



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE

केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS

मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER

केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE

केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING

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Sub: Appointment of Nodal Officer for Thiruvananthapuram Customs Zone for facilitating Customs Clearance amidst the COVID-19 crisis-reg.

Attention of the Importers, Customs Brokers and all other Stakeholders is invited that the following officer has been appointed as the Nodal Officer in Thiruvananthapuram Customs Zone for facilitating Customs Clearance of Import Cargo, amidst the COVID-19 crisis.

Name	Designation	Office Address	E-mail ID	Contact Details	
				Mobile Number	Landline
Anwar Ali T.P	Additional Commissioner	O/o the Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone, C.R. Building, I.S. Press Road, Cochin-682018.	anwar.ali@gov.in cccochoin@nic.in	8920560781	0484-2706644

2. Any person seeking the details/status of their import cargo/parcel may kindly note that he/she should have the Bill of Entry (BE) number and Date with him/her while making the call so that it will help in tracking and facilitating the


consignment. Further, it may be noted that the following are the general documents required for filing of Bill of Entry (a statutory document to claim the goods/cargo imported);

- a. Commercial Invoice
- b. Packing list
- c. Airway Bill/Bill of Lading
- d. IEC code issued by DGFT (PAN is sufficient for personal Imports);
- e. Bank AD Code;
- f. GST registration number (not relevant for personal imports); and
- g. KYC from duly filled- only for first time importers.

3. A step-wise flowchart narrating the normal procedure for import clearance is also attached herewith for ready reference.

4. All the Trade Associations/Stakeholders are requested to bring the above facilitation measure to the notice of their members.

Encl.: As above.


3/4/22
(Shyam Raj Prasad)
Chief Commissioner

To

**All concerned
(as per mailing list)**

Flow Chart for Customs Clearance of Imported Goods

Prior BILL OF ENTRY (B/E)

Bill of Entry (B/E) can be filed in the Customs System even before arrival of goods at the port of import. Such B/E is called a Prior Bill of Entry. This offers a significant advantage because Customs processing and duty payment etc. can take place even before the actual arrival of goods. This helps in saving time and ensuring clearance of goods as soon as goods arrive. The Importer/Customs Broker (CB) needs to plan filing of prior B/E.

Role & Responsibility: Importer/Customs Broker (CB)

PROCEDURE FOR CLEARANCE OF IMPORTED GOODS

STEP 1

Confirm the arrival of goods at the port of import and take delivery order from the airlines/shipping lines. It is important for the Importer/Customs Broker (CB) to know the mode of shipment. If it is in Cargo Mode by Air, it will be dealt with by Custom House, Cochin (if it through Cochin International Airport) and by Commissioner of Customs (Preventive), Cochin (if it is through Thiruvananthapuram and Calicut International Airports). If it is in Courier mode, then by Custom House, Cochin (Cochin International Airport/PAD, Cochin). If it is in Cargo Mode by Sea, it will be dealt with by Custom House, Cochin and Commissioner of Customs (Preventive), Cochin (ICD, Kottayam).

Role and Responsibility: Airlines/Shipping Lines, Freight Forwarder and Importer/Customs Broker (CB).

STEP 2

Filing of B/E has to be ensured by the importers either on their own or through a Custom Broker of their choice. It is generally done online through ICEGATE Portal namely www.icegate.gov.in.

Role and Responsibility: Importer/Customs Broker(CB)

STEP 3

Processing of B/E by Customs System. Customs' role starts from this point only i.e., after the B/E is filed. Therefore Customs may be contacted with "**B/E number and date**" for tracking and expediting the clearance. The entire process of customs clearance is done electronically.

Role & Responsibility: Customs

STEP 4

As soon as the B/E is filed, it may be referred online by the Customs to Partner government Agency (PGA) like Drug Controller (ADC)/Animal Quarantine (AQ)/ Plant Quarantine (PQ)/Food Safety & Standards Authority of India (FSSAI) in case NOC is required from them. Therefore, it is very important to plan and understand in advance the requirement of such NOC. Customs Brokers (CB) are aware about such requirement. B/E is marked online to the respective PGA. NOC from applicable PGA will be required before goods can be released by Customs. Such NOC is given online by PGA directly and there is no role of Customs in it.

Role and Responsibility: Respective PGAs and Importer/Customs Broker (CB)

STEP 5

After Completion of the assessment the Importer/Customs Broker (CB) are required to register the goods. This can be done online through ICEGATE Portal www.icegate.gov.in

Role and Responsibility: Importer/Customs Broker (CB)

STEP 6

Duty Payment can be done by the Importer/Customs Broker (CB) even before the assessment is completed by Customs. It is important to understand that customs processing would continue, after Goods Registration, even if the duty has not been paid. But in order to ensure quick clearance the Importer/ Customs Broker (CB) should pay the duty even before the registration process is completed.

Role and Responsibility: Importer/Customs Broker (CB)

STEP 7

Customs will conduct examination if required and give Out of Charge (OOC) in case everything is in order. OOC signifies that the Customs process is complete and role of Customs ends at this stage. Importer/Customs Broker (CB) can check the status of OOC on ICEGATE Portal www.icegate.gov.in

Role and Responsibility: Customs

STEP 8

Generation of Gate Pass and Delivery of goods by the Custodian

Role and Responsibility : Custodian and Importer/Customs Broker (CB)

STEP 9

Transportation of Goods from the Port

Role and Responsibility: Importer/Customs Broker (CB)