


OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE: NEW HARBOUR ESTATE: TUTICORIN 628 004.
Fax: 0461 – 2352019 / 2352353 / 2352537 / 2353000

C.No.VIII/13/45/2006-CHA(vol-I)

Dated: 9 .01.2008

PUBLIC NOTICE NO. 1 /2008

Attention is invited to Regulation-3 of Customs House Agents Licensing Regulation,2004 whereby it is specified that no license under these regulations shall be required by :

- a) an importer or exporter transacting any business at a Customs Station solely on his own account.
- b) Any employee of any person or a firm transacting business generally on behalf of such person or firm or
- c) An agent employed for one or more vessels in order solely to enter or clear such vessels for work incidental to his employment as such agent

2. All the importers/exporters shipping agents are hereby informed that those who are willing to transact their business i.e. clearance of import/export consignment on "Self" basis should apply for Customs passes for their proprietor / partners / directors employee who will regularly be visiting Customs Stations.

3. The applications should be filled up in the prescribed format as per **Annexure-I** duly signed by the proprietor / working partners /managing directors / executive director company secretary.

4. The Customs passes shall be issued in favour of person who are the regular and permanent employee of the concern / company / firm. It is further clarified that Customs passes will not be issued to temporary / probationary employee.

5. The following documents are required to be submitted along with the application.

- i) In case of proprietary concern, an affidavit on Rs.20/- stamp Paper regarding declaration of proprietorship duly notarized (**Annexure-II**) and also a copy of the Shop & Establishment Certificate or Sales Tax Registration Certificate or Business Identification Number Certificate or Industrial License duly notarized and in case of a partnership firm. Photocopy of the Partnership Deed duly notarized in case of a company, a copy of Memorandum & Article of Association duly notarized.
- ii) Copy of RBI code Certificate / Copy of Import Export Code Certificate duly attested by a Gazetted Officer.
- iii) Attestation forms in duplicate duly filled in and signed by the employee and employer (**Annexure-III**)
- iv) Copy of S.S.C. or equivalent Govt. recognized board certificate (such as State Board, CBSE, ICSE Certificate etc...) duly attested by a Gazetted officer.
- v) Appointment letter.
- vi) Residential proof duly attested by a Gazetted officer.

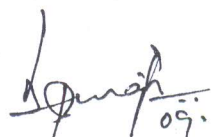
(vii) List of customs pass holders

- viii) Copies of past B/E or S/Bs if any.
- ix) Statement of volume of business for the last two years.
Year No. of Documents handled Value in (Rs)
- x) For power of attorney holders, a bond on Rs.100/- stamp paper duly notarised as per **Annexure-IV** and the specimen signature of the person granting the power of attorney and the attorney holder should be duly attested by the Scheduled Bank.

6. Further, all the importers / exporters are hereby informed that those who are clearing their consignments through Custom House. Agents and intend to do post shipment work like submission / receiving of DEPB Licence in DEPB verification Section, work related to Drawback Section etc. on "self" basis are not required to possess custom passes. They can do such work on their company's Identity Card and / or company's authority letter in favour of bonafide employee. The application for issue of fresh Customs passes may be filed with the **Assistant Commissioner of Customs (CHA), Custom House, Tuticorin.**

7. The Customs passes issued as per this Public Notice shall be valid for a period of **two years** from the date of issue or until it is surrendered whichever is earlier and shall be renewed further for a period of **two years** each time on the request of the employer.

8. This Public Notice shall come in to force with effect from 21.01.2008.


09.01.2008
(D.P.SINGH)
COMMISSIONER

Copy forwarded for information and necessary action to:-

- CHA.
1. All Trade representatives / Associations.
 2. Notice Board
 3. Guard file.


DESPATCHED

next - o/c

ANNEXURE - I

The Commissioner of Customs (CHA),
Custom House,

Affix recent
passport size
photograph

Sir,

Sub Issue of Customs Identity Card to
(1)
(2)

I/We introduce myself/ourselves as Importers/Exporters of _____ and is/are engaged in the work of import/export for the period of last _____ years. I/We intend to attend the clearance of our consignment work myself/ourselves.

Shri _____ is a bonafide permanent employee of this concern/firm/company w.e.f. _____. Kindly issue customs identity card in favour of me/my employee as stated above

I/We hereby authorise my aforesaid employee to transact business in Custom House and docks on behalf of concern/firm/company.

Shri _____ is a full time bonafide permanent employee and his salary is paid by me/us.

To the best of my/our knowledge he has not been convicted for any offence so far.

I/We undertake to hold ourselves responsible for any act or omission on the part of the aforesaid employee.

I/We undertake to surrender the custom Identity card of the aforesaid employee as soon as he ceases to be in my/our employment.

As per Public Notice No _____ dated _____ the requisite documents are submitted herewith.

The following documents are enclosed alongwith documents:

- 1 In case of proprietary concern, an affidavit on Rs.20/- stamp paper regarding declaration of proprietorship duly notarised (Annexure-II) and also a copy of the Shop & Establishment Certificate or Sales Tax Registration Certificate or Industrial licence duly notarised. In case of a partnership firm, photocopy of the Partnership Deed duly notarised is required. In case of a company, a copy of Memorandum & Article of Association, duly notarized, will have to be submitted. The BIN/IEC No should be indicated and if the IEC No. is not found in the IEC directory of EDI system, passes shall not be issued.

- 2 Copy of R B I Code certificate/copy of Import Export Code certificate/Chennai Port Trust Registration Certificate duly attested by a Gazetted officer.
- 3 Attestation forms in duplicate duly filled in
- 4 Educational Qualification Certificate duly attested by a Gazetted Officer only.
- 5 Appointment letter
- 6 Residential proof.
- 7 Copies of past B/E or S/B, if any.
- 8 List of customs pass holders.
- 9 Volume of business for the last two years

<u>Year</u>	<u>No. of Documents handled</u>
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10. Six Photographs

DECLARATION OF THE EMPLOYEE

I declare that i do not hold any Customs Identity Card at present. I certify that information filled in attestation Form by me is correct and complete to the best of my knowledge and belief

NAME & SIGNATURE OF THE EMPLOYEE

I declare that I/my abovementioned employee 'are/is having knowledge of customs laws/Tariff/procedure etc.

I/We certify that information filled in Attestation Form by the employee is correct and complete to the best of my knowledge and belief.

Yours faithfully,

(Shri.....)
Proprietor/Partner/Managing Director.

ANNEXURE - II

AFFIDAVIT

I, _____, aged _____ years, Indian Hindu,
residing at _____, do hereby state and
declare on the solemn affirmation as under:

I say that I am the sole Proprietor of M/s. _____, having office
at _____ and carrying on the Export/Import business of general
merchandise for the last two years. We now wish to do the clearing on self basis of our
Export and Import.

I am making this Affidavit for carrying on the business in Customs, Port and
Docks of _____ and I do hereby request your good offices to
issue customs pass in the name of _____, the Proprietor of the concern
residing at the above mentioned address on the strength of this Affidavit.

I hereby certify that, whatever stated above is true and correct.

Solemnly affirmed at Chennai on

This _____ day of _____ 2002

Signature of the Proprietor

Explained and identified by me.

ATTESTATION FORM

ANNEXURE - III

**Affix recent
Passport size
photograph**

WARNING:

The furnishing of false information or suppression of any factual information in the Attestation Form would disqualify the candidate for issue of Custom Pass. If the fact that the false information has been furnished or there has been suppression of any information in the Attestation Form and if the same comes to notice at any time, his pass would be liable to be withdrawn in addition to any other action that may be taken as per the law in force.

	SURNAME	NAME								
1. Name in full (in block capitals with aliases) if any. (please indicate if you have added or dropped at any stage any part of your name or surname)										
2. Present address in full (i.e. village, Thana and District or house number, lane/street/road and town)										
3. (a) Permanent address in full (i.e. village, Thana and District or house number, lane/street/road and town) (b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union										
4. Particulars of Places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. (in case of any applicant who is a Pakistani) particulars of all places where candidate has resided for more than one year)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">From</th> <th style="width: 15%;">To</th> <th style="width: 30%;">Residential address in full (i.e. village, Thanas and District or House Number Lane/Street/Road and town</th> <th style="width: 35%;">Name of the Dist. Head Quarters of the place mentioned in the preceding column</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	From	To	Residential address in full (i.e. village, Thanas and District or House Number Lane/Street/Road and town	Name of the Dist. Head Quarters of the place mentioned in the preceding column						
From	To	Residential address in full (i.e. village, Thanas and District or House Number Lane/Street/Road and town	Name of the Dist. Head Quarters of the place mentioned in the preceding column							
5. Father's name in full with aliases, if any.										
6. If you have at any time, been employed, give details										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Designation of post held or Description of work</th> <th style="width: 20%;">period From To</th> <th style="width: 25%;">Full address of Office firm, or institution</th> <th style="width: 25%;">Reason of leaving the service</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Designation of post held or Description of work	period From To	Full address of Office firm, or institution	Reason of leaving the service						
Designation of post held or Description of work	period From To	Full address of Office firm, or institution	Reason of leaving the service							

7 Have you even been prosecuted, kept under detention or bound down/fined convicted by a court of law of any offences?

Is any case pending against you in any Court of law at the time of filling up This attention form?

If the answer is "Yes" full particulars of the case, detention, fine conviction sentence, etc should be given.

8 I certify that foregoing information is correct and complete to the best of my knowledge and belief.

Age of the candidate

Signature of the candidate
Date

9 I/We certify that information filled in Attestation form by the employee is correct and complete to the best of my knowledge and belief

Name/Signature/Stamp
Proprietor/Partner/Managing Director

(To be filled by the Officer)

Name
Full address

Designation of the Customs Pass issuing authority.

To be typed on Stamp Paper of Rs 100.00 and
Attested by Notary Public

POWER OF ATTORNEY

I/We, the under signed (1) (2)
(3) Proprietor/Partner/Director of
M/s

WHEREAS, I/We am/are desirous of appointing Shri of
Chennai & Indian inhabitant to be our true & lawful Attorney for my/our firm,
M/s
& on behalf of the said firm or other to do, execute and perform the following acts, and
deeds, matters & things

NOW KNOW THAT I/We, the said partner/proprietor/director of
M/s
Hereby nominate, constitute and appoint the said Shri
(hereinafter called the Attorney) to be true and lawful Attorney of the firm
M/s
& in the name of & on behalf of the firm or otherwise to execute and perform the
following matters & things on behalf of the firm, this is:-

- 1) To sign on behalf of the firm all the documents such as Bills of Entry, Shipping Bills for ship store supply letters to various departments of the Custom House and all other documents required on that behalf
- 2) To appear on behalf of the firm before the officers and authorities appointed under the Customs Act, 1962 (52 of 1962)
- 3) Generally acts and perform all acts, deeds, matters & things necessary and convenient for all or any other purpose aforesaid and for giving full effect to the authorities herein before contained as fully & effectually as I/We as proprietor/partners/directors of the said firm could do
- 4) To do all other acts and things which may be necessary to be done for rendering these presents valid and effect usually to all intents and purposes according to the laws and Customs of India. And hereby agree to rectify and confirm whosoever the said Attorney shall do in the premises by virtue of these presents.

IN WITNESS WHEREOF I/We hereunto set my hands at Chennai this Day
of, 2002

Signature of Partner/Proprietor/Director

SIGNED AND DELIVERED BY)
the with in named proprietor/)
partner/director)
Shri

Specimen signature of Employee