



वित्त मंत्रालय / Ministry of Finance  
राजस्व विभाग / Department of Revenue  
सीमा शुल्क आयुक्त कार्यालय / Office of the Commissioner of Customs  
कस्टम हाउस, नयी हारबर एस्टेट / Custom House, New Harbour Estate  
तूतुकुडी - 628 004 / Thoothukudi - 628004.  
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**PUBLIC NOTICE NO. 17 /2016**

**Subject: Relaxation of Know Your Customer (KYC) norms – Reg.**

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Circular No. 13/2016 issued in File No.450/178/2015 – Cus.IV dated 26.04.2016 by Government of India, Ministry of Finance, Department of Revenue, New Delhi is enclosed for the guidance of the Importers, Clearing Agents and the Trading Public. The same is also available in the website [www.cbec.gov.in](http://www.cbec.gov.in)

  
के.सी.जोणी / (K.C. JOHNY)  
आयुक्त / COMMISSIONER

C.No.VIII/48/06/2016 – Cus. Pol.  
Customs Policy Section,  
Custom House, Tuticorin.

Date 11.05.2016

To  
As per Mailing List I, II and III.  
Notice Board  
EDI Section, Custom House, Tuticorin for uploading in the website

Copy submitted to: The Chief Commissioner of Customs (Preventive), Trichy.

F.No.450/178/2015-CUS-IV  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs

Dated: the 26th April, 2016

To,

All Principal Chief Commissioners/Chief Commissioners of Customs/Customs (Preventive),  
All Principal Chief Commissioners/Chief Commissioners of Customs & Central Excise,  
All Principal Commissioners/Commissioners of Customs/Customs (Preventive),  
All Principal Commissioners/Commissioners of Customs & Central Excise,

Sir/Madam,

**Subject: - Relaxation of Know Your Customer (KYC) norms**

Kind reference is invited to Board's Circular No. 07/2015 dated 12.02.2015 on the subject cited above wherein Board has relaxed KYC norms, which all the authorized courier companies were required to fulfill. Earlier two documents, one for proof of identity and other for proof of address, were required for KYC verification. However, said circular lays down that in case of an individual if any one document listed in the Board Circular No. 9/2010-Cus dated 08.04.2010 contains both proof of identity and proof of address; the same shall suffice for the purpose of KYC verification.

2. Representations have been received from the Express Industry Council of India highlighting problems being faced particularly in case of import consignments meant for an individual, where two documents, one for proof of identity and other for proof of address are required for KYC verification. Many a time, individuals possess proof of identity in the form of prescribed documents but the address mentioned in the document is not the address where the individual is staying. Individuals often find it difficult to produce present/current proof of address.
3. After examining the issue, Board has decided that in cases where the proof of present address is not available with the individual, the proof of identity collected at the time of delivery along with the address recorded for the delivery purpose by the courier companies would suffice for KYC verification. The courier company would keep a record of the address where the goods are delivered and the same would be treated as proof of address of the individual. However, courier companies must show due diligence in maintaining the records of proof of address. The above dispensation for proof of address would be available only in respect of individuals for import of documents, gifts/samples/low value dutiable consignments upto the maximum CIF value limit of Rs. 50000/-.
4. Suitable Public Notices may be issued by the jurisdictional Chief Commissioners.
5. Difficulty faced in this regard, if any, may be brought to the notice of the Board.

Yours faithfully,

(Zubair Riaz)  
Director (Customs)