



MINISTRY OF FINANCE :: DEPARTMENT OF REVENUE

OFFICE OF THE COMMISSIONER OF CUSTOMS
Custom House, New Harbour Estate, Tuticorin – 628 004
Tel: (0461) 2352655, 2352633 / Fax: 2352019

C.No. VIII/48/10/2021 (UB)

Date: .05.2022

OFFICE ORDER NO.04/2022

In continuation of Office Order No.03/2022, dated 19.01.2022, the following Officers are nominated to Special Team to Supervise UB examination.

Sl.No.	Name of the Officers S/Shri.	Designation
1.	M.Backianathan	Superintendent
2.	Jugal Kishore Sharma	Superintendent
3.	P.Rajkumar	Superintendent
4.	Saroj Kumar Parmanik	Inspector
5.	R.Aravindan	Inspector

One Superintendent and One Inspector from the above will be attending the supervisory work on rotational basis every month.

Procedure to be adopted by the Special Team / UB Officers.

- (i) The UB examination officer needs to ensure that all such containers which are filed under UB has to be scanned at CSD before cutting the seal of such containers. The scanning report and picture to be examined by the Special Team and placed in file with comments.
- (ii) The Passenger who wishes to clear the baggage under UB has to present himself before the UB officers and Special team and needs to fill the Questionnaire in the enclosed Annexure-A and submit the filled form to the Special Team and UB officers, in addition, to the usual declaration given to the UB examination officer.
- (iii) The UB examination officer would de-stuff the cargo from the container and physically examined 100% of the cargo (by thoroughly examining the contents of the declaration given as per detailed Packing List). The UB examining team would then prepare the detailed inventory of the items brought under UB and also classify the goods which clearly fall under UB and also classify the goods which clearly fall under the category of Personal effects and those which does not fall under the said category would be inventorised separately. Also, it may be ensured

as to whether the weight of the individual items tally with the weight mentioned in the Bill of Lading and the Team should comments on any discrepancy.

- (iv) The special team during the examination would supervise the examination of the UB and may time to time instruct the examining officers, wherever required.

- (v) SCN to be issued compulsorily in case of non-bonafide baggage:

If upon during examination, the goods are found to be other than personal effects and household goods of the passenger and his family and are in commercial nature and quantity, belonging to more than one pax (as in the case of door-to-door delivery), then show cause notice shall be issued as per Board's circular No.35/2007-Cus, dated 28.09.2007. Show Cause Notice so issued shall mention the omissions and commissions of the passenger, section/rules/acts contravened and proper invocation of penalty under section 112 and section 114AA of the Customs Act, 1962.

- (vi) As per Regulation No.10 (d) of the Customs Brokers Licensing Regulations, 2018, a Custom Broker is obliged to advise his client to comply with the provisions of the Act and in case of non-compliance, shall bring the matter to the notice of the Deputy Commissioner/Assistant Commissioner of Customs as the case may be of the concerned port. He is also supposed to follow the KYC norms and know the nature and description of the goods along with the quantity and value. Further, as per Regulation No.10(n), the Customs Broker is obliged to discharge his duties as a Customs Broker efficiently. If the UB does not fit under the category of "bonafide baggage" i.e., personal effects and household goods of the passenger and his family, then Customs Brokers shall also be made party in the SCN for penal proceedings.

- (vii) A monthly report may be prepared and submitted to the Commissioner and Chief Commissioner.


(M.KANNAN)

ASSISTANT COMMISSIONER (SIIB)

Copy to the Individual.

Copy Submitted to The Assistant Commissioner of Customs,
EDI Section, Custom House, Tuticorin.