

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, TAL-URAN,
DIST-RAIGAD, MAHARASHTRA 400 707.

F.NO. S/6-Misc-02/2007-FSP-JNCH

PUBLIC NOTICE NO.100/2010 DATED : 07/10/2010

(Referred / amended vide P.N.No. [04/2011](#), [40/2011](#), [02/201115/2015](#))

Sub : Procedure to be followed for granting of single Factory Stuffing Permission (LoFSP) valid for all Customs Houses Regarding.

Attention of the Exporters, CHAs and the Public is invited to the Public Notice No.57/2001 dated 03.09.2001, 70/2001 dated 21.11.2001, [52/2008](#) dated 01.07.2008, [61/2009](#) dated 04.09.2009, [23/2010](#) dated 26.2.2010 and [60/2010](#) dated 01.07.2010 issued by this Custom House in regard to the procedure for obtaining Factory Stuffing Permission from JNCH. However the [Board vide Circular No.20/2010 Customs](#) from F.No.450/98/2010-Cus IV dated 22.7.2010 has further simplified/laid down procedure to be followed in the grant of FSP.

2. Presently FSP obtained from one Customs Station is valid only for issuing station , therefore, exporters need to take FSP from each Customs Station from where they want to export the goods. This has led to inconvenience in terms of increase in Transaction Cost and Processing time. The exporters also were put to avoidable hardship. Therefore, based on the recommendations of the Task Force of the Department of Commerce, the Board has decided to make a single Permission granted by one Customs House as valid for all other customs Stations in the country. In this regard, the Board has prescribed certain Safeguards to be followed while granting single LoFSP which will be valid for all Customs Stations.

3. In view of the above, the exporters who are applying for grant of LoFSP from JNCH are required to comply with the following :-

- (i) The exporters shall furnish to JNCH a list of the Customs Stations from where they intend to export the goods.
- (ii) The LoFSP Holders prior to the coming into effect of above referred Boards Circular are required to submit Original LoFSP alongwith a letter furnishing list of ports from where the Exporter intends to Export.
- (iii) The Exporters shall also declare the list of Customs Stations where they have applied for LoFSP and as to the status of the same i.e. whether it is issued/valid as on date/suspended/revoked/cancelled.
- (iv) They shall also declare and disclose the details and facts of cases if any booked against them by other Customs Stations/Excise/Service Tax Authorities in the last 03 years while applying for LoFSP.

Contd. 2.

.2.

4. The procedure for grant of LoFSP will remain same as is laid down in the [P.N. 23/10](#) dated 26.2.2010. However, now, each LoFSP issued under this Public Notice will be assigned with a unique serial number as required under the [Boards Circular No.20/2010](#) dated 22.7.2010 referred above.

5. The FSP Cell, herein after will issue Letter of Factory Stuffing Permission (LoFSP) in the modified format as annexed to this Public Notice (**Annexure A**) to the exporters. If FSP is valid for other Custom House, the copy should be sent to respective Customs Station also. Check List of the documents required to be submitted by Exporter alongwith request letter is annexed as (**Annexure C**)

6. Details of all FSPs issued by JNCH valid for more than one Customs Stations shall be listed in the Website of the Custom House (Web Address : WWW.JAWAHARCUSTOM.GOV.IN) which can be used by officers of other Custom Stations

for Verification of Genuiness. Till the listing is completed, other Customs Station may like to get the authenticity of said permissions verified by Fax/Regd. Post (Fax No.022-27242395).

7. For FSP issued by other Customs Stations which is valid for export from JNCH also , the exporter/CHA shall produce the copy in the FSP Cell of JNCH and first time it would be verified for its authenticity from issuing Customs Station by Fax/Regd. Post. After verification, endorsement would be made on the said FSP letter or a separate letter of verification shall be issued by FSP Cell/JNCH which would be valid for all subsequent export clearances. The process of verification will be completed within 07 days.

8. Any difficulty being faced in the implementation of this Public Notice may be brought to the notice of the undersigned.

Sd/-

(**SUSHIL SOLANKI**)

Commissioner of Customs (Export)

JNCH, Nhava Sheva.

To

All the Concerned

Copy to :

1. The Chief Commissioner of Customs, Mumbai Zone II, JNCH.
2. The Commissioner of Customs (Import), JNCH
3. All the Addl./Jt.Commissioner of Customs, JNCH
4. The Bombay Custom House Agents Association.

ANNEXURE A

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)

JAWHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA

TAL-URAN, DIST- RAIGAD, MAHARASHTRA- 400 707.

LETTER of FACTORY STUFFING PERMISSION (LoFSP)

(Under The Authority of PN NO 23/10 & 100/2010)

This Letter of Factory Stuffing Permission(LoFSP) is hereby granted to M/s-----
----- having their factory / supporting manufacturer address at -----
----- and bearing the IEC.No-----& the Central Excise Registration No-----
----- issued by the Division----- Range ----- of the Commissionerate-----
of ----- on the basis of the application of the Unit received in this office on . for the stuffing of
export goods scheduled below, in the premises specified herein.

2. This LoFSP is limited and valid only to the goods that are mentioned herein and not to any other goods
and subject to the fulfillment of the conditions herein prescribed.

3. This LoFSP is valid in all the Customs Stations of the Country, though as per the declaration, the
Exporter intends to Export goods from _____.

LoFSP No **INSA1 XXXX SR No/2010** dated _____

(JNCH code) (IEC No.)

DY/ASST.COMMISSIONER OF CUSTOMS

NHAVA SHEVA.

SCHEDULE OF GOODS PERMITTED FOR FACTORY STUFFING

(Additional Sheet may be enclosed where ever required)

Sr.No.	Description of export goods	R.I.T.C.	Factory Address of stuffing

CONDITIONS

1. This LoFSP is valid for the premises and purposes specified in the application.
2. This LoFSP is not transferable.
3. This LoFSP is not valid in case the goods are not as specified in the schedule attached to this permission.
4. No correction/changes/amendment in the LoFSP will be valid unless the request for any correction/change/amendment is applied for and approved by the competent authority.
5. This LoFSP shall remain valid till the permission-holder carries on the activity for which it has been issued or surrenders it or till it is revoked/suspended by the competent authority. In case, something adverse is noticed against the exporter, the customs station concerned shall promptly intimate the customs house which has granted the permission, which will, in turn, withdraw the permission, and inform to all customs houses concerned
6. The grant of this permission shall be without prejudice to any other action that may be taken by such other agencies over the premises or purpose to which such agencies may require to enforce such laws to be complied by the Unit.
7. The Unit shall provide necessary assistance & co-operation as may be required by the Central Excise authorities for carrying out the examination norms laid down in this permission.
8. This LoFSP is valid for Manufacturer- Exporters for only exports other than under free shipping bills as per Boards Circular No 860/18/2007-CX dated 22.11.2007.

EXAMINATION ORDER

(AS MAY BE APPLICABLE)

Verify particulars as per Invoice and Packing List; Inspect Container No. (As declared on Invoice) ; Verify empty container, Inspect Lot, Check Marks and Numbers; Examine 10% after selection, Check description, classification, Quantity, Weight, Value and quality, specification, Technical characteristic, grade size, weight, thickness, items Nos., Part Nos., Make Model, Composition etc., of the input; Draw

representative sample in duplicate and forward the same duly sealed; Ensure one time tamper proof bottle sealing in terms of the [Boards Circular No. 1/2006](#) dtd. 02.01.2006 (F.No. 450/86/2005-Cus-IV) ; Verify **ISPMNO15** compliance; eligibility of and correctness of scheme incentive claimed ; verify and ensure that the goods being exported / stuffed are not part/components of arm/ammunition and do not contain any prohibited items.

INSTRUCTIONS TO THE FACTORY STUFFING SUPERVISING OFFICERS OF
CENTRAL EXCISE

- i) Package numbers opened and examined by the officers must be recorded in the examination report.
- ii) Net weight/quantity of the goods and their classification under Customs Tariff and Central Excise Tariff separately, actually ascertained by the examining officers must be recorded in the examination report.
- iii) Invoice and packing list should also be authenticated by way of signature by the officers on the obverse of such documents.
- iv) Please ensure that there is no prohibition/restriction on export of goods either by DGFT or CBEC or any other Department as on the date of stuffing. This permission does not confer any right to export any restricted or prohibited goods without complying with the relevant conditions, imposed under any Notification/Export Policy/Rules/Law.
- v) In case exporter is covered by categories stipulated P.N No 22/96 dated 01.02.96 of Mumbai Customs House, Central Excise Certified copy of the exporters in house test/analysis report must be enclosed with examination report. Representative sealed sample in duplicate must however be forwarded to A/C Export, invariably for future reference/record.
- vi) Any discrepancy sought to be brought to the notice of Customs Authorities must be mentioned boldly in Red Ink/Typing.
- vii) Please contact at Phone No. **27241253/27244755** for any clarification. This permission is valid only for the aforementioned SCHEME & Description of goods. This letter No. and date must be cited in examination report. **The Name and Phone No. of Central Ex. Officer of place of Stuffing is _____ . Shri _____ Preventive Officer and Shri _____ Superintendent (P) are posted in FSP Cell, JNCH.**
- viii) The Pre Shipment Inspection Certificate issued by the Export Inspection Agency under the Export (Quality Control & Inspection) Act, 1963, if applicable, is to be verified.
- ix) Whenever the goods are exported under Advance License/DEEC scheme, Chartered Engineers Certificate is to be verified to the effect that the goods under Exports are manufactured out of exempt materials as per SION norms.
- x) This permission may be revoked any time by this office if anything adverse against the exporter/supporting manufacturer is brought to the notice of this office.

xi) The contact number of the examining officer may also be mentioned in the export report for clarification if any.

xii) PHO/PQ certificate or any other certificate as applicable shall be produced at the time of examination / stuffing of goods.

xiii) In case of consignments exceeding Rs. 25 Lakhs and all consignments of sensitive commodities established to be prone to malpractices, examination, stuffing and sealing of the container should be carried out under the supervision of AC/DC.

xiv) Please compulsorily verify as to whether the raw or solid wood packaging material(SWPM) used for packing of the export goods are treated and marked as per the provisions of International Standards for Phytosanitary Measures(i.e **ISPM No. 15**) or the export goods are accompanied by a **Phytosanitary Certificate** issued by agencies accredited or certified by Department of Agriculture and Cooperation(DAC) .(see <http://agricoop.nic.in>). In case of non-compliance, the matter may be referred to the Plant Quarantine authorities for proper treatment of export goods before their release as required under [Boards Circular No. 14/2009-Cus](#) dated 06.05.09 under intimation to this office.

xv)**Report to the JC/ADC (FSP) immediately any discrepancies noticed in respect of the export goods permitted under this instrument to this office for initiating necessary action.**

DY/ASSTT.COMMISSIONER OF CUSTOMS,

FSP CELL

File No.S/6- /00-00 EXP FSP

Date: 00.00.0000

M/s (Exporter) Name of Authorised signatory_____ and Tel. No._____.

Copy to :

1)Joint Commissioner of Central Excise,(Stuffing Place)

2)DC/AC/Central Excise, (Stuffing Place).

3)Addl. Commissioner of Customs (EDI), JNCH, NHAVASHEVA.

4)CHA _____

5) The Dy.Commissioner of Customs,(Custom Station of Export).

Annexure C page 1

Check List of documents required to be submitted for Factory Stuffing Permission (For FRESH FSP) As per Public Notice No.23/10 dt 26.2.2010 as amended/added

- 1) Request letter from Exporter/CHA with enclosures.
- 2) Authority letter from Exporter to CHA _____ and CHA to the person who is handling the work.
- 3) **Annexure B** (also containing e-mail address of the unit and tel no of GM/CEO of the unit)
- 4) **NOC** from Central Excise duly signed by AC i.e. showing willingness to depute officers for supervising the export stuffing and showing Name and Telephone No. of Central Excise officer of place of Stuffing.
- 5) Sealed cover of **Verification** reports from Central Excise
- 6) **Status Certificate** Export/Star Trading House Certificate (self attested)
- 7) Central Excise Registration (Form RC) duly attested by Central Excise AC/Supdt.
- 8) Supporting Manufacturer NOC/Warehouse NOC
- 9) IEC/PAN copy/ RCMC self attested
- 10) **Address:i.e.Division and Range of the jurisdictional Asstt.Commissioner of Central Excise with respect to Registered address of MERCHANT Exporter, must.**
- 11) **CA** Certificate with Registration and date
- 12) Balance Sheet of 03 years.
- 13) Complying with the provision of Public Notice No.58/2009 dated 28.8.2009. **If first time exports i.e. any three of the following :-**
 - i) Copy of VAT/Sales Tax Registration/Exemption certificate of the merchant exporter

- ii) A certificate from the Bank with whom the Bank Account is being maintained for the purpose of remittance of foreign exchange to the effect that account is being maintained satisfactorily.
- iii) Where the bank account is less than 3 months old, details of other bank accounts held by the exporter
- iv) Details of past exports made from other ports if any.
- v) Balance sheet of the previous year
- vi) Copy of the last Income Tax Return/VAT or Sales Tax Return filed.

14) List of Customs Station from where Exports may be effected :

Sr No	Custom Station	Address of DC/AC of Custom Station of place of Export
1	-----	----
2	-----	----

- 15) List of Customs Station where they have applied for FSP and its status i.e. whether it is issued/valid as on date/suspended/revoked/cancelled.
- 16) Details and facts of cases if any booked against them by other Customs Stations/Excise/Service Tax Authorities in the last 03 years.
- 17) A Bank Cheque Leaf of Company/partnershipfirm/proprietor, duly cancelled.

Check List of documents required to be submitted for Factory Stuffing Permission

(In case of Existing FSP Holder)

- 1) Original Existing FSP
- 2) Request letter of Exporter
- 3) List of Customs Station from where Exports may be effected :

Sr No	Custom Station	Address of DC/AC of Custom Station of place of Export
1	-----	----
2	-----	----

- 4) Annexure B as per public notice no.23/10 dated 26.2.2010
- 5) Authority letter of CHA

- 6) A Bank Cheque Leaf of Company/partnershipfirm/proprietor, duly cancelled.

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Annexure C page 2

Check List of documents required to be submitted for Getting Registered at JNCH the Factory Stuffing Permission issued from Other Customs Station.

- 1) Request letter for registration from Exporter/CHA
- 2) Original FSP issued from Other Custom House
- 3) Fax No. and Tel. No. of issuing Authority, for confirmation purpose.
- 4) A Bank Cheque Leaf of Company/partnershipfirm/proprietor, duly cancelled.

FORMAT FOR WEBSITE

- 1) File No. & Date
- 2) FSP No & Date
- 3) Name of Exporter
- 4) IEC No.
- 5) Name of Supporting Manufactuerer/Warehouse and/ or Factory Address of Stuffing
- 6) Description of goods
- 7) Customs Stations for Export and Address