


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.

