



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE: NEW HARBOUR ESTATE: TUTICORIN-628 004.

Tel.No.0461 – 2352633 / 2352655 / 2354272 / 2352353
Fax No.0461 – 2352019 / 2352353

C.No.VIII/13/ 21 /2014-CBLR

Dated:24.06.2014

FACILITY INTIMATION No.: 07 /2014

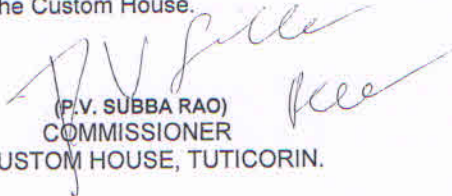
Sub: Procedure for renewal of Customs Broker Licence – reg.

Attention of all Customs Brokers is invited to provisions of Regulation 9 of Customs Broker Licensing Regulations 2013 for renewal of Customs Broker License and CBEC's circular 08/2014 dated 13th June 2014. In this regard, the following procedure has been prescribed for the renewal of Customs Broker License with immediate effect.

The application for the renewal of Customs Broker License should be submitted within 90 days prior to the date of expiry. The application for renewal shall be accompanied by the following documents.

- i) Declaration affirming that there was no change in the constitution / address of the Customs Broker; that there is no time expired / inoperative cards in Form G, H, etc., pending submission to the department; that accounts are being maintained as per Regulation 16 of CBLR 2013; that no judicial/quasi judicial cases are pending against them (If yes, the details and status of each pending case); and that no arrears are payable to the department.
- ii) Self-attested copy of Customs Broker's Licence in Form-B.
- iii) List of Photo Identity card holders in Form F/G/H with card number(s) and validity date(s).
- iv) Self-attested copy of valid Membership certificate issued by the Tuticorin Customs Brokers' Association.
- v) Self-attested PAN Card Copy in the name of the Customs Broker (Duly Attested / Notorised) if not given earlier.

Immediately after receipt of the complete set of documents, an antecedent verification will be conducted and after approval for the renewal of Customs Broker Licence is accorded by the Commissioner of Customs, the same shall be intimated to the Customs Broker concerned. This processing for renewal shall normally be completed within 30 working days from the date of receipt of complete application, if otherwise found in order. List of Custom Brokers whose request for renewal has been approved will be displayed on the Notice Board of the Custom House.


(P.V. SUBBA RAO)
COMMISSIONER
CUSTOM HOUSE, TUTICORIN.

To

As per Mailing List I, II and III.

Notice Board,

EDI Section, Custom House, Tuticorin for uploading in the website.