



MINISTRY OF FINANCE :: DEPARTMENT OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS
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C.No.VIII/48/127/2013-Cus. Pol.

Date: 03.07.2013

FACILITY INTIMATION NO. 09/2013-CUS.

Sub: Streamlining of work flow of Customs Brokers and concerned persons-compliance of requirement at Custom House/ ICD/CFS - Reg.

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Attention of Importers / Exporters / Customs Brokers (erstwhile Custom House Agents) / Custodians and other concerned is hereby drawn to the Customs Brokers Licensing Regulations 2013 issued vide Notification No. 65/2013-Cus (Non-tariff) dated 21.06.2013, under which the responsibility of various persons dealing with Customs Department related to import and export goods have been enumerated.

In order to streamline and strengthen the work flow on account of heightened security atmosphere in the recent past, the following compliance requirements are laid down for strict implementation by all concerned.

Sl. No.	Work Profile	Compliance Required	Remarks
1.	Local IGM /EGM entry checklist signing / IGM/EGM submission by Shipping / Steamer Agents in the Service Centre	Shipping / Steamer Agents and their Agents to nominate specific personnel and get their identities counter signed by nominated Customs Officer. To be renewed every year and to surrender on exit from the company.	To be produced at Service Centre on demand and CMC to permit submission of documents only by the Customs Authorized firms.
2	Annexures submission for BE/SB in Service Centre by Customs Brokers	The Annexures are to be signed by only 'F' / 'G' Card Holders who are also authorized signatory of the Customs Brokers. The authorized signatory must mention his/her name and card no. below the signature.	Service centre to accept documents signed by 'F' / 'G' Card Holders who are also authorized signatory of the Customs Brokers even if carried by H card holders. Floppies can be accepted from the H card holders after verification of the 'H' Card.
3.	Checklist sign off and BE/SB submission in Service Centre by Customs Brokers	The Checklist to be signed by only 'F' / 'G' Card Holders who are also authorized signatory of the Customs Brokers. The authorized signatory must mention his/her name and card no. below the signature.	Service centre to accept checklist signed by 'F' / 'G' Card Holders who are also authorized signatory of the Customs Brokers.
4.	Query reply, amendment filing, sample drawing, production of catalogues, technical write-ups and other assessment clarifications by Customs Brokers	The query print out / amendment request to be signed by only 'F' / 'G' Card Holders who are also authorized signatory of the Customs Brokers. The authorized signatory must mention his/her name and card no. below the signature and the query reply etc.	The Customs officer should verify and also record in the system (under Dept. comments) the name and card no. of the Customs Brokers who attended to the said work.
5.	Bond / securities (BGs) registration, Licenses management, TRA, etc., by Customs Brokers	'F' / 'G' / 'H' card holders	The Customs Officers attending to the said work to necessarily record the name and card no. of the Customs Brokers in the registers.

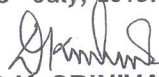
6.	Print out of first copy of BE/SB, examination order, TR6 Challan, etc., by Customs Brokers in the Service Centre	'F' / 'G' / 'H' card holders.	CMC staffs necessarily have to record the name and card no. of the Customs Brokers in the registers, after seeing the card and should not permit the Customs Broker to write the card no. himself.
7.	Goods registration of BEs after payment of duty / assessments by Customs Brokers in the Shed.	'F' / 'G' / 'H' card holders.	The Customs Officers attending to the said work should get an acknowledgement of the same in the BE Register.
8.	Examination of goods by the Customs Brokers in the Shed.	'F' / 'G' card holders who are also authorised signatories and H card holders who are holding H card for 2 years.	Customs Officers conducting the examination must record the name and card no. of the Customs Broker in the system (Dept. Comments).
9.	Out of Charge (OOC) / Let export order(LEO)	'F' / 'G' card holders who are also authorised signatories and H card holders who are holding H card at least for 2 years.	Customs Officers giving OOC/ LEO must record the name and card no. of the Customs Broker in the system (Dept. Comments).
10.	Printing of second and third copy of BEs and OOC orders and sign off and handing over the original documents (docket) by Customs Brokers in the Shed.	'F' / 'G' card holders who are also authorised signatories. The authorized signatory must mention his/her name and card no. below the signature in the BE, Check list, etc.,	Customs officers collecting the original documents (docket) should permit only 'F' / 'G' card holders to handle final BE documents printed in the Shed and ensure that the authorized signatory signs and also mentions the name and card no. in the BE and other documents.
11.	Handing over the consignment by the Custodian	'F' / 'G' / 'H' card holders.	Custodian must verify the cards and record the name & card no. of the Customs Broker on the Gate pass and custodian's computerized system for to whom they have handed over the goods.

The Customs Brokers must produce the authorization from the Importers / Exporters whenever required by the Customs Officers. Correspondences of the Customs Brokers with the Customs Department, Custodians, Shipping / Steamer Agents, freight forwarders etc., regarding Imports/Exports clearances shall be made by the Authorized signatory or Directors or Proprietors only. Their names and designation shall be clearly mentioned on the correspondences invariably along with their Card No. However, it is emphasized that persons who have passed the examination under Regulation 6 ('F' card holders) or Regulation 17 (3) ('G' card holders) shall only be authorized to sign the declarations on the Bills of Entry, Shipping Bills, Annexures thereof as per Regulation 17.(5) of Customs Brokers Regulations, 2013.

This work flow is applicable for clearance of import /export cargo by the Customs Brokers and not by the importers/ exporters themselves.

For any difficulties in implementation of the same and suggestion in this regard may kindly be brought to the notice of the undersigned.

The above procedure shall come into effect with effect from 3rd July, 2013.


(D.K. SRINIVAS)
COMMISSIONER

Copy submitted to the Chief Commissioner (Preventive), Trichy.

- To
1. The Additional Commissioner of Customs, Custom House, Tuticorin.
 2. All Assistant Commissioners of Custom House, Tuticorin.
 3. Mailing List I & II.
 4. The President, Customs Brokers (erstwhile CHA) Employees Association, Tuticorin.
 5. All Custodians of CFS / ICD

Sl. No. 3 & 4 are requested to instruct the Customs Brokers to strictly adhere to the above guidelines.

