



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.

