgers;
- c. Date of credit
- d. B/E No. and Date
- e. Amount credited
- f. Reasons for credit
  - i. Assessment finalized no recovery
  - ii. Assessment finalized and differential deposited separately.
  - iii. Necessary end use certificate submitted.
  - iv. Re-warehousing certificate submitted.
  - v. Test results received confirming the goods as declared by the importer in the B/E.
  - vi. Others. (Specify)

**18.9. Bond Ledger Format B/E No.**

- a. B/E Date
- b. Type of Document (manual or EDI)
- c. Debit Amount (Specified by AO)
- d. Credit amount
- e. Date of debit / credit
- f. Officer Id.

**18.10. Debiting of the Bond for manual Bill of Entry:**

**18.10.1.** Continuity or a specific Bond shall be accepted & registered in the system. A continuity Bond registered in the system can be utilized in respect of electronic as well as manual Bills of Entry. For debiting manual Bill of Entry, the Bond officer shall select the option of MBE-debit and enter the details of the manual Bill of Entry and amount of Bond / BG etc. After debiting, a debit slip will be generated which can be printed one copy of slip should be attached with the B/E and other copy given to the importer. In respect of Bills of Entry where processing has not yet been automated, it would still be possible under the aforesaid Bond Management System to register the Bond in the system and utilize it against a manually processed Bill of entry as per procedure indicated above in respect of a continuity / revolving Bond.

**18.11. Warehousing Bill of Entry**

**18.11.1.** For Warehousing Bill of Entry, the type of Bill of Entry should be indicated as 'W'. The importer may indicate the Bond details if a continuity Bond has already been executed in the same manner as has been explained in respect of 100% EOU.

**18.11.2.** The processing of warehousing Bill of Entry shall continue to be as at present in the respective groups on first come first serve basis.

**18.11.3.** The system at the time of assessment of a Warehousing B/E shall display before the Appraiser, the requirement of Bond equal to double the amount of duty payable. The appraiser at the time of the assessment can change the Bond/BG amounts. Where the Bond details have been entered at the time of data entry, the same shall be displayed by the system & debit details will be printed on the Bill of Entry. Where Bond has not been debited at the time of data entry of B/E, Bond requirement shall be on the Bill of Entry.

**18.11.4.** The Bond shall be registered with the designated Bond Officer and debited in respect of a B/E. Unless the Bond is debited in the system, Bill of Entry cannot be registered for examination & out of charge at the shed / docks.

## **18.12. Provisional Assessments**

**18.12.1.** Where an item of the Bill of Entry is assessed provisionally by the Appraiser irrespective of the fact, whether EOU /Warehousing Bill of Entry, PD Bond will also be required in addition to the EOU / Warehousing Bond. The details of the

Bond can be entered at the time of data entry as explained for EOU Bill of Entry. The Bond code for provisional assessment shall be 'PD'. The System will indicate sum of the duty assessed provisionally for assistance of the Appraiser for determining the amount of Bond / BG for debiting. The Appraiser can change the amount of Bond and/or B.G. for debiting. If the Bond details have not been entered at the time of data entry, the system will enforce Bond requirement. The Appraiser shall specify the amount of Bond and bank guarantee. The duty, if any, assessed shall be deposited with the designated bank, as usual. The Bill of Entry will not be registered in the shed / a dock for examination and out of charge till the duty is paid and the Bond and BG as specified have been debited. The details of Bond debit or the Bond requirements shall be printed on the provisionally assessed B/E. Details of a debited Bond will also be printed on the Importer's copy and Exchange control copy of B/E

**18.12.2.** In case any Cash deposit is required to be taken, the Appraiser can specify the amount of Cash deposit, the Challan for Cash deposit will also be printed with the assessed copy of B/E which will also be deposited with the designated bank like the duty and fine/penalty.

**18.12.3.** Facility has also been provided in ICES 1.5 to finalize the assessments of provisionally assessed Bills of Entry by the group Appraiser and AC/DC.

## **19. High Sea Sales Consignments**

**19.1.** This category would cover all imports where the goods have been transferred by the original importer by sale or otherwise before their entry inward. The EDI system has been designed to provide for both the options, namely, the ultimate buyer paying a percentage loading over the invoice price or a fixed sum in addition to the

invoice price based on the high sea sale agreement and the local invoice to arrive at the final assessable value.

**19.2.** If the goods have been purchased on High Seas Sales basis, option 'Y' should be indicated at S. No. 5C in the format. The IEC & Branch code of the original importers, i.e., Seller of goods on high seas, should be indicated. In the field of invoice details after the field of currency, new fields for indicating the costs incurred over and above the invoice value for purchasing goods on high sea sale have been added. Where such expenses are incurred, (whether actually paid or payable) as a percentage of invoice value, the percentage rate should be indicated in the field "Rate". Where a fixed amount is paid or payable over the invoice value such amount should be indicated against the field 'amount' and shall be in Indian Rupees. The additional amount would get distributed proportionately amongst the various items in the invoice for determination of assessable value. In case goods relate to more than one invoices, the High Seas sales charges should be indicated against each invoice, proportionate to the value of goods in the invoice. The system shall add these charges to the CIF value of the goods for computation of assessable value for the purpose of levy of duty.

**19.3.** The data entry operator at the Service Centre shall enter these details in the relevant field in the system. These details will be printed on the check list. The IEC & the name of the seller of the goods shall also be printed at the end of the check list for verification by the Importer / Customs Broker.

**19.4.** After submission, the B/E shall be processed under the EDI-System as a normal B/E. The Appraiser, Auditor, AC/DC at the time of processing the B/E will be able to view the details of rate or value of High Sea sale charges. The Appraiser assessing the B/E will also be able to change the rate or value of High Sea Sales charges through change option. Principles of natural justice would need to be followed wherever required. The details of the rate or value of High Sea Sales Charges and the IEC with name of the Seller will also be printed on the assessed copy, & Importer's & Exchange Control copies of the B/E.

**20. Assessment Involving RSP /NCCD:**

**20.1.** Provisions have been made in the Indian Customs EDI-System (ICES) for assessment of goods leviable to additional duty under section 3(1) of the Customs Tariff Act, 1975 based on RSP and NCCD. The declaration form to be filed at the Service

Centre by the importers/Customs Brokers shall be amended as follows:-

**20.2.** If any of the items is leviable to additional duty under Section 3 of CTA, 1975 with reference to the retail sale price declared on the article the relevant column should be filled(Y/N). If yes following particulars should be furnished.

<b>Invoice S No</b>	<b>Item Sl. No.</b>	<b>Description</b>	<b>No. of Units</b>	<b>Retail Sale Price</b>
-----	<b>No.-----</b>	<b>(with specifications)</b>	-----	<b>₹ Per unit...</b>

**20.3.** The importers/Customs Brokers would be required to declare the retail sale price of the items to which the provisions of the Standards of Weights and Measures Act. 1976 or any other law in this behalf applies and which are notified under a notification issued under Section 4A of the GST/Central Excise Act, 1944. It would be advisable to specify these details at Serial No. .... (Claim of assessment) for each pack size of the imported item. For example, if tooth paste is imported in sizes of 50 gms, 100 gms and 150 gms. it is suggested that these be noted as three separate entries in the aforesaid Serial No. (Claim to assessment) since they would be having three separate retail prices. Each article, which has different characters, specification including the difference in size of packing should be declared as separate items in the Bill of Entry with a separate unit retail sale price.

**20.4.** The retail sale price would have to be indicated in Rupees and not in any foreign currency and should conform to the provisions of the Legal Metrology Act, 2009 which came into effect from 01.04.2011, the Rules made there under or any other law in this behalf. Quantum of abatement need not be declared since the system would apply the said reduction with reference to the GST/Central Excise Tariff Heading. Details of such items for which Retail Sale Price has been declared may be carefully verified by the Importers/Customs Brokers before handing over the check list to the

Service Centre Operator for submission of the Bill of Entry. It may also be ensured that

all the articles covered in the invoice are carefully checked and Retail Sale Price declared in respect of all such articles, which require declaration of Retail Sale Price. Provision has also been made for amendment of declared Retail Sale Price at different stages subject to appropriate approvals wherever required.

**21. Assessment of Special Valuation Branch Bills of Entry through EDI**

**21.1.** The assessment of provisional SVB Cases shall be carried out in the EDI system. The following steps need to be followed carefully:

**21.1.1.** In provisional SVB cases, the Bills of Entry shall be submitted in EDI System and not manually.

**21.1.2.** In Rule 10 Valuation Declaration, against Sr.No.24, a remark should be given as 'PROVISIONAL' by the importer to ensure that correct and complete declaration has been filed by them.

**21.1.3.** The Provisional Revenue Deposit Amount (i.e. either 1% or 5% of Assessable Value, as the case may be) of the Bill of Entry shall be paid electronically on a separate TR-6 challan in Triplicate. The EDD challan may be generated by Appraiser and e-payment may be made against such challan.

**21.1.4.** Bill of Entry will then be presented to Import Shed and EDD payment will be verified in the system by the Shed Appraiser/Superintendent. He shall also verify on the Customs Copy of B/E to the effect that debit has been made in the Bond. Shed Appraiser/Superintendent shall also make an endorsement on the importer copy and exchange control copy (duplicate and triplicate) of B/E that the B/E has been assessed provisionally due to SVB issue and also ensure that details are available for that Bill of Entry.

**22. Post clearance:**

**22.1.** After final order/report is given by the Special Valuation Branch, the final assessment shall be carried out in the system.

**22.2. Renewal of SVB Orders and Ongoing SVB inquiries:**



**22.2.1.** Please refer to the CBIC Circular No. 04/2016 dated 09/02/2016. For Renewal of SVB orders, a system of one-time declaration is provided to the importers whose SVB orders are pending for renewal before the SVB. The concerned importers shall submit a declaration in the prescribed formats (ANNEXURES- 1 & 2 attached to the CBIC Circular 04/2016) by 31/05/2016 to the jurisdictional SVB. The SVB shall dispense with the process of renewal if the importers file the declaration in Annexure 1 and ensure that the concerned customs station is informed immediately regarding the same so that Provisional Bills of entry pending there for finalization can be finalized at the earliest. In case importers declare in Annexure 2 SVB inquiries shall be initiated in pursuance of Circular No. 5/2016 dated 09/02/2016 by serving upon the importers questionnaire at Annexure A and B attached to the said Circular no. 05/2016. If Extra Duty Deposit (EDD) is being obtained in such cases the same shall be reviewed and the sequence provided in para 3.2 of the said Circular No. 05/2016.

**22.2.2.** All SVB investigations (other than renewal) where EDD is being obtained are required to be reviewed in terms of the said para 3.2 of Circular no. 5/2016. In cases where the importers have provided all the requisite documents, EDD should be dispensed forthwith. In cases where EDD is enhanced to 5%, due to non-submission of the documents/information by the importers, for any SVB inquiry the immediate recourse to the appropriate provisions of the Customs Act will be taken by Commissioner for obtaining the documents and dispense the EDD accordingly.

## **23. Anti-Dumping Duty**

### **23.1. Notification Directory**

**23.1.1.** A directory of the notifications issued by the Central Government notifying the rates of anti-dumping duty has been created in the system. Notifications issued do not have a defined structure; therefore, these notifications have been restructured in tabulated form providing a unique Serial No. of an item and a unique Serial No of producer/exporter of goods from a specified country. Due to restructuring of the notifications into a defined format, the Serial No. at which the

goods/country/producer/exporter is appearing in the notification of the Ministry may differ in the notification directory. Therefore, the directory may be carefully studied to identify the correct Serial No. of the item and producer/export for applying the relevant rate of duty. The notification directory is available at 'www.cbic.gov.in' and 'www.icegate.gov.in' websites. The directory can be downloaded from the said websites for reference.

**23.2. Filing of Bill of Entry**

**23.2.1.** The importer would be required to declare the Anti-dumping notification, and Serial No. of producer/exporter against the country of origin/export. These details may be declared in Col. (3) of the Table 39B (Classification Details) of Appendix-A the Format for Declaration at Service Centre for Data Entry. The extract of the Table is indicated below.

39B Classification Details

Invoice Serial Number

Actual Invoice Number

Classification Details

Item No.	RITC 8 digit CTH	A D Notfn	IS No	PS No	QTY	Exemp. Notf Yr	SINo.	CTH Notf No	Sl. No.
1	2	3	4	5	6	7	8	9	10

**Abbreviations used above refer as under.**

AD Notfn. = Anti-dumping notification number/year

I S No. = Item S. No. in the notification

PS No.= Producer/exporter S. No. against the respective country

QTY = Quantity of goods in the units of measurement on which anti-dumping rate has been fixed, if different from quantity declared in the invoice details.

**23.3.** After entry of CTH, the data entry operator shall enter the details of Antidumping notification as indicated above. The rate of anti-dumping duty would be taken by the system from the directory. If the unit of measurement of quantity of

goods declared in the invoice details is different than the unit of measurement on which the anti-dumping duty is applicable, the quantity in such unit of measurement on the basis of which the antidumping duty is leviable has also to be declared for computation of duty amount. The rate and amount of anti-dumping duty will be printed on the check list and copies of Bills of Entry.

**24. Tariff Value**

**24.1. Notification Directory**

**24.1.1.** Directory for Tariff Values has been created in the system as per notification number 036/2001-Customs (NT) dated 3.8.2001, as amended. Contents of the directory are similar to anti-dumping duty directory. The amount indicated in the same column will be rate of Tariff Value per unit of measurement of quantity whereas in the case of antidumping duty it will be rate of duty. The rates of value are applicable to imports from all countries and all suppliers in respect of goods specified therein, the S. No. of the item in the notification and system directory.

**24.2. Filing of Bill of Entry**

**24.2.1.** The importers are required to declare the Tariff value notification number and S. No. of item in the notification applicable to the goods in question. For the purpose of data entry in the system, the details of Tariff Value should be indicated in Column (3) of the Table 39B (Classification Details) of Appendix-A the Format for Declaration at Service Centre for Data Entry. The extract of the Table is indicated below.

39B. Classification Details

Invoice Serial Number

Actual Invoice Number

Classification Details

Item No.	RITC 8digit CTH	ANotfn	IS No	PS No	QTY	T Notifn No	IS No	Qty	Exemp. Notf Yr	Sl No.	CTH Notfn	Sl No
1	2	3	4	5	6	7	8	9	10	11	12	13

**Abbreviations in Col. (3) above refer as under.**

T Notn. = Tariff Value notification number/year

I S No. = S. No. in the notification

QTY = Qty in the unit of measurement on the basis of which Tariff value fixed.

## **25. Assessment of Bill of Entry**

**25.1.** The tariff value is itself the assessable value, therefore, invoice value will be ignored by the system and the duty would be calculated on the basis of tariff value. If the Tariff value is in any foreign currency, the same would be converted into Indian rupees on the basis of exchange rate applicable to that currency as applicable on the date of filing of the Bill of Entry. For the purpose of computation of value for additional duty under section 3(2) of Customs Tariff Act, 1975, the Basic Customs Duty and the assessable value based on tariff value shall be added. In case the importer has not declared the Tariff value, the Appraiser at the time of assessment will get a systems alert for tariff value. The Appraiser will have the option to select the tariff value and also change the S.No. of the Tariff value if incorrectly declared by the importers. The rate of Tariff value will be printed on the check list as well as on the copies of Bill of Entry.

## **26. General Information**

**26.1.** With a view to minimizing the number of queries at the time of assessment and to improve the quality of assessment, it has been decided to capture the following information about goods imported, in the ICES system at the time of filing of declaration **Annexure 'C'**.

- a. Brand
- b. Model
- c. Grade
- d. Specifications
- e. Any other information relevant for assessment. For e.g., specific order for imported goods passed by CESTAT, past precedent regarding classification valuation etc.

**PART- III**

**INSTRUCTIONS FOR EXPORTS**

**27. Computerized processing of Shipping Bills under the Indian Customs EDI (Electronic Data Interchange) System (ICES 1.5)**

**27.1.** Under ICES 1.5, the computerized processing of Shipping Bills would be handled in respect of the following categories of Shipping Bills:

- a. Duty Free white Shipping Bills
- b. Dutiable Shipping Bills (Cess)
- c. Drawback Shipping Bills
- d. DEEC Shipping Bills
- e. EPCG Shipping Bills
- f. DFIA Shipping Bills
- g. 100 % EOU Shipping Bills
- h. Jobbing Shipping Bills
- i. Other EXIM Scheme Shipping Bills
- j. No Foreign Exchange Involved (NFEI) Shipping Bills
- k. Reward Schemes

**28. PROCEDURE**

**28.1.** The procedure to be followed in respect of filing of Shipping Bills under the Indian Customs EDI System 1.5 at Kannur Air Cargo Complex shall be as follows: -

under the EDI System, the Shipping Bills shall be filed electronically and processed online in an automated environment. Hard copies of certain declarations and certificates, etc., which are required to be provided should be attached with the export documents when the goods are presented for export. The following prerequisites are to be complied with before filing shipping bills:

**28.2. IE-Code of the exporters-**

**28.2.1.** Import Export (IE) Codes are being issued to the exporters by the DGFT, details of which are transmitted online to ICES on a daily basis. An ICE automatically registers the IE Codes after confirming their validity, so as to enable exporters to file the Shipping Bills electronically. Before filing the Shipping Bills,

exporters are advised to check from DGFT, as to whether their IE Code has been transmitted to

ICES. If their IE Code has not been transmitted to ICES by DGFT, they should first get the same transmitted from DGFT, failing which the exporter would not be able to file the Shipping Bills for export. (DGFT's website may be accessed at <http://www.dgft.delhi.nic.in>)

**28.3. Registration of Customs Broker in ICES:**

**28.3.1.** Every Customs Broker is required to register his details in ICES for enabling him to submit documents in the system. In case the Custom House from where the

Customs Broker has been licensed is not an existing EDI location such Customs Broker should immediately get registered at any of the Customs locations as per list enclosed at **Appendix 1**. The format for registration is at **Appendix 2**.

**28.4. Registration of Air lines/Agents, Consol Agents:**

**28.4.1.** EGM shall be filed electronically by the Air Lines/Agents at the Gateway Ports. Before filing EGM, the Air Lines/Agents should register themselves in the ICES at any of the Custom Stations where ICES 1.0 is operational. They would be required to furnish information as per **Appendix 3**. No re-registration is required in case the agency is already registered at any of the existing Customs location where ICES 1.5 is operational.

**28.5. Registration of Bank Account with Authorized Dealer of Foreign Exchange:**

**28.5.1.** Except for NFEI Shipping Bills, the account details of the exporter with any Authorized Bank/dealer of foreign exchange are required to be registered in the ICES 1.5. Directory of Authorized Dealers Codes is maintained in the ICES 1.5 on the basis of details made available by the RBI. Exporters may note that it would not be possible for the local customs officials to add details of the AD code unless the said information is made available from RBI. In case the details are not available, the matter may be brought to the notice of the ICEGATE team.

**28.5.2.** Members of the trade may please note that ICEGATE provides 24X7 Helpdesk facility for trade to report problems related to electronic filing. The ICEGATE helpdesk can be contacted on e-mail address **icegatehelpdesk@icegate.gov.in** and the replies to the queries shall be sent

through e-mails. The Helpdesk can also be contacted on following telephone numbers: 011-23370133 and 011-23379020.

**28.6. Registration of bank account for credit of Drawback amount:-**

**28.6.1.** For exports under claim of drawback, the exporter is required to open bank account with any Core Banking System branch at any bank in the country. Before filing of Shipping Bill under ICES 1.5, the exporter should approach the designated customs officer to register the details of such bank account in the ICES 1.5. Please refer **Annexure E (Export)**

**28.7. Exchange Rates of un-notified currencies:**

**28.7.1.** The ICES 1.5 maintains exchange rates in respect of currencies the rates of which are notified by the Ministry of Finance on a monthly basis. However, in respect of currencies which are not covered in the notifications of the Ministry of Finance, the concerned bank's certificate indicating the exchange rate applicable for the date on which the Shipping Bill is filed should be produced to the customs officer and details of the same should be entered in the ICES 1.5 while filing the Shipping Bill. The Shipping Bill should be submitted in the system on the same date for which the rate of exchange is certified.

**28.8. EXIM Scheme Codes:**

**28.8.1.** The DGFT has notified EXIM Scheme Codes in respect of various schemes, the list of which is appended to this Trade Facility Notice. An appropriate Code should be indicated against each item in the Shipping Bill. For example, if exports are under claim of Drawback, Code19 should be used. Please refer **Appendix 7**.

**28.9. Units of Measurement Codes:**

**28.9.1.** Against any quantity of goods, the appropriate quantity Code indicated against the respective unit of measurement as per the list appended to this Trade Facility Notice must be used in the Shipping Bill / EGM as the case may be. Reference is also invited to the CBIC Circular no. 26/2013-Customs, dated 19/07/2013, where adherence to Standard Unit Quantity Codes, as prescribed in the Customs Tariff Act, has been prescribed. Please refer **Appendix 5**

**28.10. Currency Codes:**

**28.10.1.** For indicating value of goods, freight, insurance, commission, etc., the relevant currency codes for the respective currencies from the list of currency

codes appended to this Trade Facility Notice will only have to be used. Use of incorrect code will result in incorrect conversion of the currency into Indian Rupees. Please refer **Appendix 4**

**28.11. Country Codes:**

**28.11.1.** Wherever in the Shipping Bill / EGM, reference is required to be made to the name of the country, the appropriate Country Code as indicated in the list of country codes appended to this Trade Facility Notice have to be used. Please refer **Appendix 6**

**28.12. Port Codes:**

**28.12.1.** An appropriate port code must be indicated wherever reference to port name is required to be made in a Shipping Bill /EGM. The Correct port code may be obtained from the respective Carriers or checked from [www.unece.org/etrades](http://www.unece.org/etrades). A list of all relevant codes would also be available at the Service Centre.

**28.13. Registration of DGFT Licenses:**

**28.13.1.** EDI messages between Customs and DGFT for a number of license types have been enabled. Therefore, no separate registration shall be required for those licenses which are received from the DGFT online.

**28.14. Self-Sealed Container cargo:**

**28.14.1.** Exporters who are allowed self-sealing of containers should get themselves registered in the ICES 1.5 before the goods are registered for exports.

**28.15. Registration of bank account for credit of Goods & Service Tax Refund amount:**

**28.15.1.** For exports under claim of IGST Refund the exporter is required to open bank account with any Core Banking System branch of any bank in the country. Before filing of shipping bill under ICES 1.5, the exporter should approach the designated customs officer to register the details of such bank account in the ICES 1.5. **Annexure G (Export).**

**29. DATA ENTRY FOR SHIPPING BILLS**

**29.1.** Shipping Bills can be filed through the Service Centre located in ACC, Kannur or through Remote EDI System if the Exporter or the Customs Broker has registered themselves at ICEGATE. In case the Shipping Bill is filed through Service Centre, the



Exporters/Customs Brokers would be required to submit a filled-up form (Annexure A) at the Service Centre with the following documents:

- a. A declaration of all particulars in the SB in the format placed at **Annexure – A (Export)**
- b. Copy of Invoice
- c. SDF declaration at **Annexure B (Export)**
- d. DES/EPCG declarations etc. as applicable **Annexure D (Export)**

**29.2.** The formats should be duly complete in all respects and should be signed by the exporter or his authorized representative/Customs Broker. Forms which are incomplete or unsigned will not be accepted for data entry. Exporters/Customs Brokers should ensure that the data provided by them and entered at the Service Centre is correct in all respects so that process of clearance of export is smooth.

**29.3.** Data entry of Shipping Bills would be done at the Service Centres on payment of charges. Various charges for printing and data entry excluding GST are given in earlier para which shall be subject to revision from time to time.

**29.4.** The Service Centre operators shall carefully enter the data on the basis of declarations (Duly filled forms of Annexure A) made by the Customs Broker/Exporters. After completion of data entry, a checklist of the data entered by the operator will be printed by the Data Entry Operator and handed over to the Exporters/Customs Broker for confirming the correctness of the electronic declaration. The Customs Broker/Exporter will make corrections, if any, in the checklist and return the same to the operator duly signed. The operator shall make the corresponding corrections in the data and shall submit the Shipping Bill. The operator shall not make any amendment after generation of the checklist and before submission in the system unless the corrections made by the Customs Broker/Exporters are clearly indicated on the checklist against the respective fields and are signed by Customs Broker/Exporter.

**29.5.** The system automatically generates the Shipping Bill number. The operator shall endorse this Shipping Bill number on the checklist in clear and bold figures. It should be noted that no copy of the Shipping Bill would be available at this stage. This check list endorsed with Shipping Bill No. shall be used for bringing the export goods to the Air Cargo Complex.

**29.6.** It may be noted that since the document numbers are to be assigned by the Central Server at a national level, all document numbers, e.g., for Shipping Bills, EGMs, challans, would not be in a continuous series for each location.

**29.7.** The Declarations would be accepted at the Service Centre from **10.00 Hrs** to **16.30 Hrs**. Declarations received up to **16.00 Hrs** will be entered in the computer system on the same day.

**29.8.** Those Exporters or Customs Broker who intend to use Remote EDI System(RES) to file from their offices should download necessary software from website [www.ices.nic.in](http://www.ices.nic.in) which is available free of cost and register themselves with the ICEGATE. They have also been facilitated by providing submission of customs documents under digital signature. For this purpose they should one time register their details with ICEGATE. Detailed procedure for registration can be seen in New Registration Module from the website <https://icegate.gov.in/>. To operationalize the facility to use Digital Signature Certificate for filing the aforementioned Customs process documents, the following process would be followed:

**a.** A web-based Common Signer utility is provided free of cost through the ICEGATE website (<https://www.icegate.gov.in>) for digitally signing the said Customs process documents.

**b.** Exporters, customs brokers, shipping lines, and their agents are expected to use a Class III Digital Signature Certificate obtained from any of the Certifying Authorities, as notified by Controller of Certifying Authorities (<http://www.cca.gov.in>), following the due process.

**c.** Exporters, customs brokers, shipping lines and their agents shall use the Digital Signature Certificate and the web based Common Signer utility to digitally sign the electronic documents generated by remote EDI package and then subsequently send the digitally signed documents for processing via email/web upload, as is being done currently.

**d.** On receiving the digitally signed documents the ICEGATE server side verifier shall verify the user's credentials, validity of certificate, Certifying Authorities credentials, Public Key, Certificate Revocation List (CRL) status and the result of

authentication and integrate the data into ICES database. The data so integrated will also have a flag to indicate that the submitted document was digitally signed.

e. The Customs officers will be able to identify on the system whether a particular electronic document has been filed after signing with Digital Signature Certificate or they can download Remote EDI filing software from NIC website link which has been provided at ICEGATE website. Software of NIC is free of charge.

**29.9.** The validity of the shipping bill in EDI System is seven days only. Therefore, if the export goods are not registered within 07 days from the date of shipping bill, the shipping bill shall lapse and has to be filed again in the system.

### **30. PROCEDURE FOR GR-1**

**30.1.** As per the procedure in EDI, there would be no GR-1. Exporters /Customs Brokers would be required to make a SDF declaration in the Shipping Bill checklist. It would be filed at the stage of "goods arrival". The Appraiser is required to verify such declaration in the checklist and endorse the same in the system. Only in the case of Shipping Bills processed manually, the existing arrangement of filing GR 1 forms would continue.

**30.2.** The exporters are required to obtain a certificate from the bank through which they would be realizing the export proceeds. If the exporter wishes to operate through different banks for the purpose, a certificate would have to be obtained from each of the banks. The certificate(s) would be submitted to Customs and registered in the system as mentioned above. These would have to be submitted once a year for confirmation or whenever there is change of bank.

**30.3.** In the declaration form (Annexure A-Export) to be filed by the exporters for the electronic processing of export documents, the exporters would need to mention the name of the bank and the branch code as mentioned in the certificate from the bank. The Customs will verify the details in the declaration with the information captured in the system through the certificates registered earlier.

**31. ARRIVAL OF GOODS AT EXPORT EXAMINATION SHEDS IN ACC, KANNUR**

**31.1.** In respect of goods intended to be exported against an electronic Shipping Bill, ACC Kannur will permit entry of the goods on the strength of the checklist.

**31.2.** If at any stage subsequent to the entry of goods at ACC Kannur, it is noticed that the declaration has not been registered in the system, the Exporters and Customs Brokers will be responsible for the delay in shipment of goods and any damage, deterioration or pilferage, without prejudice to any other action that may be taken.

**32. PROCESSING OF SHIPPING BILLS**

**32.1.** The S/B would be processed by the system on the basis of the declaration made by the exporter. Till the introduction of Export RMS, The following kinds of S/B shall require clearance of the Assistant Commissioner/Deputy Commissioner (AC/DC Exports): -

- a. Duty free S/B for FOB value above Rs.10 lakh
- b. Free Trade Sample S/B for FOB value above Rs.25,000
- c. Drawback S/B where the drawback exceeds Rs. one lakh

**32.2.** The following categories of Shipping Bills shall be processed by the Appraiser/Supdt. (Export Assessment) first and then by the Asstt./Deputy Commissioner:

- a. DEEC
- b. DFIA
- c. EOU
- d. EPCG
- e. Any other EXIM Scheme if so required

**32.3.** Apart from verifying the value and other particulars for assessment, the AO/Supdt or the AC/DC may call for the samples for confirming the declared value or for checking classification under the Drawback Schedule / DEEC / DFIA / EOU, etc. He may also give special instruction for examination of the goods.

**32.4.** If the S/B falls in the categories indicated in Paras 7.1 and 7.2 above, the exporter should check with the query counter at the Service Centre whether the S/B

has been cleared by Assistant Commissioner/ Deputy Commissioner, before the goods are brought for examination. In case AC/DC raises any query, it should be replied through the Service Centre or through ICEGATE, for those Exporters/Customs Brokers who are registered with ICEGATE. After all the queries have been satisfactorily replied to, AC/DC will pass the S/B.

### **33. CUSTOMS EXAMINATION OF EXPORT CARGO**

**33.1.** On receipt of the goods in the Export Shed in ACC, Kannur, the exporter will contact the Examining Officer/Inspector and present the checklist with the endorsement of Custodian of arrival of goods on the declaration, along with all the original documents such as Invoice, Packing List, ARE-1 (AR-4), etc. He will also present additional particulars in the form at **Annexure C** (Export).

**33.2.** The Officer will verify the quantity of the goods actually received against that entered in the system. He will enter Annexure C particulars in the system. The system would identify the Examining Officers (if more than one are available) who would be carrying out physical examination of goods. The system would also indicate the packages (the quantity and the serial numbers) to be subjected to examination. The Officer would write this information (Name of examination officer and package serial numbers to be examined) on the checklist and hand it over to the exporter. He would hand over the original documents to the Examining Officer. No examination orders shall be given unless the goods have been physically received in the Export Shed. It may, however, be clarified that Customs Officers have the discretion of examining any or all the packages/goods.

**33.3.** The Examining Officer may inspect and/or examine the shipment, as per instructions contained in the checklist and enter the examination report in the system. There will be no written examination report. He will then mark the Electronic S/B and forward the checklist along with the original documents to the Appraiser/Superintendent in charge. If the Appraiser/Superintendent satisfied that the particulars entered in the system conform to the description given in the original documents and the physical examination, he will proceed to give "Let Export" order for the shipment and inform the exporter. The Appraiser / Superintendent would retain the checklist, the declaration and all original documents with him.

**33.4.** In case of any variation between the declarations in the S/B with either the documents or the goods as physically verified, the Appraiser / Superintendent will mark the electronic S/B to AC/DC Exports. He will also forward the documents to AC / DC and advice the exporters to meet the AC / DC for further action regarding the discrepancy. In case the Exporter agrees with the views of the Department, the S/B would be processed finally. Where the exporter is not in agreement with the views of the Department, the matter would be handled outside the EDI system.

**33.5.** As soon as the Shed Appraiser/ Superintendent gives the **GENERATION OF SHIPPING BILLS** "Let Export" order, the system would print 6 copies of the Shipping Bills in case of Free and scheme Shipping Bills. All copies of the Shipping Bill would be duly signed by the Appraiser / Shed Superintendent. The EP copy would be signed after verification of filing of EGM. The examination report would be signed by the Appraiser / Shed Superintendent, Examination Officer as well as exporter / representative of the Customs Broker (Name and ID Card number of the representative of the Customs Broker should be clearly mentioned below his signature).

**33.6.** Any other certificates required for permitting export will be retained by Customs along with the Shipping Bills.

#### **34. DRAWAL OF SAMPLES**

**34.1.** Where the Appraiser/Superintendent of Customs orders for samples to be drawn and tested, the Examining Officers will proceed to draw two samples from the consignment and enter the particulars thereof along with name of the testing agency in the system. Record of samples shall be maintained in the System. Therefore, no separate registers will need to be maintained for recording dates of samples drawn. Three copies of the test memo will be prepared manually and signed by the Examining Officer, the Appraiser and the exporter. The disposal of the three copies would be as follows: -

- a.** Original to be sent along with one sample to the testing agency.
- b.** Duplicate copy to be retained by Customs with the second sample.

c. Triplicate to be handed over to the exporter.

**34.2.** AC/DC may, if he/she deems necessary, order for sample to be drawn for purposes other than testing such as visual inspection and verification of description, market value enquiry, etc.

**34.3. “Lab Module” in ICES for use by CRCL, Textile Committee and other agencies**

**34.3.1.** Under Lab Module the Examining Officer can generate test memos and record the details of the samples drawn online, as well as print test memos. Customs will duly dispatch the samples to the concerned laboratory/agency. Upon the receipt of the samples, the laboratory/agency can access the test memo details online and when the test or analysis has been carried out, the results or findings shall be recorded online. Customs can access the results and take the appropriate action regarding the concerned consignment without waiting for the physical reports of the Laboratory.

**34.3.2.** Please refer the CBIC Circular NO.03/2016 dated 03/02/2016 regarding extension of Indian Customs Single Window Project to other locations and Government.

**34.3.3.** Please refer CBIC Circular no:55/2016-Cus for reducing/eliminating Printouts (Limiting the number of printouts.)

**35. QUERIES**

**35.1.** In case of any doubt, the exporter, during examination, can clarify doubts. However, in case where the need arises for a detailed answer from the exporter, a query can be raised in the system by the Appraiser/Superintendent which needs to be approved by concerned AC/DC (Exports). The S/B will remain pending and cannot be printed till the exporter replies to the query to the satisfaction of the Assistant Commissioner/Deputy Commissioner. The reply to query if any can be submitted through ICEGATE or through Service Centre.

**36. AMENDMENTS**

**36.1.** Corrections/amendments in the checklist can be made at the Service Centre provided the system has not generated the S/B number. Where corrections are required to be made after generation of the S/B No. or, after the goods have been brought in the air cargo export shed, amendments will be allowed by Assistant / Deputy Commissioner.

**36.2.** In such cases, after the permission for amendments has been granted, the Assistant / Deputy Commissioner will approve the amendments on the system. Where the print out of the S/B has already been generated, the exporter will surrender all copies of the Shipping Bill to the Appraiser for cancellation before amendment is approved in the system.

**37. SHORT SHIPMENTS, SHUT OUT, CANCELLATION AND BACK TO TOWN PERMISSIONS**

**37.1.** AC/DC (Export) will give permission for issue of short shipment certificate, shut out or cancellation of S/B, on the basis of an application made by the exporter. The S/B particulars would need to be cancelled / modified in the system before granting such permission. AC/DC would check the status of the goods, before granting permission.

**38. AMENDMENT OF FREIGHT AMOUNT**

**38.1.** If the freight/insurance amount undergoes a change before "Let Export" is given, corresponding changes would also need to be made in the S/B with the approval of AC /DC Exports. But if the change has taken place after the "Let Export" order, approval of Additional/ Joint Commissioner would be required. Non-intimation of such changes would amount to mis-declaration and may attract penal action under the Customs Act, 1962.



**39. RECONSTRUCTION OF LOST DOCUMENTS**

**39.1.** Duplicate print out of EDI S/B cannot be allowed to be generated if it is lost, since extra copy of Shipping Bills are liable to be misused. However, a certificate can be issued by the Customs stating that "Let Export" order has been passed in the system to enable the goods to be accepted by the Shipping Line, for export. Drawback will be sanctioned on the basis of the "Let Export" order already recorded on the system.

**40. RE-PRINT OF SHIPPING BILLS**

**40.1.** Similarly, re-prints can be allowed where there is a system failure, as a result of which the print out (after the "Let Export" order) has not been generated or there is a misprint. Permission of AC/DC (Exports) would be necessary for the purpose.

The misprint copy shall be cancelled before such permission is granted.

**41. EXPORT OF GOODS UNDER CESS**

**41.1.** For export items, which are subject to export cess, the cess shall be applied by the System on the basis of the corresponding 8 digit Heading of the Schedule maintained in the system. A printed challan generated by the system would be handed over to the exporter. The Cess amount indicated should be deposited with the designated bank.

**42. EXPORT OF GOODS UNDER CLAIM FOR DRAWBACK**

**42.1.** The scheme of computerized processing of Drawback claims under the Indian Customs EDI System-Exports will be applicable for all exports through ACC, Kannur.

**42.2.** The exporters who intend to export goods through Air Cargo Complex, Kannur under claim for Drawback are advised to open their account with the bank as stated in Para 3.5 above. This is required to be done to enable direct credit of the Drawback amount to the exporter's account, as no cheques would be issued for payment of drawback. The exporters are required to indicate their account number opened with the Bank. It would not be possible to accept any shipment for export under claim for

Drawback in case the account number of the exporter is not indicated in the declaration form.

**42.3.** The exporters are also required to give their account number along with the details of the Authorized Dealer bank through which the export proceeds are to be realized.

**42.4.** As indicated earlier Export declarations involving a drawback amount of more than Rupees One lakh will be processed on the system by the AC/DC before the goods can be brought for examination and for allowing "Let Export".

**42.5.** The drawback claims are sanctioned subject to the provisions of the Customs Act 1962, the Customs and Central Excise Duties Drawback Rules, 2017 and conditions prescribed under different sub-headings of the All-Industry rates as per notified by the Ministry of Finance from time to time.

**42.6.** After actual export of the goods, the drawback claims will be processed in the EDI system by the officers of Drawback Branch on "First Come First Served" basis. There is no need for filing separate drawback claim. The claims will be processed based on the EGM. The status of the Shipping Bill and sanction of drawback claim can be ascertained from the "Enquiry Counter" set up at the Service Centre or remote system through ICEGATE. If any query has been raised or deficiency noticed, the same will be shown on the terminal and a printout of the query/deficiency may be obtained by the authorized person or the exporter from the Service Centre or in own his office, if the exporter has connection with ICEGATE. The exporters are advised to reply to such queries expeditiously through the Service Centre. The claim comes in queue of the EDI system after only after the reply to queries/deficiencies is entered in the ICES 1.5.

**42.7.** Shipping Bills in respect of goods under claim for drawback against brand rates would also be processed in the same manner, except that drawback would be sanctioned only after the original brand rate letter is produced before the designated customs officer in the office of Assistant/ Deputy Commissioner (Export) and is entered in the system. The exporter should specify the Sl. No. of drawback as 98.01 for provisional drawback in the Annexure -A (Export)

**42.8.** All the claims sanctioned in a particular day will be enumerated in a scroll and transferred to the designated bank. The designated bank would credit the drawback

amount in the respective account of the exporter and where the account of the exporter is in any other CBS branch of any bank, the designated bank would transfer the amount to the respective CBS branch who would credit the amount to exporter's account. The exporters may make arrangement with their banks for periodical statement of credits on account of drawback.

**a.** An exporter who is desirous of having his drawback credited in any core banking branch of the bank authorized for drawback payment at that EDI location or any other bank other than the authorized bank (in any core banking enabled branch which is also RTGS and NEFT enabled), would be required to declare to the Customs authorities the Indian Financial Service Code (IFSC) of the bank branch where he operates his bank account, in addition to the core banking enabled account number, bank name and address in the prescribed format (As per the Annexure F to this Trade Facility Notice). The IFS Code No. can be obtained by the exporter from his bank branch.

**b.** At the time of registration of the bank account with the Customs authorities the exporter will be required to produce a certificate from the bank branch, where he operates his bank account, certifying the correctness of the IFS code and bank account number of the exporter and a copy of the same shall also be submitted to the authorized bank branch at the EDI location.

**c.** Whenever there is a change in the exporter's bank account number the same procedure is required to be followed by the exporter for fresh registration of new bank account number.

**43. SUPPLEMENTARY DRAWBACK CLAIMS:**

**43.1.** If the drawback amount initially paid is less than the entitlement, the exporter can file application for supplementary claim for additional amount. For such claims after approval of sanction of supplementary claim on file by the AC/DC Drawback, the Appraiser / Superintendent (DBK) shall process claim online and submit it for approval by AC/DC(DBK). After sanction of drawback against supplementary claim, Drawback Scroll shall be generated by system and amount transferred to the bank in the same manner as normal in scroll.

**44. EXPORT OF GOODS UNDER 100% EOU SCHEME**

**44.1.** The Exporters can opt the facility of self-sealing at the factory even prior to filling of Shipping Bill. Thereafter the goods shall be brought to the concerned Customs Warehouse for the purpose of clearance and subsequent "Let Export". The Exporters / Customs Broker shall present the goods for registration along with Examination Report in Annexure 'C1', ARE-1, Export Invoice, check list, declaration in form Annexure 'A', Annexure 'C1' and other documents such as document of transportation, ARE-1, etc. to the Examiner in the concerned shed. After registration of goods, the shipping bill will be marked to an Examiner for verification of documents and seals on the export packages. If seals are found intact the Shipping Bill will be recommended for LEO, which will be given by the Shed Appraiser. However, if seals are not found intact, the goods will be marked for examination and LEO will be given only if the goods are found to be in order upon examination.

**45. EXPORT OF GOODS UNDER THE EXPORT PROMOTION CAPITAL GOODS/DUTY EXEMPTION SCHEME (EPCG/DES) SCHEME**

**45.1.** The procedure for online transmission of Licenses/Authorizations issued under Duty Exemption Scheme (DES) (except those issued under Scheme Code 17) and Export Promotion Capital Goods Scheme (EPCG) from DGFT to Customs through an Electronic Message Exchange System will be operational at ACC Kannur in respect of DES / EPCG licenses issued. As per the procedure prescribed by DGFT, exporters apply for Advance licenses under Duty Exemption Scheme (DES) and licenses under Export Promotion Capital Goods Scheme (EPCG) to DGFT. As per the Handbook of Procedures Vol I, exports under DES can be started immediately on generation of file no. which is generated by DGFT on submission of application for licenses under DES. Accordingly, DGFT would transmit the messages relating to File Numbers so generated by them to Customs so as to enable Customs to permit exports under DES. As, the exports under EPCG can be started only after issuance of license; the DGFT would transmit the License messages immediately on issuance of licenses under DES and EPCG scheme. The licenses under above mentioned schemes issued by DGFT would be received online by Customs. Such licenses would be subjected to the prescribed online validation checks at ICEGATE and thereafter, the same would be

available for use by the exporters at the port of registration for imports. Details of such licenses would also be available on the home page of website <https://icegate.gov.in/>. As mentioned above, exports under DES can be started immediately after receipt of file number message from DGFT by quoting the relevant File Number allocated by DGFT on the export documents. After issuance of licenses, exporters would be required to quote the relevant license number on the export documents.

**45.2.** There is no need of registration of file number / license number and obtaining a Customs registration number at this port. As the licenses issued under DES / EPCG will now be received online from DGFT and would be available at this airport, Importers would be required to produce the hard copies of the licenses issued by DGFT along with bonds / LUTs and execute BG in accordance with the provisions of the

Customs Circular(s) in force and as per the statutory requirements of the relevant Customs Notifications, to the designated officer, at this port as this port is the port of registration in the licenses, for raising debits in bonds / LUTs and monitoring such bonds / LUTs. Importers are required to quote the license number on the respective Import documents in case they intend to use the licenses. No manual debits would be made in hard copies of licenses at the time of assessment of Bills of Entry for imported cargo.

**45.3.** For monitoring of export obligation under licenses issued by DGFT under above mentioned schemes, Customs would transmit online all such Shipping Bills to DGFT wherever imports / exports have been affected under licenses received online from DGFT under DES / EPCG schemes. DGFT would transmit online an Export Obligation Discharge Certificate (EODC) in prescribed format containing details of Shipping Bills to Customs which would also be made available at this port. Based on this EODC, the designated officer at this port would release the bonds / LUTs and the BG, if any, after causing necessary verifications.

**45.4.** For any amendment in licenses issued under above schemes by DGFT, importer would obtain a log print of usage of license in prescribed format. DGFT would process amendment(s) of license based on log print of usage of license issued by Customs and transmit online the necessary amendment(s) of license to Customs. No imports under

such license would be allowed after issuance of log print till the amendment message is received from DGFT.

**45.5.** The above procedure would be applicable in respect of file nos./ Licenses/ Authorizations issued under Duty Exemption Scheme (DES) and Export Promotion Capital Goods Scheme (EPCG) on or after 30th September 2008 by DGFT. The existing procedure in case of manual registration of file nos./ Licenses/Authorizations issued under these schemes on or up to 30th September 2008, would continue to be followed. In case of EPCG/DES (except those issued under Scheme Code 17) issued on or after 30th September 2008 there is no need of any registration at this port. However, in case of EPCG/DES issued prior to 30th September 2008 and DES issued Scheme Code 17, the exporters intending to file Shipping Bills under the aforesaid schemes including those under the claim for Drawback should first get their EPCG/DES (issued upto 19th June 2014 by the DGFT) registered with this Air Cargo Complex, which would be done by the designated officer. The original EPCG/DES would need to be produced before designated officer for data entry. A print out of the relevant particulars (Checklist) entered will be given to the Exporter/Customs Broker. The EPCG/DES would need to be presented to the Appraiser/Superintendent who would verify the particulars entered in the computer with the original EPCG/DES and register & verify the same in the EDI system. The Registration No. of the EPCG/DES would be furnished to the Exporter/Customs Broker, which would need to be mentioned on the declaration forms (Annexure D) at this Air Cargo Complex for export of goods. It would not be necessary thereafter for the Exporter/Customs Broker to produce the original EPCG/DES for processing of the export declarations.

**45.6.** All the export declarations for **EPCG/DES** would be processed on the system by the Appraiser/Superintendent, Export Department and the AC/DC Exports. After the declarations have been processed and accepted, the goods can be presented at the Export Shed along with **EPCG/DES licenses** for examination and "Let Export" as in other export goods. All exporters availing of the **EPCG/DES** facilities are requested to immediately get their **EPCG/DES** registered in the EDI System so that the export declarations are processed expeditiously.

**45.7.** Further, exporters availing benefit under **EPCG/DES** in terms of various notifications should file the relevant declarations in Annexure D (Export) along with Annexure A (Export).

**45.8.** It is further clarified as follows: -

**a.** While giving details relating to **EPCG/DES** operations in the form at Annex-D, the exporters/CHAs should indicate the S.No. of the goods being exported in the Column titled "ITEM S.NO. IN **EPCG/DES** PART E" of Annex. D (Export).

**b.** If inputs mentioned in EPCG/DES only have been used in the manufacture of the goods under export, in Column titled "ITEM SR.NO. in Advance Authorization of Annex.

D (Export), the exporters/CHAs are required to give S. No. of inputs in Part-C of the DES

Book and Exporters need not fill up column titled "DESCRIPTION OF RAW MATERIALS".

**c.** If some inputs which are not in Part-C of the **EPCG/ DES** have been used in the manufacture of the goods under export and the exporter wants to declare such inputs, he shall give the description of such inputs in column titled "DESCRIPTION OF RAW MATERIALS",

**d.** In the column "IND/IMP", the exporters are required to write "N", if the inputs used are indigenous and "M", if the inputs used are imported,

**e.** In column titled "Cess Schedule Sl. No." the relevant Serial No. of the Schedule relating to Cess should be mentioned

#### **46. EXPORT OF GOODS UNDER DFIA SCHEME**

**46.1.** The details pertaining to export products i.e., input materials utilized as per SION should be clearly mentioned at Annexure A (Export) at the time of filing.

**47. Filing of EGM**

**47.1.** After the **LEO**, the EGM shall be filed by Airlines or its Agents electronically either through the Service Centre or through ICEGATE.

**48. Monitoring of foreign exchange realization:**

**48.1.** The exporters filing Shipping Bills (S/Bs) under drawback shall furnish a declaration to the Assistant Commissioner/Deputy Commissioner (Drawback) providing the details of all Authorized Dealers (AD), their codes and addresses through which they intend to realize the export proceeds. Such a declaration shall be filed at each port of export through which the exporter exports his goods. In case, there is a new addition of AD, the same is to be intimated to the concerned Custom House at the port of Export.

**48.2.** The system would generate on all Shipping Bills, the due date for submission of BRCs.

**48.3.** The exporter shall submit a certificate from the Authorized Dealer(s) in respect of whom declaration has been filed containing details of the shipments which remain outstanding beyond the prescribed time limit, including the extended time, if any, allowed by AD/RBI. Such a certificate can also be provided by a Chartered accountant in his capacity as a statutory auditor of the exporter's account. A Proforma for furnishing such negative statement was enclosed as Annexure to the Board Circular 5/2009 dated 2.2.2009 (available at [www.cbic.gov.in](http://www.cbic.gov.in)). Further, the exporters also have the option of giving a BRC from the concerned authorized dealer(s).

**48.4.** Such certificates shall be furnished by the exporters on a six (6) monthly basis in respect of exports which have become due for realization in the previous six



(6) months. For example, for the six-monthly period of January- June 2013 (during which exports were effected), the statement/BRC needs to be submitted after 1st July, 2014.

**48.5.** Such certificates shall be filed by the exporter AD wise at each port. The relevant date for filing certificates shall be calculated from the date of let export order (LEO) which is the date when the export goods are permitted to be exported. An endorsement on the exporter's copy of S/Bill would be made specifying the due date for realization of export proceeds.

**48.6.** The system shall indicate list of the shipping bills under drawback where the BRC/negative statement has not been furnished by the exporter within the prescribed date. The Assistant Commissioner / Deputy Commissioner (Export) may peruse such lists either for the entire Customs port or for an individual exporter by entering the IE code of the exporter and accordingly initiate action to recover drawback.

**48.7.** The BRC entry module gives three options for entering the details of foreign exchange realization.

**48.7.1.** If the exporter furnishes the BRCs as a proof of foreign exchange realization, the officer will choose option (1) and enter the specific Shipping Bill numbers and dates. Such Shipping Bills will be deleted by the system from the list of shipping bills pending for realization of export proceeds.

**48.7.2.** If the exporter produces a "negative statement" for a specified six monthly period from the AD/chartered accountant that no foreign exchange is pending realization for the exporter in the given period, the officer will choose option (2). The system will automatically display the S/Bs pertaining to the given period on screen and once the officer approves, all such shipping bills shall be deleted from the pendency list.

**48.7.3.** If the negative statement furnished by the exporter gives the list of S/Bs, for a particular six-month period, for which foreign exchange has not been realized (and implication foreign exchange has been realized for all other S/Bs) then, the officer will choose option (3). This will allow the officer to enter the S/Bs for which

the BRCs are pending. Thereafter, all S/Bs except such pending S/Bs will be deleted from the list.

**48.7.4.** The BRC entry module also enables the Department to remove the list of S/Bs from the pendency list if drawback is recovered subsequently. In such cases, the officer may choose option (1) and enter the order no./challan no. and date and also the number and date of all shipping Bills for which the drawback has been realized. Thereafter, all such S/Bs will be deleted from the pendency list.

**48.8.** The system will indicate to the Assistant Commissioner/Deputy Commissioner (Drawback) all cases of Drawback Shipping Bills if the BRC/negative statement in the prescribed Annexure enclosed to the Board's Circular is not submitted by the exporter within the prescribed period. Further, the exporters are required to furnish the BRCs/negative statement in the prescribed Annexure as per Board circular 5/2009 dated 02.02.2009.

**49. EXPORT INCENTIVE SCHEMES: RoDTEP (Remission of Duties and Taxes on Exported Products) and RoSCTL (Rebate of State and Central Taxes and Levies).**

**49.1.** The scheme provides for remission of Central, State and Local duties/taxes/ levies which are not refunded under any other duty remission schemes. It provides for remission amount in the form of transferrable duty credit issued to a person and maintained in the electronic duty credit ledger in the customs automated system in terms of section 51B of the Customs Act, 1962, inserted vide Finance Act, 2020. Implementation of RoSCTL scheme and RoDTEP scheme in Custom Automated System has been developed. The broad provisions are as under:

**49.2.** To avail the scheme exporter shall make a claim for RoSCTL / RoDTEP by way of a declaration in electronic shipping bill at item level (along with Duty Drawback Claim).

**49.3.** Exporter shall also make a declaration provided on the electronic shipping bill undertaking that it would abide by the scheme provisions, not claim rebate/remission with respect to any duties/taxes/levies already exempted or for which remission is provided under other schemes and that it shall preserve documents for audit, etc.

**49.4.** Once EGM is filed, claim will be processed by Customs. Once processed, a scroll with all individual Shipping Bills for admissible amount would be generated and made available in the users account at ICEGATE. User can create an escrip account under Escrip tab. This can be done by the IECs who have registered on ICEGATE with a DSC. Exporter can log in into his account and generate scrip after selecting the relevant shipping bills. For detailed instructions on how to create an escrip account, generate scrips and transfer the scrips to any other IEC to avail the benefit of the scheme, Advisory No.06/2021 dated 01.10.2021 issued by ICEGATE may be referred to.

**50. RMS Facilitation:**

**50.1.** Following procedure would be in place when RMS is activated for exports.

**50.2.** Movement of Shipping Bills:

**50.2.1.** All the Shipping Bills filed electronically in ICES will be parsed and processed by RMS on submission and after every amendment (s). The output of RMS processing will be communicated to ICES. The RMS output will determine the movement/ routing of Shipping Bills in ICES. The Shipping Bill may be sent for Assessment and Examination, Assessment only or Examination only depending upon the interdictions by the RMS tools. If a bill is not interdicted by any of the RMS tools, such facilitated bill will move directly to goods registration after payment of export duty/ cess (if any). All the Shipping Bills have to undergo goods registration before giving LEO. The LEO can be given only after verifying the compliance with the applicable Compulsory Compliance Requirements (CCRs). The system is designed in such a manner that, owing to some technical reasons if the RMS (Export) fails to provide output to ICES (Export) or RMS output is not

received at ICES (Export) end in time, the existing norms of assessment and examination prescribed in the Board's Circular Nos. 06/2002 – Customs dated 23.01.2002,01/2009-Cus dated 13.01.2009, and 28/2012–Customs dated 16.11.2012 would be applicable.

**50.3. Assessment of RMS interdicted Shipping Bills in ICES:**

**50.3.1.** The RMS will not alter the existing process and movement of Shipping Bills on the ICES. When RMS interdicted bills are directed for assessment by the system, officers concerned are required to perform appraising/ verification of self-assessment in ICES as per the RMS instructions. The RMS instructions will be displayed in ICES screen of the officer as Appraising Instructions. The RMS instructions can also be accessed by using “View” option in the SB header. Instructions will be given in the RMS tools interdicting the bill as per the perceived risk in each Shipping bill based on the declarations made in the bill. Officers assessing the SB shall carefully read each instruction and arrive at a decision to tackle the risk. These RMS instructions form an assist and are intended to guide the officers in assessment. All such instructions are displayed as RMS instructions in ICES. Officers are expected to study all the instructions on the screen carefully and assess the SB in compliance of the RMS instructions.

**50.3.2.** Officers shall enter the reasons in the Departmental Comments if any of the RMS instructions are not followed. The officer need not limit his scrutiny to the strict confines of RMS instructions. The officer has the freedom to go beyond the instructions and scrutinize other sensitive aspects of the SB which are not referred to in RMS instructions. Whenever the Officer assessing the SB feels that any specific RMS instruction is not in tune with the declaration in the SB, he/she should enter a detailed comment in the departmental comments and proceed to take decision as per law.

**50.3.3.** The Risk Management System will also provide to the officers a category of instructions termed Compulsory Compliance Requirements (CCRs). This term refers to compliance requirements that have to be mandatorily fulfilled such as Minimum Export Price (MEP) and clearance from the Other Governmental Departments (OGDs) like Drug Control authorities, Inspection Agencies, Narcotics Commissioner and Ministry of Chemicals and Fertilizers etc. It may be noted that

while all efforts have been made to make the RMS database containing these instructions as comprehensive as possible, certain requirements might have escaped notice. These are mandatory requirements under the Foreign Trade Policy (FTP) and other Allied Acts which must be fulfilled before allowing clearance. In case it comes to the notice of any officer that a specific requirement is not listed, then he shall communicate the same immediately to the local Risk Manager, who in turn will inform the Risk Management Division (RMD) team, for necessary updation of database. When a SB comes for assessment, the Appraising Officer after completion of his scrutiny of RMS instructions and SB declaration shall write a self-contained order for examination so as to cover all the critical parameters of examination (as identified by the RMS instructions).

#### **50.4. Amendments:**

**50.4.1.** The officers handling amendments should note that any amendment would lead to a change in risk perception and consequent treatment of risk by RMS. The RMS will process the SB after every amendment and provide its output to ICES.

However, the treatment of risk after the amendment(s) will be communicated in ICES only after goods registration. There may be some cases wherein the on-submission treatment of risk is to send the SB for “examination only” and after amendment(s) the risk treatment would get modified to send the SB for “Assessment or Assessment& Examination”. In such cases RMS instructions to “Send the SB back to AC for assessment” will be displayed in the Inspector’s screen in ICES after goods registration. Such SBs should be sent back to AC for assessment by the examining staff. Officers should scrupulously follow the RMS instructions.

#### **50.5. Goods Registration:**

**50.5.1.** The goods registration is mandatory for all the SBs. There is no change in the goods registration procedure. The system will display the Single-Sign-On Id

(SSO Id) of the officer for inspection/examination. If the SB is interdicted for examination, the package numbers to be examined will also be displayed.

**50.6. Examination:**

**50.6.1.** The examination of all RMS interdicted bills shall be carried out as per the instructions communicated by the RMS and the assessing officer's examination instructions. Certain SBs may be directly routed by the RMS for examination without any assessment by officers. In such cases, the RMS instructions for examination should be treated as examination orders. The officers shall bear in mind all existing standing orders and circulars issued by the department, while performing their work. The examining officers shall ensure that the goods under examination tally with the declared description, including critical parameters like brand, model, make, number, specification, grade, purity, configuration, capacity, denier etc., which may have a direct bearing on valuation, benefits under Export Promotion schemes and classification etc. The examination of the goods and Let Export Order (LEO) shall be completed by the officers, only after ensuring that the compulsory compliance requirements (CCRs) mentioned in the RMS instructions are duly complied with.

**50.6.2.** Whenever the Officers examining the cargo feel that the CCRs figuring on their screen are not applicable to any specific SB/ item, they must enter a departmental comment in the SB in the EDI specifying the reasons thereof before giving clearance. It is also clarified that officers in the shed may examine a consignment even if it is facilitated and directly selected for LEO by the RMS, if they have a valid reason for doing so. However, such examination should be done only after prior approval of the Commissioner or an officer authorised by him for this purpose, who shall not be below the rank of Additional/Joint Commissioner of Customs and after recording the reasons for the same. A brief remark on the reasons and particulars of Commissioner's authorization shall be made by the officer examining the goods in the departmental comments in the EDI system.

**50.7. Let Export Order (LEO):**

**50.7.1.** Even though in many cases the RMS decides to give appraisal and examination waiver, the LEO function would not be dispensed with and customs

clearance in terms of Section 51 of the Customs Act, 1962 will continue to be given by the proper officer to each and every SB. The LEO Officer will exercise the last check before the goods are given clearance for exportation. Therefore the LEO officer shall scrutinize the declarations in documents like AR4/ARE1 vis-à-vis the declarations in the SB and if he/she has strong reasons to believe that the exporter has mis-declared the description, RITC or value of the goods, he/she should send the SB back to the appraising group (if required), for assessment but only after prior approval of the Commissioner or an officer authorised by him for this purpose, who shall not be below the rank of Additional/Joint Commissioner of Customs and after recording the reasons for the same. A brief remark on the reasons and particulars of Commissioner's authorization shall be made by the officer examining the goods in the departmental comments in the EDI system.

**50.7.2.** The Officer giving the LEO shall ensure that the consignment complies with CCRs appearing in the RMS instructions. Before giving LEO, the officer shall also ensure that the dockets containing all the relevant documents are collected and retained in the office. Whenever the decision of the LEO officer is at variance with the CCRs and RMS instructions in respect of a particular SB, he/she should record the reasons for his/her view in the EDI.

**50.8. Export General Manifest (EGM):**

**50.8.1.** After issue of LEO, the next major event in the processing of a SB is the filing of EGM. There will not be any change in the procedure for filing of EGM. With effect from 26.07.2021, RMS will process the SB data after EGM is filed electronically and provide required output to ICES for selection of SBs for Drawback scrutiny and PCA. For detailed instructions in this regard, Circular No.15/2021- Customs dated 15.07.2021 issued by CBIC may be referred to.

**50.9. Data Quality:**

**50.9.1.** The Assessing/Examining officers are also required to focus on the 'data quality' of the SB declarations. The assessing officer should check the description of the item, besides the correctness of classification, valuation, claim of benefits

under export promotion schemes, if any, and also ensure compliance with mandatory requirements prescribed under Foreign Trade Policy and/or allied enactments. They are required to check all critical aspects of description like brand, model, make, number, specification, grade, purity, configuration, capacity, denier etc. which may have a direct bearing on valuation, classification or claim of benefits under export promotion schemes. They shall make sure that all mandatory fields in the SB are properly filled. While discharging their functions, they would be required to follow all the existing instructions /Standing Orders on the subject. The instructions contained therein are required to be followed scrupulously. Additional information, wherever required may be sought from the exporters. However, frivolous and piecemeal queries should be avoided and the query should be detailed and covering all aspects. The Additional/Joint Commissioners in charge of Export shall monitor the queries closely.

**50.10. Recall of facilitated Shipping Bills:**

**50.10.1.** Recall of SB and subsequent reassessment of the facilitated Shipping Bills (where no assessment and no examination are prescribed by the RMS), contrary to RMS instructions, should be avoided as a matter of routine. However, under extraordinary circumstances or on the request of the Exporter/CHA, the AC/DC in-charge shall take written approval of the Commissioner or an officer not below the rank of Additional/Joint Commissioner authorized by him before recalling a SB and the details of the same shall be recorded as departmental comments.

**50.11. Documents Collection:**

**50.11.1.** While discharging the LEO responsibility, the following documents should be collected from the exporter/ CHA by the officer giving LEO after affixing his/ her signature on the important documents.

- a. Copy of the Shipping Bill
- b. AR-4/ ARE- 1 (wherever applicable).
- c. Invoice/packing list
- d. ADC clearance, wherever required.
- e. Other documents specified in the CCR instructions.
- f. SDF (Statutory Declaration Form), wherever required.



- g. RBI GR waiver, wherever applicable.
- h. CENVAT declaration, wherever required.
- i. Any other documents submitted by the exporter/CHA.

**50.11.2.**All these documents should be neatly kept in a docket, which will have a check list on the top, containing the documents listed supra. The Check list shall be signed by the LEO officer and the representative of the exporter/CHA. While signing the documents, the LEO officer shall put his name stamp under his signature.

**51. Claim for Availment of Chapter 3 benefits:**

- 51.1.** Exporters intending to claim chapter 3 benefits are required to declare “Y” in the item segment of Reward claimed [Table 28(14)] without which their Shipping bill will not be transmitted to DGFT for availing such benefits.

**PART- IV**

**TRANSSHIPMENT OF CARGO**

**52. TRANSSHIPMENT OF CARGO BY AIR**

**52.1.** In the absence of regular international flights from Kannur, on request from the Trade and to give boost to air impex trade from Kannur, following procedure is prescribed for Transshipment by air of :-

- a. Imported cargo between two airports in India
- b. International transshipped cargo (Foreign to Foreign)
- c. Export of cargo tendered at one Customs airport for export from another Customs Airport.

**52.2. IMPORT**

**52.3.** Transshipment of cargo from an international airport in India (gateway airport) to Kannur Airport (destination airport) is allowed on Air India Flights and also on private sector airlines flights. The procedure is as follows:-

- a.** On arrival of flight at the gateway airport, the Transshipment cargo will be segregated in premises of the custodian of the gateway airport.
- b.** The concerned carrier/ console agent is required to file an application to Customs at the gateway airport seeking Transshipment of cargo consigned to Kannur Air Cargo Complex as indicated in HAWB. As per Regulation 4(1) (c) read with Regulation 3 (c) (iii) of the 'Import Manifest (Air Craft Regulations), 1976' the carrier/ console agent shall prepare a Cargo Transfer Manifest (CTM) for the purpose of Transshipment to ACC Kannur. The CTM shall itself be treated as application for Transshipment and shall be approved by the Proper Officer at the gateway port.
- c.** At the gateway airport, the cargo mentioned in the CTM needs to be escorted by the Preventive Officer from the warehouse of the custodian to the warehouse of receiving airlines which acknowledges the same. The concerned airlines/custodian warehouse should have double locking arrangement, one key of which will be with the airlines/ custodian and the other with Customs, for storage of Transshipment cargo. No physical examination needs to be conducted, except on specific intelligence, for allowing Transshipment and only marks and numbers of cargo need to be verified.
- d.** The receiving airlines at the gateway port should prepare its cargo manifest and Transshipment be allowed under Customs supervision. The value of transshipped cargo should be debited from the Transshipment Bond executed with the Commissioner of Customs, I/charge of the gateway airport.
- e.** Customs at Kannur Airport will acknowledge the receipt of the cargo and send back the acknowledgement manifest through the carrier. The carrier should produce such acknowledgement at the originating gateway airport within 10 days of Transshipment. On the basis of such acknowledgement the Transshipment Bond at the gateway port would be re-credited.
- f.** The usual procedure for Customs clearance of cargo shall be adopted at ACC Kannur.

**52.4. International transshipped cargo (Foreign to Foreign)**

**52.4.1.** On the arrival of flight at the Kannur airport, the Transshipment cargo meant for destination abroad should be segregated by KIAL in its premises.

**52.4.2.** The carrier is required to file an application for Transshipment of cargo with the proper officer at the Kannur International Airport and CTM prepared by the airlines shall be treated as application for Transshipment. Such Transshipment shall be approved by the proper officer.

**52.4.3.** Cargo mentioned in the CTM needs to be escorted by the Preventive Officer from the warehouse of KIAL to the export terminal. No physical examination needs to be conducted, except on specific intelligence, and only marks and numbers of cargo need to be verified. Such cargo may be exported with other export cargo.

**52.5. EXPORT 52.6. The procedure of Export of cargo tendered at Kannur Air Cargo Complex for export from another Customs Airport is prescribed as follows :-**

**52.6.1.** Shipping Bill shall be filed at the ACC, Kannur International Airport and "Let Export Order" shall be given by the Customs at the same station. Transshipment Permit (TP) should be prepared by the airlines/ carrier and approved by the proper officer. TP should be sent along with the cargo. Transshipment Bond executed by KIAL with the Asstt./DC of Customs, Kannur as per terms and conditions mentioned at Regulation 5(4) of HCCAR' 2009 shall be debited for the value of cargo.

**52.6.2.** On arrival at the gateway airport, the cargo should be taken to the warehouse of the domestic airlines/custodian in a clearly identified area. The warehouse should have double locking arrangement, one key of which will be with the airlines/ custodian and the other with Customs. The Customs officers in charge of warehouse should verify the details of the packages with the TP, Airway Bill, etc. The domestic airlines may prepare the CTM airlines-wise which shall be certified by the Export Freight Officer (EFO).

**52.6.3.** Cargo should be shifted to the Transshipment warehouse in the export terminal of custodian and acknowledgement obtained. No examination of such cargo should normally be done at gateway airport, except on credible intelligence or information.

**52.6.4.** When the aircraft is ready for loading, the airlines should seek permission from the EFO for loading. The load plan prepared by the airlines should be signed by the Airlines, EFO and the custodian.

**52.6.5.** Cargo should be loaded in the aircraft under Customs supervision.

**52.6.6.** Copy of manifest signed by the EFO and Airway Bill along with copy of Shipping Bill should be sent by the airlines to the originating station within 30 days of Transshipment. Transshipment Bond shall be re-credited at ACC, Kannur.

**52.6.7.** In case the Transshipment is by bonded truck, the marks and numbers of the packages shall be verified with the details in the Transshipment permission and the bonded truck sealed with Bottle Seal or Punch Seal in the presence of the Preventive Officer.

**52.6.8.** If Transshipment of cargo is also desired at some intermediate Customs airport, carrier/ airlines should give advance intimation to intermediary airport. Customs at intermediary airport would supervise the movement of cargo and endorse the same on Transshipment Permit. The concerned airlines/custodian warehouse should have double locking arrangement, one key of which will be with the Airlines / custodian and the other with Customs, for storage of Transshipment cargo. The loading of such cargo again would be under the supervision of Customs Officer.

**52.6.9.** If the cargo transhipped under the provisions of the Customs Act, 1962 is not unloaded at the place of destination in India, or if the quantity unloaded is short of the quantity to be unloaded at that destination, and if the failure to unload or the deficiency is not accounted for, then the person-in-charge of the conveyance shall be liable for penal action as per the provisions of Customs Act, 1962.

**PART-V**

**GRIEVANCE HANDLING**

**53. Grievance Handling**

**53.1.** The Assistant Commissioner/Deputy Commissioner of Customs ACC, Kannur may be approached by Importers/Exporters or their Customs Brokers for redressal of any problems faced at any stage of the import/export clearance. For Helpdesk facilities, the following options may be noted:

**53.1.1.** End users can log a call at the helpdesk by making a phone call to Helpdesk analysts sitting at ICEGATE location and other custom locations. For ICEGATE location Toll Free No: 1800-3010-1000.

**53.1.2.** End users can log a call with ICEGATE by sending E-mail to [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in) with full particulars.

**53.1.3.** End users can also send their problems using the HELPDESK interface provided in the website [www.icegate.gov.in](http://www.icegate.gov.in) in the option " use helpdesk".

**53.2.** Users may also directly contact the System Manager or the designated Customs Officers in case of any difficulty.

- a.** Shri. M. Vasanthagesan, Joint Commissioner & Systems Manager.  
Telephone No. 0484-2870400/ 2355067
- b.** Shri. Jayakanth C V Deputy Commissioner & Alternate Systems Manager  
Telephone No. 0490-2481627

**(Rajendra Kumar)**  
**Commissioner**

Copy to:

1. The Chief Commissioner of Central Tax and Central Excise, I S Press Road, Kochi.
2. The Principal Commissioner/Commissioner of Central Tax, Thiruvananthapuram/ Kochi/ Kozhikode/ Audit/ Custom House.
3. The ADG, DRI, Cochin Zonal Unit, Cochin.
4. The Deputy/Assistant Commissioner of Customs, ACC Kannur
5. The Managing Director, Kannur International Airport, Kannur.
6. The Chief Operating Officer, Kannur International Airport, Kannur.
7. The Deputy/Assistant Commissioner of Customs, CPD Kozhikode/Kannur, Airport Kannur
8. The Chief Manager, State Bank of India, Mattannur.
9. Notice Board/Website of the Commissionerate.

## APPENDIX-1

## EDI Locations for Customs broker Registration

## (Policy Section - for registration of CHAs)

POL_SECTION	CUS_SITE	SITE_ID
INMAA1	INIGU6	ICD IRUGUR OPP IOC TERMINAL IRUGUR COIMBATORE
INMAA1	INTUP6	ICD TIRUPUR RAAKIYAPALAYAM AVINASHI TIRUPUR 54
INMAA1	INSL6	ICD SINGNALLUR NEELIKONNAMPALAYAM COIMBATORE
INMAA1	INCHE6	ICD CHETTIPALAYAM, SF129 AVINASHI TALUK TIRUPUR 52
INMAA1	INTDE6	ICD THUDIALUR 2/235C M'PALAYAM ROAD COIMBATORE
INMAA1	INTHO6	ICD VEERAPANDI, SF 352 & 353 PALLADAM ROAD TIRUPUR
INDEL4	INREA6	ICD REWARI, REWARI HARYANA
INDEL4	INGHR6	ICD GARHI HARSARU, SRI MARUTHI NAGAR, GURGAON
INDEL4	INPTL6	ICD PATLI, GURGAON, HARYANA
INSBI6	INBRC6	ICD DASRATH VADODARA GUJARAT – 391740
ININD6	INNGP6	ICD NAGPUR NR NARENDRA NAGAR NAGPUR 440027
INSBI6	INVPI6	ICD VALVADA NH8 TALUKA:UMBERGAON VALSAD GUJARAT
INBOM1	INDIG6	ICD DIGHI TALERA NAGAR PUNE ALANDI ROAD DIGHI PUNE
INBOM1	INTLG6	ICD TALEGAON A-18 & 18/1 MIDC TALEGAON PUNE 410507
INBOM1	INCCH6	ICD CHINCHWAD CONCOR RLY GOODS SHED CHINCHWAD PUNE
INSBI6	INSBI6	ICD SABARMATI KALIGAM SABARMATI AHMEDABAD 382470
INTUT1	INTUT6	ICD TUTICORIN, 1663/2B HARBOUR EXP. ROAD TUTICORIN
INBOM1	INBSL6	ICD CONCOR BHUSAWAL B/H SAYALI HOTEL, BHUSAWAL
INSBI6	INSAU6	ICD THAR DRY PORT KADI ROAD SANAND AHMEDABAD
INCCU1	INCCU1	15/1 STRAND ROAD, CUSTOM HOUSE, KOLKATA – 700001
INBOM1	INBOM1	NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI – 400038

INMAA1	INMAA1	CUSTOMS HOUSE 60,RAJAJISALAI,CHENNAI-600001
INBOM1	INNSA1	JNCH, NHAVA SHEVA, TAL:URAN, DIST-RAIGAD-400707
INBOM1	INMWA6	ICD MALIWADA, DAULATABAD, AURANGABAD
INBOM1	INWAL6	ICD WALUJ, AURANGABAD – 431030
INJAI6	INKKU6	ICD CONCOR KANAKPURA JAIPUR
INJAI6	INJAI6	ICD SANGANER PLOT NO. SP7 SIA JAIPUR PIN-302020
INDEL4	INCPC6	ICD CHAKERI, GT ROAD, KANPUR -208007
INDEL4	INKNU6	ICD JRY KANPUR, PO: RK NAGAR KANPUR – 208012
INBOM1	INJNR6	ICD JANORI, JANORI DANDORI DIST: NASIK PIN-422207
INBOM1	INNSK6	CFS NASIK, COMPLEX OF CWC AMBAD NASIK MAHARASHTRA
INDEL4	INPNP6	ICD PANIPAT, BABARPUR RAILWAY STATION, PANIPAT
INDEL4	INTKD6	ICD TUGHLAKABAD, NEW DELHI 110020
INSB16	INPAV1	CUSTOM HOUSE, GPPL PIPAVAV RAJULA, AMRELI GUJARAT
INLDH6	INATQ4	SGRD JEE INTERNATIONAL AIRPORT, AMRITSAR
INLDH6	INASR6	ICD CHEHERTTA AMRITSAR PUNJAB
INDEL4	INFBD6	ICD BALLABHGARH, SECTOR 59, FARIDABAD, HARYANA
INVTZ1	INPRT1	PARADEEP PORT CUSTOM HOUSE PARADEEP ORISSA 754142
INBOM1	INMUL6	ICD MULUND, MUMBAI, MAHARASHTRA
INTRV4	INTRV4	ACC SHANGHUMUGHAM THIRUVANANTHAPURAM KERALA
INRXLB	INRXLB	LCS RAXAUL, DIST: EAST CHAPARAN, BIHAR
INBOM1	INBOM4	AIR CARGO COMPLEX, SAHAR, ANDHERI(E) MUMBAI 400099
INMAA1	INMAA4	ACC MEENAMBAKKAM, CHENNAI, TAMIL NADU – 600027
	INICED	CR BUILDING, I.P.ESTATE, NEW DELHI. 110109
INLDH6	INJUC6	ICD JALANDHAR, DHOGRI ROAD NOORPUR JALANDHAR
INLDH6	INATRB	LCS ROAD CARGO, ATTARI ROAD, AMRITSAR, PUNJAB
INSB16	INAMD4	ACC AHMEDABAD OLD AIRPORT, SAHIBAUG AHMEDABAD 12



INCOK1	INCOK4	KOCHI AIRPORT NEDUMBASSERY COCHIN KERALA 683111
INIXY1	INIXY1	CUSTOM HOUSE, NEAR BALAJI TEMPLE, KANDLA – 370210

INBLR4	INBLR4	ACC BANGALORE BENGALURU INTERNATIONAL AIRPORT
INCCU1	INCCU4	ACC KOLKATA, 15/1 STRANDROAD, CUSTOM HOUSE KOLKATA
INJAI6	INBWD6	ICD RAJSICO SECTOR 9 UIT COLONY BHIWADI RAJASTHAN
INJAI6	INBHL6	ICD BHILWARA SECTOR 5 AZAD NAGAR BHILWARA 342005
INJAI6	INJUX6	ICD RAJSICO BASNI PHASE-II JODHPUR 342005
INJAI6	INTHA6	ICD THAR DRY PORT BARMER ROAD PAL GAON JODHPUR
INJAI6	INBGK6	ICD CONCOR NEW POWER HOUSE BHAGAT KI KOTHI JODHPUR
INDEL4	INPPG6	ICD PATPARGANJ, GAZIPUR, NR GAZIPUR BUS DEPOT, ND
INJAI6	INKTT6	ICD CONCOR RAWATHA ROAD POST: MANDANA KOTA
INDEL4	INBLJ6	ICD AGRA, EAST BANK, MOTIMAHAL, AGRA UP
INDEL4	INMBD6	ICD LOCOSHED MORADABAD UP
INLDH6	INLDH6	ICD CONCOR, DHANDARI KALAN, LUDHIANA PIN-141001
INJAI6	INJAI4	AIR CARGO COMPLEX SANGANER JAIPUR
INMAA1	INCJB4	ACC COIMBATORE CIVIL AERODROME COIMBATORE – 04
ININD6	INRAI6	ICD RAIPUR NEAR GOODS-SHED KAPA RAIPUR 492009
INMRM1	INGOI4	GOA AIR CARGO COMPLEX, SADA COMPLEX, MARMAGOA
INSBI6	INDAH1	DAHEJ PORT CUSTOM HOUSE DIST: BAROACH GUJARAT
INSBI6	INMDA1	MAGDALLA PORT URMI COMPLEX SANGRAMPURA SURAT
INBLR4	INWFD6	ICD WHITEFIELD PLANTATIONS, HOSKOTE, BANGALORE
INNML1	INNML1	NEW CUSTOM HOUSE, PANAMBUR, MANGALORE 575010
INVTZ1	INKAK1	CUSTOM HOUSE, PORT AREA, KAKINADA – 533007
INMUN1	INMUN1	MUNDRA SEZ PORT, MUNDRA, GUJARAT
INCOK1	INCOK1	COCHIN CUSTOM HOUSE WILLINGDON ISLAND COCHIN682009
INHYD4	INHYD4	ACC SHAMSHABAD AIRPORT DIST RANGA REDDY HYDERABAD

INDEL4	INDEL4	NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI – 110037
INDEL4	INDOS6	SYSTEM DIRECTORATE
INDEL4	INAPL6	APL Dadri
INDEL4	INTTP6	TTP Dadri
INDEL4	INSTT6	Star Track Terminal Pvt Ltd ICD Dadri
INDEL4	INDER6	ICD Dadri, Gautam Budh Nagar, UP -203207
INDEL4	INCPL6	CPL Dadri
INHYD4	INSNF6	ICD SANATHNAGAR, HYDERABAD, 500018
ININD6	ININD6	ICD 113 CONCOR COMPLEX SECTOR III PITHAMPUR DHAR
ININD6	INMDD6	ICD MADIDEEP 34-A1 NIA DIST: RAISEN MP 462046
INMAA1	INPNY1	CUSTOM HOUSE NO.1 DUMAS STREET PONDICHEERY
INMAA1	INNPT1	C H, NO 4 FIRSTLINE BEACH NAGAPATTINAM 611001
INMRM1	INMRM1	NEW CUSTOM HOUSE MARMAGOA, GOA PIN-403803
INVTZ1	INGGV1	GANGAVARAM PORT, ANDHRA PRADESH
INTUT1	INTUT1	CUSTOM HOUSE, HARBOUR ESTATE, TUTICORIN 628004
INVTZ1	INVTZ1	CUSTOM HOUSE, PORT AREA VISAKHAPATNAM 530035
INMAA1	INKAR6	ICD KARUR, ANDANDKOIL WEST, KUTKADAI, KARUR, TN
INMAA1	INILP6	ICD IRUNGATTUKOTTAL, SRIPERUMBUDUR – 602105
INVTZ1	INGNR6	ICD, MARRIPALAM, DISTRICT - GUNTUR, A.P.
INMAA1	INENR1	ENNOR PORT, CUSTOMS HOUSE, 60 RAJAJI SALAI CHENNAI
INMAA1	INKRK1	MKP PVT LTD, TR PATTINAM POST, KARAICAL 609606
INDEL4	INBVC6	ICD CONCOR, SECTOR 25 FARIDABAD
INVTZ1	INKRI1	ICES, KRISHNAPATNAM PORT, NELLORE-524003
INBOM1	INJNR4	ACC JANORI, JANORI DINDORI, DIST NASIK, PIN-422207
INSBI6	INAKV6	ICD ANKLESHWAR OPP ONGC TNSHIP OLD NH8 ANKLESHWAR
INSBI6	INSAC6	SURAT DIAMOND PARK, GIDC, SACHIN, SURAT-394230

INDEL4	INBFR6	ICD GRFL, VILLAGE PIYALA FARIDABAD
INMAA1	INTVT6	M/S CONCOR, ENNORE HIGH ROAD, TIRUVOTTIYUR, CHENNAI
INDEL4	INPNK6	KLPL ICD, PANKI, KANPUR
INNML1	INHAS6	ICD HASSAN, KARNATAKA

INMAA1	INKAT1	VILL.KATTUPALLI, TAL.PONNERI, DIST.TIRUVELLORE601120
INSBI6	INHZR6	KRIBHCO INFSTR LTD, HAZIRA, KRIBHCO NGR, SURAT, GUJRAT
INCCU1	INDUR6	ALLIED ICD SERVICES LTD, EPIP, BANSKOPA, DURGAPUR
INSBI6	INKBC6	KRIBHCO INFSTR LTD, HAZIRA, KRIBHCO NGR, SURAT, GUJRAT
INCOK1	INTCR6	ICD MATHILAKAM, THRISSUR DIST, KERALA
INSBI6	INHZA1	HAZIRA PORT, CHORYASHI, BYPASS RD., HAZIRA, SURAT
INCCU1	INAMG6	CONCOR, ICD AMINGAON, GUWAHATI – 781031
INVTZ1	INVTZ4	AIR CARGO COMPLEX VISAKHAPATNAM
INSBI6	INBED1	BEDI PORT JAMNAGAR GUJRAT
INHVD4	INTMX6	ICD THIMMAPUR, 11-60/5-7, THIMMAPUR, 509325, AP
INRXLB	INJBNB	LCS JOGBANI, DIST: ARARIA, BIHAR
INBOM1	INDPC4	PCCCC, BANDRA KURLA COMPLEX, BANDRA(E), MUMBAI, 400051
INDEL4	INLON6	ICD LONI, DISTRICT GHAZIABAD, UP
INVTZ1	INSKD6	ICD KALINGANAGAR, KHURUNTI, KIC, JAJPUR, ODISHA 755026
INBOM1	INBNG6	ICD TARAPUR, MAHAGAON, TARAPUR, THANE, MAHARASHTRA
INDEL4	INBDM6	PANCHI GUJARA, TEHSIL-GANNUR- SONEPAT DIST HR
INCCU1	INPTPB	LCS PETRAPOLE, BONGAON, WEST BENGAL
INMAA1	INAJJ6	ICD ARAKKONAM, MARUTI PARK NETAJI NAGAR KAINOOR-3
INLDH6	INSNI6	ICD KANECH, SAHNEWAL, LUDHIANA
INCCU1	INJIGB	LCS JAIGAON, ALIPURDUAR DIST, WEST BENGAL
INLDH6	INSGF6	ICD, GRFL, SAHNEWAL, LUDHIANA, PUNJAB

INLDH6	INDDL6	ICD, PSWC, DHANDARI KALAN, LUDHIANA, PUNJAB
INDEL4	INDWN6	ICD JATTIPUR, SAMALKHA TEHSIL-PANIPAT DIST HARYANA
INDEL4	INPWL6	ICD PALWAL, VILL-JANOULI-BAGHOLA, HARYANA -121102
INBOM1	INJGD1	JSW JAIGARH PORT, VILL JAIGAD, DIST RATNAGIRI MAHA
ININD6	INIDR4	ACC DEVI AHILYABHAI HOLKAR AIRPORT INDORE MP
INBOM1	INDIG1	DIGHI PORT,TK SHRIWARDHAN-DIST RAIGAD, MAHARASHTRA

INBOM1	INRVD1	REVDANDA PORT,VILL.BAVALA-DIST. RAIGAD,MAHARASHTRA
INSBI6	INBHU1	BHAVNAGAR PORT, PARAMAL CHOWK, BHAVNAGAR, GUJARAT
INSBI6	INALA1	ANANG PORT, PARIMAL CHOWK, BHAVNAGAR, GUJARAT
INBOM1	INPNQ4	AIR CARGO COMPLEX, LOHEGAM, PUNE, MAHARASHTRA
INBOM1	INDHU1	DAHANU PORT, MAHARASHTRA
INVTZ1	INGPR1	GOPALPUR PORT, ORISSA
INSBI6	INNAV1	NAVLAKHI PORT, GUJARAT
INCCU1	INGAU4	GUWAHATI AIR CARGO, BORJHAR, ASSAM
INNML1	INIXE4	MANGALORE AIR CARGO, KARNATAKA
INSBI6	INJGA4	JAMNAGAR AIR CARGO, GUJARAT
INTRV4	INVZJ1	VIZHINJAM PORT, KERALA
INCOK1	INAZK1	AZHICKAL PORT, KERALA
INIXY1	INTUN1	TUNA PORT, KANDLA, GUJARAT
INMUN1	INJAK1	JAKHAU PORT, MUNDRA, GUJARAT
INBOM1	INRED1	REDI PORT, RATNAGIRI, MAHARASHTRA
INSBI6	INOKH1	OKHA PORT, JAMNAGAR DIST, GUJARAT
INSBI6	INKDN1	KODINAR PORT, MULDWARKA, GUJARAT
ININD6	INNAG4	NAGPUR AIR CARGO, MAHARASHTRA
INVTZ1	INBBI4	BHUBANESWAR AIR CARGO, BHUBANESWAR, ORISSA
INCOK1	INBEY1	BEYPORE PORT, CALICUT, KERALA

INTUT1	INIXM4	MADURAI AIR CARGO, MADURAI, TAMIL NADU
INNML1	INKRW1	KARWAR PORT, KARNATAKA.
INDEL4	INMBS6	MADHOSINGH ICD, UTTAR PRADESH
INMUN1	INOMU1	OLD MUNDRA PORT, MUNDRA, GUJARAT
INLDH6	INSXR4	SRINAGAR AIR CARGO, SRINAGAR, JAMMU AND KASHMIR
INMAA1	INTRZ4	TIRUCHIRAPALLI AIR CARGO, TAMIL NADU
INBOM1	INVYD1	VIJAYDURG PORT, PUNE CUSTOMS, MAHARASHTRA

INDEL4	INMUZ6	MODINAGAR ICD, NOIDA, UTTAR PRADESH
INSBI6	INVAD1	VADINAR PORT, GUJARAT
INRXLB	INBNYB	BERHNI LCS, LUCKNOW CUSTOMS, UTTAR PRADESH
INRXLB	INTKNB	TIKONIA LCS, LUCKNOW CUSTOMS, UTTAR PRADESH
INRXLB	INSNLB	SONAULI LCS, PATNA CUSTOMS, BIHAR
INRXLB	INVNS4	VARANASI AIR CARGO, VARANASI, UTTAR PRADESH
INRXLB	INLKO4	LUCKNOW AIR CARGO, LUCKNOW, UTTAR PRADESH
INNML1	INIXE1	OLD MANGALORE PORT, MANGALORE, KARNATAKA
INMRM1	INPAN1	PANAJI PORT, PANAJI, GOA
INCOK1	INCCJ4	ACC KOZHIKODE, KARIPUR, KERALA, 673647
	INICSD	DG SYSTEMS, SAMRAT HOTEL, CHANAKYAPURI, NEW DELHI
INCOK1	INKYM6	ICD KOTTAYAM, VILLAGE NATTAKAM, KOTTAYAM, KERALA
INBOM1	INPMP6	F-II BLOCK, YESHWANT NAGAR, PIMPRI, PUNE 400018
ININD6	INRTM6	CONCOR ICD, NR LOCO SHED, JAORA RD., RATLAM(MP)457001
ININD6	INDHA6	M/S PEGASUS ICD, VILL-DHANNAD, INDORE, MP – 453001
INMAA1	INH SU6	PLOT 53, SIPCOT IND. COMPLEX, PHASE-1, HOSUR-635126
INDEL4	INPKR6	KRIBHCO LOGISTICS PARK, REWARI, HARYANA
INMAA1	INPNY6	ICD PULICHAPALLAM, PONDY MAIN ROAD, PONDICHERRY
INLDH6	INBDI6	CONCOR, SHEETALPUR VILL, BADDI, H.P.173205

INLDH6	INCPR6	ICD CHAWAPAYAL, VILL. CHAWA, TEHSIL SAMRALA
INTRV4	INKUK1	PALLITHOTTAM P.O. KOLLAM, KERALA 691006
ININD6	INNGB6	MIDC IND.AREA, BUTIBORI, NAGPUR, MH 441122
INJAI6	INCML6	ICD KATHUWAS, MADHAN VILL, DIST ALWAR, RAJASTHAN
INSBI6	INSAJ6	ICD TUMB, TALUK UMBERGAON, DIST VALSAD, GUJARAT
INDEL4	INAIK6	VILLAGE IBRAHIMBUR, POST KHURJA, BULANDSHAHR, UP
ININD6	INCHJ6	ICD WARDHA, BHUGAON LINK ROAD, WARDHA, MAHARASHTRA
INDEL4	INBAW6	PLOT-1 SECTOR 9 GROWTH CENTER BAWAL REWARI HARYANA

INSBI6	INHIR6	SURAT HIRA BOURSE, KATARGAM, SURAT-395008 GUJRAT
ININD6	INBOK6	ICD BORKHEDI, DIST-NAGPUR, MAHARASHTRA
ININD6	INPRK6	ICD POWARKHEDA, BIAORA, DIST HOSHANGABAD, M.P.
INDEL4	INHDD6	ICD PANTNAGAR, UTTARAKHAND
INDEL4	INHPI6	ICD, KIFTPL KASHIPUR, US NAGAR-244713 UTTARAKHAND
INVTZ1	INDMA1	DHAMRA PORT, DOSINGA, BHADRAKH, ODISHA 756171
INSBI6	INJKA6	ICD SACHANA, CWC(N),TK VIRAMGAM, AHMEDABAD,GUJARAT
INBOM1	INDMT1	DHARAMTAR PORT, ALIBAG, MAHARASHTRA
ININD6	INMPR6	ICD, MALANPUR, DIST BHIND, MADHYA PRADESH
ININD6	INKHD6	ICD, KHEDA, 13B,SECTOR 3, PITHAMPUR,MADHYA PRADESH
INSBI6	INPBD1	PORBANDAR PORT,OPP-CIVIL AIRPORT,PORBANDAR,GUJARAT
INMAA1	INCDL1	CUDDALORE PORT, CUSTOM HOUSE CUDDALORE, TN-607003
INSBI6	INSIK1	SIKKA PORT, CUSTOM HOUSE, SIKKA, JAMNAGAR, GUJARAT
INBOM1	INDHP1	DABHOL PORT,ANJANVEL PO,RATNAGIRI DIST,MAHARASHTRA
INBOM1	INKSH1	KELSHI PORT, UMBERSHET VIL, DAPOLI TK, MAHARASHTRA
INBOM1	INBKT1	BANKOT PORT, UMROLI VILL, MANDANGAD TK,MAHARASHTRA
INBOM1	INRNR1	RANPAR PORT, RATNAGIRI DIST, MAHARASHTRA-415616
INMRM1	INMDG6	ICD VERNA, MARGOA, GOA

INLDH6	INASR2	AMRITSAR RAIL CARGO, AMRITSAR, PUNJAB
INCCU1	INCHMB	LCS CHAMURCHI, SILIGURI, WEST BENGAL
INCCU1	INCBDB	LCS CHANGRABANDHA, SILIGURI, WEST BENGAL
INCCU1	INFBRB	LCS FULBARI, SILIGURI, WEST BENGAL
INCCU1	INPNTB	LCS PANITANKI (NAXALBARI), WEST BENGAL
INCCU1	INRDP2	LCS RADHIKAPUR RAILWAY STATION, WEST BENGAL
INCCU1	INDLOB	LCS BIRPARA, SILIGURI, WEST BENGAL
INRXLB	INBGUB	LAND CUSTOMS STATION, BAIRGANIA, DIST. SITAMARHI,
INRXLB	INBTMB	LAND CUSTOMS STATION, BHITAMORE, BIHAR
INRXLB	INGALB	LAND CUSTOMS STATION, GALGALIA, BIHAR
INRXLB	INJAYB	LCS JAYANAGAR, DIST-MADHUBANI, BIHAR
INRXLB	INKNLB	LAND CUSTOMS STATION- KUNALI, BIHAR
INRXLB	INBNRB	LCS BHIMNAGAR, DIST-SUPUAL, BIHAR
INRXLB	INSNBB	LCS SONABARSA, SAHARSA DIST, BIHAR
INRXLB	INLKQB	LCS LAUKAHA, DIST- MADHUBANI, BIHAR
INRXLB	INKJIB	LAND CUSTOMS STATION PIPRAUN, BIHAR

APPENDIX-2

Customs Broker Registration Form

Information Requirement for filing details for Customs Broker Registration

**Customs Broker Master Data (Single record per Customs Broker)**

PAN  
ORIGINAL POLICY SECTION  
Customs Broker NAME  
REGISTRATION DATE  
EXPIRY DATE

**Customs Broker Branch Data (Multiple records per Customs Broker possible)**

PAN  
BRANCH SL NO.  
ADDRESS1  
ADDRESS2  
STATE  
PIN  
PHONE

EMAIL  
MESSAGE TRANSFER EMAIL\*  
ICEGATE REGISTRATION ID\*

(\* ICEGATE routing-related information)

**Customs Broker Personnel Data (Multiple records per branch possible)**

PAN  
BRANCH SL NO.  
CONTACT PERSON SL NO.  
CONTACT PERSON NAME  
DESIGNATION  
PHONE  
EMAIL  
MOBILE



**Appendix-3**

**Application for Registration of Carrier Agents**

-----  
For official use:

Registration Number:

Date:

Valid up to :

Bond Registration Number:

Signature of the Customs Officer

-----  
Category of the Agent

Consol (CN)/Airlines (AL)/Shipping Lines (SL)  
Shipping Agent (SA)/ Main Line Operator (ML)  
Transporter (TR)

***Details of the Firm/Company***

PAN

Name of the firm/company

Category

Pvt. Ltd/Partner-ship firm/ Proprietary

Registered Office Address

City

PIN

State

Email id

Telephone Numbers

Local Office Address

City

PIN

State

Email id

Telephone Numbers

Details of the partners/Directors/Proprietors/Any other Authorized person (For each person following information is to be provided)

PAN (If available)

Name of the person

Designation

Address

City

PIN

State

Email id

Telephone Numbers

Date:

Signature of the applicant

Place:

## APPENDIX-4 Currency Codes

CURR_CD	CURR_DESC	CNTRY_CD
AFA	AFGAHANI	AF
ALL	ALBANIAN LEK	AL
DZD	ALGERIAN DINAR	DZ
ADP	ANDORAN PESTA	AD
AON	ANGOLAN NEW KWANZA	AO
XCD	EAST CARRIBEAN DOLLAR	AI
ARS	ARGENTINE PESOS	AR
AMD	ARMENIAN DRAM	AM
AWG	ARUBAN GUILDER	AW
AUD	AUSTRALIAN DOLLAR	AU
ATS	AUSTRIAN SCHILLING	AT
AZM	AZERBAIJAN MANAT	AZ
BSD	BAHAMIAN DOLLAR	BS
BHD	BAHRAINI DINAR	BH
BDT	BANGLADESH TAKA	BD
BBD	BARBADOS DOLLAR	BB
BYB	BELARUSSIAN RUBLE	BY
BEF	BELGIAN FRANC	BE
BZD	BELIZE DOLLAR	BZ
XOF	CFA FRANC	BJ
BMD	BERMUDIAN DOLLAR	BM
BTN	BHUTAN NGULTRUM	BT
BOB	BOLIVIAN BOLIVIANO	BO
BAM	NEW DINAR	BA

BWP	BOTSWANA PULA	BW
NOK	NORWEGIAN KRONES	BV
BRL	BRAZILIAN REAL	BR
USD	US DOLLAR	AS
BND	BRUNEI DOLLAR	BN
BGL	BULGARIAN LEV	BG
BIF	BURUNDI FRANC	BI
KHR	CAMBODIAN REIL	KH
XAF	CFA FRANC	CM
CAD	CANADIAN DOLLAR	CA
CVE	CAPE VERDE ESCUDO	CV
KYD	CAYMAN ISLANDS DOLLAR	KY
CLP	CHILEAN PESO	CL
CNY	YUAN RENMINBI	CN
COP	COLOMBIAN PESO	CO
KMF	COMOROS FRANC	KM
NZD	NEW ZEALAND DOLLAR	CK
CRC	COSTA RICAN COLON	CR
HRK	CROATIA KUNA	HR
CUP	CUBAN PESO	CU
CYP	CYPRUS POUND	CY
CZK	KORUNA	CZ
DKK	DANISH KRONE	DK
DJF	DJIBOUTI FRANC	DJ
DOP	DOMINICAN PESO	DO
TPE	TIMOR ESCUDO	TP

ECS	ECUADOR SUCRE	EC
EGP	EGYPTIAN POUND	EG
SVC	EL SALVADOR COLON	SV
EEK	ESTONIAN KROON	EE
ETB	ETHIOPIAN BIRR	ET
FKP	FALKLAND ISLANDSPOUND	FK
FJD	FIJI DOLLAR	FJ
FIM	FINISH MARKKA	FI
FRF	FRENCH FRANC	FR
XPF	CFP FRANCS	PF
GMD	GAMBIAN DALASI	GM
GEL	GEORGIAN LARI	GE
DEM	DEUTSCH MARK	DE
GHC	GHANA CEDI	GH
GIP	GIBRALTAR POUND	GI
GRD	GREEK DRACHMA	GR
GTQ	GUATEMALA QUETZAL	GT
GNF	GUINEA FRANC	GN
GWP	GUINEA-BISSAU PESO	GW
GYD	GUYANA DOLLAR	GY
HTG	HAITI GOURDE	HT
HNL	HONDURAS LEMPIRA	HN
HKD	HONGKONG DOLLAR	HK
HUF	HUNGARIAN FORINT	HU
ISK	ICELAND KRONA	IS
INR	INDIAN RUPEE	IN

IDR	INDONESIAN RUPIAH	ID
IRR	IRANIAN RIAL	IR

IQD	IRAQI DINAR	IQ
IEP	IRISH POUNDS	IE
ILS	ISRAELI SHEKEL	IL
ITL	ITALIAN LIRA	IT
JMD	JAMAICAN DOLLAR	JM
JPY	JAPANESE YEN	JP
JOD	JORDANIAN DINAR	JO
KZT	KAZAKSTAN TENGE	KZ
KES	KENYAN SHILLING	KE
KPW	NORTH KOREAN WON	KP
KRW	SOUTH KOREAN WON	KR
KWD	KUWAITI DINAR	KW
KGS	KYRGYZSTAN SOM	KG
LAK	LAOS KIP	LA
LVL	LATVIAN LAT	LV
LBP	LEBANESE POUND	LB
LSL	LESOTHO LOTI	LS
LRD	LIBERIAN DOLLAR	LR
LYD	LIBYAN DINAR	LY
CHF	SWISS FRANC	LI
LTL	LITHUANIAN LITAS	LT
LUF	LUXEMBOURG FRANCS	LU
MOP	MACAU PATACA	MO
MKD	MACEDONIAN DENAR	MK

MGF	MALAGASSY FRANC	MG
MWK	MALAWIAN KWACHA	MW
MYR	MALAYSIAN RINGGIT	MY

MVR	MALDIVE RUFYAA	MV
MTL	MALTESE LIRA	MT
MRO	MAURITANIAN OUGUIYA	MR
MUR	MAURITIUS RUPEE	MU
MXN	MEXICAN PESO	MX
MDL	MOLDOVAN LEU	MD
MNT	MONGOLIAN TUGRIK	MN
MAD	MORACCAN DIRHAM	MA
MZM	MOZAMBIQUE METICAL	MZ
NMK	KYAT	MM
NAD	NAMIBIA DOLLAR	NA
NPR	NEPALESE RUPEE	NP
NLG	NETHERLANDS GUILDER	NL
ANG	NETHERLAND ANTILLIAN GUILDER AN	
NIO	NICARAGUAN CORDOBA ORO NI	
NGN	NIGERIAN NAIRA	NG
OMR	RIAL OMANIS	OM
PKR	PAKISTANI RUPEE	PK
PAB	PANAMAN BALBOA	PA
PGK	KINA	PG

PYG	PARAGUAY GUARANI	PY
PEN	PERUVIAN NUEVO SOL	PE
PHP	PHILLIPINES PESOS	PH
PLN	POLISH ZLOTY	PL
PTE	PORTUGUESE ESCUDO	PT
QAR	QATARI RIAL	QA

ROL	ROMANIAN LEU	RO
RUR	ROUBLE	RU
RWF	RWANDA FRANC	RW
SHP	ST. HELENA POUND	SH
WST	TALA	WS
STD	DOBRA	ST
SAR	SAUDI RIYAL	SA
SCR	SEYCHELLES RUPEE	SC
SLL	LEONE	SL
SGD	SINGAPORE DOLLAR	SG
SKK	SLOVAKI KORUNA	SK
SIT	SLOVENIAN TOLAR	SI
SBD	SOLOMAN ISLANDS DOLLAR	SB
SOS	SOMALI SHILLING	SO
ZAR	RAND	ZA
ESP	SPANISH PESETA	ES
LKR	SRI LANKA RUPEE	LK
SDD	SUDANESE DINAR	SD
SRG	SURINAME GUILDER	SR



SZL	LILANGENI	SZ
SEK	SWEDISH KRONA	SE
SYP	SYRIAN POUND	SY
TWD	NEW TAIWAN DOLLAR	TW
TJR	TAJIK ROUBLE	TJ
TZS	TANZANIAN SCHILLING	TZ
THB	THAI BAHTS	TH
TOP	PARANGA	TO
TTD	TRINIDAD&TOBAGO DOLLAR	TT
TND	TUNISIAN DINAR	TN
TRL	TURKISH LIRA	TR
TMM	TURKEMENI MANAT	TM
UGX	UGANDA SHILLING	UG
UAH	HRVYNIA	UA
AED	UAE DIRHAM	AE
GBP	POUND STERLING	GB
UYU	PESO	UY
UZS	UZBEKISTAN SUM	UZ
VUV	VATU	VU
VEB	VENEZUELAN BOLIVAR	VE
VND	VIETNAM DONG	VN
YER	YEMENI RIAL	YE
ZRN	ZAIRE	ZR
ZMK	KWACHA	ZM
ZWD	ZIMBABWE DOLLAR	ZW
EUR	EURO	EU

**APPENDIX-5 Unit  
Measurement Codes**

<b>UQC</b>	<b>UQC_DESC</b>	<b>TYPE</b>
BOX	BOX	M
BTL	BOTTLES	M
BUN	BUNCHES	M
CBM	CUBIC METER	V
CCM	CUBIC CENTIMETER	V
CMS	CENTIMETER	L
DOZ	DOZEN	M
DRM	DRUM	M
FTS	FEET	L
GGR	GREAT GROSS	M
GMS	GRAMS	W
GRS	GROSS	M
GYD	GROSS YARDS	L
KLR	KILOLITER	V
KME	KILOMETERS	L
LBS	POUNDS	W
LTR	LITERS	V
MTR	METER	L
MTS	METRIC TON	W
PAC	PACKS	M
QTL	QUINTAL	W
SET	SETS	M

SQF	SQUARE FEET	L
SQM	SQUARE METER	A

SQY	SQUARE YARDS	A
TON	GREAT BRITAIN TON	W
UNT	UNITS	M
UGS	US GALLONS	V
BKL	BUCKLES	M
THD	THOUSANDS	M
TBS	TABLETS	M
TUB	TUBES	M
PRS	PAIRS	M
ROL	ROLLS	M
YDS	YARDS	L
MGS	MILLI GRAMS	M
ODD	ODDS	
TOL	TOLA	
HKS	HANKS	
BOU	BOU	M
SDM	DECAMETER SQUARE	
VLS	Vials	M
BGS	BAGS	
CTN	CARTON	M
INC	INCHES	L
SHT	SHEETS	
SQI	SQUARE INCHES	
CIN	CUBIC INCHES	

BAG	BAG	
LOT	LOTS	
CQM	CUBIC METERS	
PCS	Pieces	
KGS	Kilograms	W
NOS	Numbers	W

**APPENDIX-6**

**Country Codes**

CNTRY	CNTRY NAME
CODEAD	ANDORRA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ANTIGUA
AI	ANGUILLA
AL	ALBANIA
AM	ARMENIA

AN	NETHERLANDS ANTILLES
AO	ANGOLA
AQ	ANTARTICA
AR	ARGENTINA
AS	AMERICAN SAMOA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA
AZ	AZARBAIJAN
BA	BOSNIA & HERZEGOVINA
BB	BARBADOS
BD	BANGLADESH
BE	BELGIUM
BF	BURKINA FASO
BG	BULGARIA
BH	BAHRAIN

BI	BURUNDI
BJ	BENIN
BM	BERMUDA
BN	BRUNEI
BO	BOLIVIA
BR	BRAZIL
BS	BAHAMAS
BT	BHUTAN
BV	BOUVET ISLAND
BW	BOTSWANA

BY	BELARUS
BZ	BELIZE
CA	CANADA
CC	COCOS (KEELING ISLANDS)
CF	CENTRAL AFRICAN REPUBLIC
CG	CONGO
CH	SWITZERLAND
CI	COTE D IVOIRE
CK	COOK ISLANDS
CL	CHILE
CM	CAMEROON
CN	CHINA
CO	COLOMBIA
CR	COSTA RICA
CU	CUBA
CV	CAPE VERDE ISLANDS
CX	CHRISTMAS ISLANDS

CY	CYPRUS
CZ	CZECH REPUBLIC
DE	GERMANY
DJ	DJIBOUTI
DK	DENMARK
DM	DOMINICA
DO	DOMINICAN REPUBLIC
DZ	ALGERIA

EC	ECUADOR
EE	ESTONIA
EG	EGYPT
EH	WESTERN SAHARA
ER	ERITREA
ES	SPAIN
ET	ETHIOPIA
FI	FINLAND
FJ	FIJI
FK	FALKLANDS ISLANDS
FM	MICRONESIA
FO	FAEROE ISLANDS
FR	FRANCE
GA	GABON
GB	UNITED KINGDOM
GD	GRENADA
GE	GEORGIA
GF	FRENCH GUYANA
GH	GHANA

GI	GIBRALTAR
GL	GREENLAND
GM	GAMBIA
GN	GUINEA
GP	GUADELOUPE
GQ	EQUATORIAL GUINEA

GR	GREECE
GT	GAUTEMALA
GU	GUAM
GW	GUINEA BISSAU
GY	GUYANA
HK	HONG KONG
HM	HEARD & MACDONALD ISLANDS
HN	HONDURAS
HR	CROATIA
HT	HAITI
HU	HUNGARY
ID	INDONESIA
IE	IRELAND
IL	ISRAEL
IN	INDIA
IO	BRITISH INDIAN OCEAN TERRITORY
IQ	IRAQ
IR	IRAN
IS	ICELAND
IT	ITALY
JM	JAMAICA

JO	JORDAN
JP	JAPAN
KE	KENYA
KG	KYRGHYSTAN



KH	CAMBODIA
KI	KIRIBATI
KM	COMOROS
KN	ST KITTS-NEVIS-ANGUILLA
KP	KOREA,DEMOCRATIC PEOPLE'S REPUBLIC OF
KR	KOREA,REPUBLIC OF
KW	KUWAIT
KY	CAYMAN ISLANDS
KZ	KAZAKISTAN
LA	LAO PEOPLE'S DEMOCRATIC REPUBLIC
LB	LEBANON
LC	ST LUCIA
LI	LIECHTENSTEIN
LK	SRI LANKA
LR	LIBERIA
LS	LESOTHO
LT	LITHUANIA
LU	LUXEMBOURG
LV	LATVIA
LY	LIBYAN ARAB REPUBLIC
MA	MOROCCO
MC	MONACO
MD	MOLDOVA, REPUBLIC OF
MG	MADAGASCAR
MH	MARSHALL ISLANDS

MK	MACEDONIA, THE FORMER YUGOSLAV REPUBLIC
ML	MALI
MM	MYANMAR
MN	MONGOLIA
MO	MACAO ISLANDS
MP	NORTHERN MARIANA ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MS	MONTSERRAT
MT	MALTA
MU	MAURITIUS
MV	MALDIVES
MW	MALAWI
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE
NA	NAMBIA
NC	NEW CALEDONIA
NE	NIGER
NF	NORFOLK ISLAND
NG	NIGERIA
NI	NICARAGUA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL

NR	NAURU
NU	NIUE ISLAND
NZ	NEW ZEALAND
OM	OMAN
PA	PANAMA
PE	PERU
PF	FRENCH POLYNESIA
PG	PAPUA NEW GUINEA
PH	PHILIPPINES
PK	PAKISTAN
PL	POLAND
PM	ST PIERRE & MIQUELON
PN	PITCAIRN ISLANDS
PR	PUERTO RICO
PT	PORTUGAL
PW	PALAU
PY	PARAGUAY
QA	QATAR
RE	REUNION
RO	ROMANIA
RU	RUSSIA
RW	RWANDA
SA	SAUDI ARABIA
SB	SOLOMON ISLANDS
SC	SEYCHELLES
SD	SUDAN

SE	SWEDEN
SG	SINGAPORE
SH	ST HELENA & ASCENSION ISLAND
SI	SLOVENIA
SJ	SVALBARD AND JAM MAYEN ISLANDS
SK	SLOVAK REPUBLIC
SL	SIERRA LEONA
SM	SAN MARINO
SN	SENEGAL
SO	SOMAALIA
SR	SURINAM
ST	SAO TOME AND PRINCIPE
SV	EL SALVADOR
SY	SYRIA
SZ	SWAZILAND
TC	TURKS & CAICOS ISLANDS
TD	CHAD
TF	FRENCH SOUTH & ANTARTIC TERR
TG	TOGO
TH	THAILAND
TJ	TAJKISTAN
TK	TOKELAU ISLAND
TM	TURKMENISTAN
TN	TUNISIA
TO	TONGA

TP	EAST TIMOR
TR	TURKEY
TT	TRINIDAD & TOBAGO
TV	TUVALU
TW	TAIWAN
TZ	TANZANIA
UA	UKRAINE
UG	UGANDA
UM	UNITED STATES MINOR OUTLYING ISLANDS
US	UNITED STATES
UY	URUGAY
UZ	UZBEKISTAN
VA	VATICAN CITY STATE (HOLY SEE)
VC	ST VINCENT
VE	VENEZUELA
VG	BRITISH VIRGIN ISLANDS
VI	US VIRGIN ISLANDS
VN	VIETNAM, DEMOCRATIC REP. OF
VU	VANUATU
WF	WALLIS AND FUTUNA ISLANDS
WS	SAMOA
YE	YEMEN, DEMOCRATIC
YU	YUGOSLAVIA
ZA	SOUTH AFRICA
ZM	ZAMBIA
ZR	ZAIRE



**APPENDIX 7**

**Scheme Codes**

- 1 Free shipping Bills involving remittance of foreign exchange.
- 2 Advance License with actual user condition.
- 3 Advance License with intermediate Suppliers.
- 4 Advance License.
- 5 Advance Release Order.
- 6 Advance License for Deemed Exports.
- 7 DEPB-Post Export.
- 8 DEPB-Pre Export.
- 9 Replenishment License.
- 10 Diamond Imprest License.
- 11 Bulk License
- 12 Confessional duty EPCG Scheme.
- 13 Zero Duty EPCG Scheme.
- 14 CCP.
- 15 Import License for restricted items of Imports.
- 16 Special Import License (SIL).
- 17 Export License.
- 18 Advance License for annual requirement.
- 19 Duty Free Replenishment Certificate (DFRC).
- 20 Drawback (DBK).
- 21 Jobbing (JBG) / EOU/EPZ/SEZ/EHTP/STP/ Duty free credit Certificate
- 25 DFIA

- 41 Drawback and Advance License
- 42 Drawback and DFRC
- 43 Drawback and Zero Duty EPCG
- 44 Drawback and Concessional Duty EPCG
- 45 Drawback and Pre-Export DEP B
- 46 Drawback and Post Export DEP B
- 47 Drawback and JBG
- 48 Drawback and Diamond Imprest License
- 49 Drawback and EOU/EPZ/SEZ
- 50 EPCG and Advance License
- 51 EPCG and DFRC
- 52 EPCG and JBG
- 53 EPCG and Diamond Imprest License
- 54 EPCG and Replenishment License
- 55 EPCG and DEP B (Post Exports)
- 56 EPCG and DEP B (Pre-Exports)
- 59 EPCG and DFIA
- 71 EPCG, Drawback and DEEC
- 72 EPCG, Drawback and DFRC
- 73 EPCG, Drawback and Jobbing
- 74 EPCG, Drawback and Diamond Imprest License
- 75 EPCG, Drawback and DEP B Post Export
- 76 EPCG, Drawback and DEP B (Pre-Exports)
- 79 EPCG, Drawback and DFIA



**ANNEXURES****ANNEXURE – A****LICENSE DATA ENTRY FROM***LICENSE MASTER DETAILS*

	EXIM SCHEME CODE	
	DGFT FILE NO. IN LICENSE	
	EXEMPN NOTFN. NO.	
	BASIS (QV- QTY /VALUE) (FOR ADVANCE LICENSE)	
	DEEC NO / DATE	
	ISSUED BY (DGFT CODE)	
	TRANSFERABLE (Y/N)	
	PORT OF REGISTRATION	
	LICENSE NO & DATE	
	RECEIPT NO (IF EXPORT'S PRIOR TO ISSUE OF LIC.	
	LICENSE EXPIRY DATE	
	IMPORT END DATE	
	EXPORT END DATE	
	LICENSE EXTENDED Y/N	
	LIC EXTEND DATE	
	IE – CODE	
	IE BRANCH CODE	

	EXPORTER TYPE	
	TOTAL FOB OF EXPORTS IN FOREIGN RUPEES	
	TOTAL FOB OF EXPORTS IN FOREIGN CURRENCY	
	F.C. CODE	
	TOTAL CIF IN RUPEES	
	TOTAL CIF IN FOREIGN CURRENCY	
	FC CODE	
	IO NORM	
	VALUE ADDITIONAL	
	LIMITING FACTORS – V/Q/B	
	CONDITION	
	EXPORT OBLIGATION COMPLETED (Y/N)	
	BOND NO .	

**ANNEXURE – B**

**IGM DETAILS**

Date .....

**SMTP. NO. :**

**IRM RTN. NO. &DATE :**

**VOYAGE NO. :**

**VESSEL NAME :**

**PORT OF DESTINATION :**

**SHIPPING LINE :**

**TRANSPORTER/CARRIER :**

**APPLICANT AGENCY :**

**LINE NO. :**

**CONT. NO. :**

Annexure for IGM

CARGO DECLARATION

(See Regulation 3 & 4)

Name of Shipping Line  
Prior/Final

Name of the Agent

.....  
.....

1) 1.Name of Shipping Line Voyage: 2. Port where report is  
3.Nationality of ship: 4. Name of Master 5. Port of loading

6. Line No. 7. Bill of 8. Number and 9. Marks and 10. Gross weight	
11. Description of	
loading no kind of package Number	Goods
12 Name of Consignee 13 Dt of presentation 14 Name of	
/Importer	of Bill of Entry Custom House
Agent	

15 Rotation No Year

Cash/Deposit W R No	No of Packages on wick duty collected or ware housed	(To be filled by Port Trust/Custodian) No of packages discharged
---------------------	--	---

Date and Signature by Master, Authorised Agent or Officer

ANNEXURE C

DECLARATION FOR FILING OF BILL OF ENTRY AT SERVICE CENTRE

1. (a) Customs Broker License No. : (b) Name  
:  
(c) Address of the Customs Broker :
  
2. Importer Particulars  
(a) Importer – Exporter Code (IEC) :  
(b) Branch Serial Number :  
(c) Name of the Importer :  
(d) Address :
  
3. Type of Importer (Tick) : (a) Government Departments (G)  
(b) Government Undertakings (U)  
(c) Diplomatic/UN and its Organisations (O)  
(d) Others (P)
  
4. Authorized Dealer Code of the bank :
  
5. Type of Bill of Entry :  
(A) (H) Home Consumption  
(W) Warehouse  
(X) Ex-bond : Warehouse B/E No. :  
Warehouse B/E Date :  
Warehouse Code :

Ex-Bond Release Details:

No.of Packages released	to be	
Package Code		
Gross weight		
Unit of Measurement		
Additional Charges, if any, for purchase on High Seas (HSS_Load) in INR		
Miscellaneous Load (in INR)		

(B)

(N) Normal Bill of Entry (after filing of IGM and after entry inward)

(P) Prior BE (after filing of IGM and before entry inward)

(A) Advance Bill of Entry (filed before filing of IGM and before entry inward)

(D) High Sea Sale (HSS) : Yes/No

If yes, high sea seller particulars-

(a) Importer – Exporter Code(IEC) :

(b) Branch Serial Number :

(c) Name of the high sea seller :

(d) Address :

(E) Section 46 (1) Proviso Case : Yes/No

If Yes, reasons :

6. Special requests, if any

(A) First Check requested : Yes/No

(B) Green Channel facility for clearance without examination requested : Yes/No

(C) Urgent clearance requested against temporary documentation (Kachcha B/E) : Yes/No

(D) Extension of time limit requested under Section 48 : Yes/No

If yes, reasons for late filing of BE :

7. Port of Shipment :

8. Country of Origin :

(If same for all goods of the consignment, otherwise declare at the item level at S.No.39)

9. Country of Consignment :

**IGM Details:**

10. Whether it is Transshipment Cargo (to Sea or ICD): Yes/No

11. Additional information for Transshipment Cargo (at Sea and ICDs)

a) Name of the gateway port :

b) Gateway IGM Number :

c) Date of entry inwards at gateway port :

12. (a) **Import General Manifest (IGM)**

No./Year :

(b) Date of entry inward :

13. (a) Master Airway Bill (MAWB) No./

**Airway Bill (MBL) No.** :

(b) Date :

14. (a) House Airway Bill No. (HAWB)/

House **Airway Bill (HBL) No.** :

(b) Date :

15. Marks & Numbers :

16. (a) Number of Packages :

(b) Type of Package : \_\_\_\_\_

17. (a) Gross Weight : \_\_\_\_\_

(b) Unit of weight : \_\_\_\_\_

18. Container details, (in case of clearance at ICDs and Sea Ports) wherever applicable

Container Number	Seal Number	FCL / LCL

**Bond Details:**

19. (a) Whether clearance of imported goods is sought against any type of Bond already registered with customs : Yes/No

(b) If YES, particulars of bond: \_\_\_\_\_

Type of Bond Bond Regn. No.

\_\_\_\_\_

- Warehousing (WH)
- 100% EOUs etc. (EO)
- Provisional Duty (PD)
- Job-work (JB)
- End Use Bond (EU)
- Undertaking (UT)
- Re-export Bond (RE)
- EPCG EC
- DEEC DE
- DFRC DE
- REPL DE

(c) Details of procurement certificate, if any, from GST/Central Excise Commissionerate.



(i) Certificate Number :

(ii) Date :

(iii) Location code of the GST/Central Excise Office issuing the Certificate

---

Commissionerate :

Division :

(d) Misc. Certificate No. :

Date:

Title & address of issuing Authority :

**Invoice Particulars:**

**20. For Ex-Bond B /E:**

Invoice Sl.No in Ex- Bond B/E	
-------------------------------	--

Whether Import under multiple invoices: Yes/No

If Yes, (a) No.of of Invoices :

(b) Total Freight :

(c) Total Insurance :

**Details of each Invoice:**

21. (a) Invoice number : (b) Date:

22. (a) Purchase Order Number : (b) Date:

23. (a) Contract Number : (b) Date:

24. (a) Letter of Credit (LC) Number : (b) Date:

**25. Supplier details:**

(a) Name of the supplier :

(b) Address :

(c) Country :

26. If supplier is not the seller,

(a) Name of the seller :

(b) Address :

(c) Country :

**27. Broker/Agent details:**

(a) Name of the Broker/agent :

(b) Address :

(c) Country :

**28. Nature of transaction (Tick)**

(a) Sale (S)

(b) Sale on Consignment basis (C)

(c) Hire (H)

(d) Rent (R)

(e) Replacement (P)

(f) Gift (G)

(g) Sample (M)

(h) Free of cost (F)

(i) Other (O)

**29. Terms of Payment (Tick) :**

(a) Letter of Credit (LC)

(b) Document Presentation (DP/DA)

(c) Site Draft (SD)

(d) Free of Charge (FOC)

(e) Others

**30. Conditions or restrictions, if any, attached to the sale :**

31. Method of valuation applicable :

32. (a) Invoice value : (b) Currency:

33. Terms of invoice (Tick) : (a) FOB (b) CIF  
(c) CI (d) CF

34. Freight, Insurance and other charges:

	Rate (%) <b>OR</b> Amount	Currency
--	---------------------------	----------

(a) Freight :

(b) Insurance :

(c) Loading, unloading and handling charges[ Rule 9(2)(b)]  
: 1%

(d) Other charges related to the carriage of goods (e.g. daughter vessel expenses, transit/ transshipment charges etc) :

35. Cost and services not included in the invoice value and other miscellaneous charges :

	Rate (%) <b>OR</b> Amount	Currency
--	---------------------------	----------

(a) Brokerage and commissions :

(b) Cost of containers :

(c) Cost of Packing :

(d) Dismantling, transport and handling charges at the country of export or any other country :

(e) Cost of goods and services supplied by buyer :

- (f) Documentation :
- (g) Country of Origin Certificate :
- (h) Royalties and license fees :
- (i) Value of proceeds which accrue to seller :
- (j) Cost of warranty services, if any, provided by the seller or on behalf of the seller :
- (k) Other costs or payments, if any, to satisfy the obligation of the seller :
- (l) Other charges and payments, if any :

36. Discount, if any : Yes/No

If yes, (a) Nature of Discount :

(b) Rate (%) or amount :

37. Additional charges, if any, for purchase : Rate (%) **OR** Amount (In Rs.) on high seas

38. Any other relevant information which has a bearing on value:

**39. Details of SVB loading wherever applicable (at Invoice level):**

(if same for all goods of the consignment, otherwise declare at the item level at S.No.39)

Whether the buyer & seller are related : Yes/No

If yes, whether relationship has been

examined earlier by SVB : Yes/No

If yes, (a) Ref. No :

(b) Date :

(c) Custom House :

(d) Load on : (A) Assessable value

(B) Duty

(C) Both

(e) Loading rate -----

Assessable Value      Duty

Rate in %age

(f) Provisional (P)/ Final (F) : -----

**40. Items of Import:**

**A. Detailed Description of Items:**

(1) Invoice Serial Number:

(2) Actual Invoice Number

Item S. No in Invoice	Item Description	Generic Description	Unit Price	Quantity	Unit of Quantity	Accessories, if any	Manufacturer's Name
1	2	3	4	5	6	7	8

Brand	Model/ Grade/ Specification	End use of the item	Country of Origin	Previous imports, if any				
				B/E No.	B/E Date	Unit Value	Currency	Custom House
9	10	11	12	13	14	15	16	17

**B. Classification Details:**

(1) Invoice Serial Number:

(2) Actual Invoice Number:

Item S.No in Invoice	Classification Details									
	RITC	CTH P[ref.] / S[td.]	CTH Notn./ Sl.No	CETH	CETH Notn./ Sl.No	Educational Certificates Notn./ Sl.No	SIA Notn./ Sl.No	SED Notn./ Sl.No	TTA Notn./ Sl.No	NCD Duty Notn./ Sl.No

1	2	3	4	5	6	7	8	9	10	11

<b>Anti-dumping Notifications</b>				<b>Tariff Value</b>		
Notn./ Sl.No	Item Sl.No In Notn.	Quantity	Supplier Sl.No	Notn.No	Sl.No of the item in the Notn.	Quantity
12	13	14	15	16	17	18

SAFTA Notn./ Sl.No	Health Notn./ Sl.No	Additional CVD Notn./Sl.No	Aggregate Notn./ Sl.No	Safeguard Duty Notn./ Sl.No	Re- Import Y/N	RSP Per Unit
19	20	21	22	23	24	25

<b>SVB Details</b>					
SVB Ref. No./	Date	Custom House	Load on Assessable Value	Load on Duty	Prov (P) / Final (F)
26	27	28	29	30	31

**Import License Details**

Exim scheme code, if any	Import against license Y/N	Para No./ Year of Exim Policy
32	33	34

**B.1 Details of Quantity where duty rates on unit of measurement different than in the Invoice:**

(1) Invoice Serial Number: (2) Actual Invoice Number

Item No.	CTH	QTY in KGS	QTY in SQM
(1)	(2)	(3)	(4)

**C. In case of re-import, Shipping Bill Details:**

(1) Invoice Serial Number (2) Actual Invoice Number

Item Sl.No In Invoice	Shipping Bill No.	Shipping Bill date	Port of Export	Invoice No. of Shipping Bill	Item Sl. No. in Shipping Bill
1	2	3	4	5	6

Notification No./ Notification Sl.No	Payments made for export on Pro-rata basis (In Rs.)		Calculated Customs Duty	Calculated Excise Duty
	Freight	Insurance		
7	8	9	10	11

**D. Details relating to duty Exemption based on Exim Schemes and License particulars.:**

(1) Invoice Serial Number (2) Actual Invoice Number

Item Sl.No in Invoice	Addl. Duty Exemption Requested Y/N	Notification / Sl.No.	License Regn. No.	License Regn. Date	Debit Value (Rs.)	Debit Qty.	Unit	Item Sl. No. in License
1	2	3	4	5	6	7	8	9

**E. Additional Duty under Section 3(3)**

(1) Invoice Serial Number

(2) Actual Invoice Number

Item Sl.No in Invoice	<u>Notification No. / Notification Sl. No.</u>	<u>Duty Type (E)</u>	<u>Additional DutyFlag (X)</u>

I enclose herewith the copies of following import documents:

(1) INVOICE

(2) PACKING LIST

**NOTE:** Where the Invoice contains more than one unit of item and more than one description of items, UNIT PRICE of each item shall be mandatory.

**DECLARATION:**

I certify that aforesaid declaration, the documents & the information contained therein is true and correct in all respects.

Signature:

Name of the Signatory:

Name of the Importer / Authorized Customs House Agent:

Date:



**ANNEXURE D**

**OUT GOING AND INCOMING R.A. DATA ENTRY**

1. Advance License/EPCG Reg No. ....Date.....
2. Advance License/EPCG No.....Date.....
3. IC Code No. : .....
4. Party Name : .....
5. TRA Quantity : .....
6. TRA Value: .....
7. Item Name & S. No. : .....
8. BG Debit Amount : .....
9. Bond Debit Amount : .....
10. RA Issue Port : .....
11. BE No. : .....

Signature Customs Broker/ Importer

**ANNEXURE 'E'**

DIRECTORY OF CODES FOR GOODS NOT LEVIABLE TO EXCISE DUTY UNDER THE GST/CENTRAL EXCISE  
TARIFF ACT, 1985

CODE	DESCRIPTION OF GOODS	AD.VAL RATE	SPEC. RATE	UQC FOR SPEC. RATE
	A. Goods leviable to excise duty under the Medicinal and Toilet Preparations (Excise duties) Act, 1955.			
	1. Allopathic Medicinal Preparations :			
	(i) Medicinal preparations containing alcohol which are not capable of being consumed as ordinary alcoholic beverages -			
001011	(a) Patent or proprietary medicines	20		
001012	(b) Others	20		
	(ii) Medicinal preparation containing alcohol which are not capable of being consumed as ordinary alcoholic beverages			
001013	(a) Medicinal preparations containing which contain known active ingredients in therapeutic quantities	20		
001014	(b) Others	20		
001015	(iii) Medicinal preparations not containing alcohol but containing narcotic drug or narcotic	20		
	2. Medicinal Preparations in Ayurvedic, Unani or other indigenous systems of medicine-			
001021	(i) Medicinal preparations containing self-generated alcohol which are not capable of being consumed as ordinary alcoholic beverages	4		

001022	(ii) Medicinal preparations containing self-generated alcohol which are capable of being consumed as ordinary alcoholic beverages	4		
001023	(iii) All other containing alcohol which are	4		

	prepared distillation or to which alcohol has been added			
001024	(iv) Medicinal preparations not containing alcohol but containing narcotic drug or narcotic	20		
111030	3. Homeopathic preparations containing alcohol	4		
	4. Toilet Preparations			
001040	Toilet preparations containing alcohol or narcotic drug or narcotic.	50		
CODE	DESCRIPTION OF GOODS	AD.VAL	SPEC.	UQC FOR
	Alcoholic Liquors for Human Consumption as			
	Goods of heading 220300 of Customs			
002011	Not exceeding US \$ 20 per case	150		
002012	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		
002013	Exceeding US \$ 40 per case	75		
	Goods of heading 220410 of Customs			
002111	Not exceeding US \$ 20 per case	150		
002112	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		
002113	Exceeding US \$ 40 per case	75		
	Goods of heading 220421 of Customs			
002211	Not exceeding US \$ 20 per case	150		
002212	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		
002213	Exceeding US \$ 40 per case	75		

002311	Goods of heading 220429 of Customs Not exceeding US \$ 20 per case	150		
002312	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		
002313	Exceeding US \$ 40 per case	75		
002411	Goods of heading 220430 of Customs Not exceeding US \$ 20 per case	150		
002412	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		

002413	Exceeding US \$ 40 per case	75		
002511	Goods of heading 220510 of Customs Tariff Act Not exceeding US \$ 20 per case -	150		
002512	Exceeding US \$ 20 but not exceeding US \$ 40 per	100		
002513	Exceeding US \$ 40 per case	75		
002611	Goods of heading 220590 of Customs Not exceeding US \$ 20 per case	150		
002612	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
002613	Exceeding US \$ 40 per case	75		
002711	Goods of heading 220600 of Customs Not exceeding US \$ 20 per case	150		
002712	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
002713	Exceeding US \$ 40 per case	75		
002811	Goods of heading 220820 of Customs Not exceeding US \$ 20 per case	150		
002812	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
002813	Exceeding US \$ 40 per case	75		
002911	Goods of heading 220830 of Customs Not exceeding US \$ 20 per case	150		
002912	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		

002913	Exceeding US \$ 40 per case	75		
003011	Goods of heading 220840 of Customs Not exceeding US \$ 20 per case	150		
003012	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
003013	Exceeding US \$ 40 per case	75		
003111	Goods of heading 220850 of Customs Not exceeding US \$ 20 per case	150		
003112	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
003113	Exceeding US \$ 40 per case	75		
003211	Goods of heading 220860 of Customs Not exceeding US \$ 20 per case	150		
003212	Exceeding US \$ 20 but not exceeding US \$ 40 per case	100		
003213	Exceeding US \$ 40 per case	75		
003311	Goods of heading 220870 of Customs Not exceeding US \$ 20 per case	150		
003312	Exceeding US \$ 20 but not exceeding US \$	100		
003313	Exceeding US \$ 40 per case	75		
003411	Goods of heading 220890 of Customs Not exceeding US \$ 20 per case	150		
003412	Exceeding US \$ 20 but not exceeding US \$	100		
003413	Exceeding US \$ 40 per case	75		
009000	C. All other goods, not leviable to any	00	00	-----

**Annexure – A (EXPORT)**

**DECLARATION FORM FOR EXPORT OF GOODS**

*To be Filled in by the Service Centre*

Date of Presentation		Job Number/Date	
Shipping Bill No.		Date	
		Signature	

*To be Filled in by the Exporter/Customs Broker*

*Master Details*

1	Customs Broker License Number		Name	
2	IEC Code Number		Name	
3	Exporter Address			
4	Exporter Type	[P] – Private _____	[G] – Government _____	
5	Merchant/ Manufacturer	[R] - Merchant _____	[F] - Manufacturer	<input type="checkbox"/>
6	Consignee Name			
7	Consignee Address			
8	Consignee Country			
9	Port of Destination			
10	Country of Final Destination			
11	State of Origin of Exported Goods			
12	EPZ/ICD Code			
13	Authorized Dealer (AD) Code			

14	RBI Waiver Number	
15	RBI Waiver Date	
16	Annexure C Parameters	Yes <input type="checkbox"/> No <input type="checkbox"/>

**17 Annexure C Particulars (Only to be filled for ICD/CFS & Sea Sites)**

a.Factory Stuffed (Y/N)

b.Sample Accompanied(Y/N):

c.Nature of Cargo:

d.Marks & Numbers:

e.Total No. of packages

f. No. of Loose packets

g. No. of Containers:

h. Gross Weight :

i. Net Weight :

j Unit of Measurement :

**k.Container Details (Valid, if Factory Stuffed)**

Container Number	Size	Excise Seal Number	Seal Date	Number of Packets Stuffed
1	2	3	4	5

**l. Packing Details**

Sr. No.	Packet Numbers		Type of Packets
	From	To	

--	--	--	--

m. Rotation Number:

n. Rotation Date :

**Note** : Columns 'm' & 'n' are valid only for Sea Customs Locations.

Invoice Details			
18	Invoice number		Date
19	Nature of Payment	[LC] Letter of Credit <input style="width: 40px; height: 20px;" type="checkbox"/> [DP] Direct Payment <input style="width: 40px; height: 20px;" type="checkbox"/>  [DA] Delivery against <input style="width: 40px; height: 20px;" type="checkbox"/> [AP] Advance <input style="width: 40px; height: 20px;" type="checkbox"/>  Acceptance <input style="width: 40px; height: 20px;" type="checkbox"/>  [NA] Not Applicable	
20	Period of Payment as per contract (in Days)		
21	Contract Number		
22	Whether Consignee and Buyer Same	Yes <input style="width: 30px; height: 20px;" type="checkbox"/>	No <input style="width: 30px; height: 20px;" type="checkbox"/>
23	If <b>NO</b> , Name & Address of Buyer		
24	Invoice Currency	<b>[Enter Exchange Rate Particulars in case of Non-Standard Currency at point 26]</b>	
25	Nature of Contract	<b>[1] - FOB [2] - CIF [3] - CF [4] – CI</b>	
<b><u>26 Charges</u></b>			
		<b>Rate</b>	<b>Currency</b>
		<b>Amount</b>	



Commission			
Discount on FOB Rate			
Packing & Misc. Charges			
Other Deductions			
Freight			
Insurance			

25	Whether the Unit Price Includes	[F] – Freight [B] – Freight & Insurance	[I] – Insurance [N] - None
----	---------------------------------	--	-------------------------------

**27 Exchange Rate Details for non-standard Currency**

Currency Code/Name	Unit in Rupees	Exchange Rate	Effective Date	Bank Name	Certificate Number	Certificate Date
1	2	3	4	5	6	7

**28. Item Wise Details (To be provided for each invoice separately)**

Item Sr. No.	RI TC Code	Description of Goods	Accessories, if any	Quantity	Accounting Unit	Item Rate	No. of Units	Accounting Unit For Rate	Present Market Value	Scheme Code	Category, if NFEI Exports	Whether Third Party Export (Y/N)
1	2	3	4	5	6	7	8	9	10	11	12	13

**Note :** Column 12 : whether third part export : Need to be provided for Scheme Codes involving DBK and DEPBB only. For the scheme code involving DEEC, EPCG, Job Work, DFRC etc. system would determine the third party export automatically.

**29. Drawback Particulars**

**30. DEEC/EPCG Licenses Particulars**

Invoice Serial Number	Item Serial Number	DEEC/EPCG Licenses Particulars					
		Registration Number	Serial Number in Part (E)	Serial Number in Part (C)	Quantity	Accounting Unit	Whether Indigenous / Imported
1	2	3	4	5	6	7	8

**31. DFRC Licenses Particulars**

Invoice	Item	DEEC/EPCG Licenses Particulars						
Serial Number	Serial Number	Registration Number	Standard IO Group Code	Standard IO Serial Number	Standard IO Norm Serial Number	Quantity	Accounting Unit	Whether Indigenous / Imported
1	2	3	4	5	6	7	8	9

**32 Post - export DEPBB Particulars**

Invoice Serial Number	Item Serial Number	DEPBB Details							
		Group Code	Item Code	Quantity	Accounting Unit	Parent DEPBB Details			
						Group Code	Item Code	Quantity	Accounting Unit

1	2	3	4	5	6	7	8	9	10

**33. Job Work Particulars**

Invoice Serial Number	Item Serial Number	Notification Number	Bill of Entry Particulars							
			BE Number	Date	BE Invoice Serial Number	Actual Invoice Number	Item Serial Number In invoice	Port Code, where imported	Quantity	Unit of Measurement
1	2	3	4	5	6	7	8	9	10	11

**34. Annexure C1 Particulars (Applicable to EOU/EPZ)**

Invoice	IEC	Annexure C1 Details								
Serial Number	Code	Examination Date	Division	Com mn.	Range	Examination Officer Name	Examination Officer Designation	Supervisor Officer Name	Supervisor Officer Designation	Seal Numbers Affixed on Packages
1	2	3	4	5	6	7	8	9	10	11

**35. Re-Export Particulars**

Serial Number	Re – Export Particulars			
1	Invoice Serial No. of SB			
2	Item Serial No. of SB			

3	BE Number			
4	BE Date			
5	Invoice No. of BE			
6	Item Serial No.			
7	Of BE Port Code			
8	Item Description			
9	As per BE Invoice Quantity Imported			
10	Unit of Measurement			
11	Assessable Value in (Rs)			
12	Total Duty Paid			
13	Duty Payment Date			
14	Quantity Exported			
15	Technical Details			
16	Other Identifying			
17	Parameters Whether against export			
18	Export Obligation			
19	Notification No. Drawback Amount Claimed			
20	Whether Item Unused(Y/N)			
21	Commissioner Permission(Y/N)			
22	Board Order Number			
23	Board Order Date			
24	Whether			

	MODVAT			
25	Whether MODVAT			

**36. Cess Particulars**

Invoice Serial Number	Item Serial Number	Cess Applicable (Y/N)	If Cess Applicable Cess Serial Number	Cess Quantity
1	2	3	4	5

**38. Third Party Exports**

Invoice Number	Item Serial Number	IE Code	Name of the Manufacturer	Branch Serial Number	Address
1	2	3	4	5	6

**Note:**

If the third party is also a regular exporter, IE Code and branch serial number as registered with DGFT has to be provided. Otherwise, name and address of the manufacturer is to be declared. **39.**

**AR4 Particulars**

Invoice Serial Number	Item Serial Number	AR4 Particulars					
		AR4 Number	AR4 Date	Commissionearate	Division	Range	Remarks
1	2	3	4	5	6	7	8

**40. Documents & Releasing Agencies Particulars**

Document Type (Q/I/L/C/O)	Document Description	Invoice Number	Item Number	Agency Code	Agency Name	Document Name
1	2	3	4	5	6	7

**41. Quota Allocation Particulars**

Invoice Serial Number	Item Serial Number	Agency	Allocation Serial Number Country Code/ Year/ Region Code/ Serial Number/ Category/ Quota or Non Quota Country/ Token #) Ex. - US/2/24/516690/0237/2/232039	Expiry Date
1	2	3	4	5

**DECLARATION**

I/We declare that the particulars given herein above are true and correct. I/We enclose herewith the copies of the following documents. (To be submitted with the export goods in the warehouse).I/We undertake to abide by the provisions of Foreign Exchange Management Act,1999, as amended from time to time, including realisation/repatriation of foreign exchange to/from India.

1. GR Declaration
2. DEEC Declaration
3. Invoice
4. Quota/Inspection Certificates
5. Others(Specify)

Name of the Exporter :		Name of Customs Broker :	
Designation		Designation	
		ID Card Number	

Dated : \_\_\_\_\_

Signature \_\_\_\_\_

**INSTRUCTIONS**

1. All entries should be made in CAPITAL letters.
2. Photocopies of the invoices have to be attached separately with declaration form for data entry.

**ANNEXURE B (EXPORT)**

FORM SDF

Shipping Bill No.....

Date.....

Declaration under Foreign Exchange Management Act, 1999

1 I/We hereby declare that I/We am/are the \*SELLER /CONSIGNOR of the goods in respect of which this declaration is made and that the particulars given in the Shipping Bill No dated are true and that -

a) \* the value as contracted with the buyer is same as the full export value declared in the above shipping bill

b) \* the full export value of the goods is not ascertainable at the time of export and that the value declared is that which I/We, having regard to the prevailing market conditions, expect to receive on the sale of goods in the overseas market.

2. I/We undertake that I/We will deliver to bank named herein ..... the foreign exchange representing the full export value of the goods on or before \_\_\_\_\_@ ..... in the manner prescribed in Rule 9 of the Foreign Exchange Regulation Rules, 1974.

3. I/We further declare that I/We am/are resident in India and I/We have a place of business in India.

4. I/We\* am/are OR am/are not in Caution List of the Reserve Bank of India.

Date.....

.....  
(Signature of Exporter)

Name.....

@ State appropriate date of delivery which must be the due date for payment of within six months from the data of shipment, whichever is earlier, but for exports to warehouses established outside India with permission of the Reserve Bank, the date of delivery must be within fifteen months.

\* Strike out whichever is not applicable.



**ANNEXURE - C (EXPORT)**

**Shipping Bill No.**

1. Master Airway Bill No.
2. Total Packets in Master Airway Bill 3.No.of Packets in the present consignment
4. House Airway Bill No.
5. (a) Seal No.  
(b) Name of the Agency
6. Marks & Nos
7. Nature of the Cargo (Boxes/cartons/packets etc.,)
8. Gross weight
9. Net weight
10. Unit Weight (KGs/Nosetc)
11. Packet Details

Group	From	To	Type (Boxes/Cartons)
1.			
2.			

12.Details of AR4, if any:

Sl. No.	AR4 No.	Date	Commissionrate	Division	Range	Remarks

13. (a) Nature of contact:      [1]FOB      [2]CIF      [3]CF      [4]CI

(b) Whether unit price includes:      [F] Freight      [I] Insurance  
    [B] Both Freight & Insurance      [OT] Others  
    [N] None

I/We declare that the particulars given herein are and true and correct.

Date:

Broker

Signature of the Customs  
Card No.

Goods arrived , verified the number of packages and numbers thereon and found to be as declared.

Date:

Name and Signature of PO/EO

**ANNEXURE - C1 (EXPORT)**

OFFICE OF THE SUPERINTENDENT OF GST/CENTRAL EXCISE

RANGE.....

DIVISION.....

COMMISSIONERATE.....

C. No.

Date

Shipping Bill No.

Date

EXAMINATION REPORT FOR FACTORY SEALED

PACKAGES/CONTAINER

1. Name of Exporter
2. a) IEC No.
- b) Branch code
- c) BIN (PAN based Business identification Number of the exporter)
3. Name of the manufacturer (if different from the exporter)
4. Factory address
5. Date of the examination
6. Name& destination of the examining officer-inspector /EO/PO
7. Name & destination of the supervising officer Appraiser/superintendent
8. (a) Name of commissionerate/Division/Range
- b) Local Code\*\*
9. Particulars of export invoice (a) Export invoice no.
- (b) Total No. of packages
- (c) Name and address of the consignee abroad
10. (a) Is the description of the goods ,the quality and their as per the particulars furnished in the export invoice?
- b) Whether sample is drawn for being forwarded to port of export?
- (c)if yes, the no.of seal of package containing the sample
11. GST/Central Excise/customs seal Nos.
- (a) For Non-contained cargo seal Nos No. of packages

(b) For Containerized cargo

Container number	Size	Seal No.	No. of packages stuffed in container
(1)	(2)	(3)	(4)

SIGNATURE OF EXPORTER

SIGNATURE OF  
INSPECTOR/EXAMINER

SIGNATURE OF APPRAISER  
/SUPERINTENDENT

**Annexure D (EXPORT)**

**DEEC/EPCG Licenses Particulars**

Invoice Serial Number	Item Serial Number	DEEC/EPCG Licenses Particulars					
		Registration Number	Serial Number in Part (E)	Serial Number in Part (C)	Quantity	Accounting Unit	Whether Indigenous / Imported
1	2	3	4	5	6	7	8

**31. DFRC Licenses Particulars**

Invoice Serial Number	Item Serial Number	DEEC/EPCG Licenses Particulars						
		Registration Number	Standard IO Group Code	Standard IO Serial Number	Standard IO Norm Serial Number	Quantity	Accounting Unit	Whether Indigenous / Imported
1	2	3	4	5	6	7	8	9

**32 Post - export DEPB Particulars**

Invoice Serial Number	Item Serial Number	DEPB Details							
		Group Code	Item Code	Quantity	Accounting Unit	Parent DEPB Details			
						Group Code	Item Code	Quantity	Accounting Unit
1	2	3	4	5	6	7	8	9	10

**ANNEXURE E (EXPORT)**

**Form of Certificate required to be obtained from the bank.**

**Name and Address of the Bank**

To

The Commissioner of Customs (Prev)

\_\_\_\_\_

Sir,

This to be certify that

**A)** M/s \_\_\_\_\_ (Name of the Exporter) having importer and exporter code number \_\_\_\_\_ (IEC Code no. issued by DGFT) is having an account (A/c No. \_\_\_\_\_ Name of A/c \_\_\_\_\_) in this branch of the bank and **B)** The branch Code of this branch is \_\_\_\_\_

Authorised Signatory

(Name and Designation)

Bank Stamp

**ANNEXURE F (EXPORT)**

**Bank Account Registration Form.**

I. E. C. No. \_\_\_\_\_

IFS Code : \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

Bank Name :-----

Bank Address:-----

(For Drawback Purpose)

-----<Bank Account Details for Foreign Exchange (FR) >-----

Bank A.D. Code: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_ IEC Account No: \_\_\_\_\_

**Annexure G (Export)**

PART-A

BANK ACCOUNT REGISTRATION FOR E-STR

I.E.C. Number: ..... IFS Code: .....

Bank Account Number: .....

Bank Name & Address: .....

.....

.....

Certificated from the bank

Certified that the above particulars are correct.

Signature

(Bank Branch Manager along with official seal)

PART-B

GST/ GST/Central Excise Registration Code Number

In case, Service Tax Refund (STR) is to be claimed electronically through ICES 1.5, on the basis of 'schedule of rates', please provide following details: GST/Central Excise Registration

Number.....

OR

Service Tax Code

Number.....

Declaration

I declare that the above particulars mentioned in Part A and B are correct.

Signature

Exporter/Authorized Representative