



भारत सरकार / Government of India

वित्त मंत्रालय : राजस्व विभाग / Ministry of Finance : Department of Revenue

सीमा शुल्क आयुक्त का कार्यालय, **OFFICE OF THE COMMISSIONER OF CUSTOMS**

सीमा शुल्क गृह CUSTOM HOUSE, नयी हार्बर एस्टेट NEW HARBOUR ESTATE, तुतीकोरिन- TUTICORIN -628004

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C.No.VIII/13/14/2016-IG

Dated: 01.03.2016

Public Notice No. 05 /2016

Sub:- Customs- Issue / Renewal of Steamer Agents / Shipping Agency Registration – Regarding.

Attention of Trade is invited to the Board's Circulars 110/2003-Cus dated 22.12.2003 and 15/2004 dated 16.02.2004. It is proposed to Streamline the procedure of Registration and renewal of registration for Shipping Agents/Steamer Agents of Custom House, Tuticorin. Attention is also invited to Notification No's 111/2003 Customs (NT), 112/2003 Cus.(NT), 113/2003 Cus. (NT) all dated 19.12.2003 and Notification No.17/2004 Cus.(NT) dated 16.02.2004.

2. As per CBEC Circular No.30/2004 dated 16.04.2004, for registration, Steamer Agents (SA) are required to submit application in Annexure 'A' which contains the information prescribed as per the Form 'V' and Form 'VI' of the Import Manifest (Aircraft) Regulations, 1976 and Import Manifest (Vessel) Regulations, 1971 respectively for capturing the details in the EDI system.

3. The procedure of issue / renewal of registration are furnished as under.

A. **Issue of new registration:-** The following documents are required to be submitted while applying for new registration.

(i) Request letter ;

- (ii) Application in Annexure –A as per CBEC circular No.30/2004 Cus. Dated 16.04.2004 ;
- (iii) Certificate of registration of firm ;
- (iv) Partnership deed / constitution of firm duly attested/Memorandum of Association (notarized) ;
- (v) Fixed Deposit Receipt of Rs.1,00,000/- (Rupees One lakh only) from a nationalized Bank to be executed in favour of Commissioner of Customs, Custom House, Tuticorin ;
- (vi) Solvency certificate for Rs.1,00,000/- (Rupees One lakh only) from a nationalized bank to be executed in favour of Commissioner of Customs, Custom House, Tuticorin ;
- (vii) Standard Guarantee bond under Sec.41,42 & 97 (2) of Customs Act, 1962 ;
- (viii) Names, addresses, Income Tax PAN and Telephone numbers of partners, persons authorized to sign Customs documents and in the case of private limited Companies, the Managing Director, Chairman, Directors and other employees who will be visiting the vessels ;
- (ix) Power of attorney duly notarized ;
- (x) Particulars of bankers ;
- (xi) Particulars of bankers name and address of local scheduled bank, type of account along with a letter from the banker that they are their banker and confirming that they are maintaining the account satisfactorily with them.
- (xii) Letter agreeing to intimate any change in the constitution of the firm within one month of such change and that they seek fresh registration on such a occasion ;
- (xiii) Local office lease agreement duly notarized ;
- (xiv) Income Tax returns of the Directors / Partners / Company for the past 3 years ;
- (xv) Service Tax returns if any of the firm / Company for the past 3 years ;

- (xvi) Letter from the Principal / Ship Owner / Charters appointing them as their local Steamer Agent and as and when a new liner appoints them as Agents, they have to inform the same to Assistant / Deputy Commissioner along with intimation to this office ;
- (xvii) Copy / Copies of the Steamer Agency registrations at other ports with their registration numbers registered with the EDI Department of the Custom House concerned ;
- (xviii) Address and details of Head Office & branch


In case of new / fresh applicants, the registration would be valid for a period of 3 years and subsequent renewal of the registration will be once in every 3 years.

B. Renewal of registration:- The Agent should apply for renewal at least one month before the expiry of existing license with the following documents

- (i) Existing fixed deposit receipt along with a Solvency certificate for Rs.1,00,000/- (Rupees One lakh only) from a nationalized bank
- (ii) Fresh standard guarantee bond under Sec.41, 42 and 97(2) of Customs Act.

It is also informed that the above requirements are same for Console Agents (CN) and Shipping line (SL).

Difficulties if any may be brought to the notice of the undersigned.


(K. C. JOHNY)
COMMISSIONER

To

As per mailing list I, II & III

Notice Board

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

Copy submitted to:

The Chief Commissioner of Customs (Preventive), Trichy