



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III)**  
**MUMBAI ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,**  
**NHAVA SHEVA, TALUKA: URAN, DISTRICT: RAIGAD,**  
**MAHARASHTRA-400707.**

F. No. S/22-Gen-04/2017-18/ AM (I)/JNCH

Dated 29.12.2017

**PUBLIC NOTICE NO. 162/2017**

**Subject:** - Pilot implementation of paperless processing under SWIFT — Uploading of supporting documents regarding -Reg.

Attention of all the Importer, Exporters, Customs Brokers, other stake holders and members of the trade is invited to **CBEC Circular No. 40/2017-Customs, dated 13th October, 2017** (issued from F.No.450/148/2015-Cus.IV) regarding uploading of supporting documents. Under the project "**Saksham**" CBEC has upgraded its IT infrastructure, which is inter alia being used for the introduction of paperless processing under Single Window Interface for Facilitation of Trade (SWIFT). With the objective of reducing physical interface between Customs, other regulatory agencies and the trade, and to further enhance the speed of clearance of import cargo, a facility to upload digitally signed supporting documents on a pilot basis has already been introduced at Air Cargo Complex, New Delhi and Chennai Customs House.

**2.** Under **CBEC Circular No. 10/2015 dated March 31, 2015**, and **Circular 26/2015 dated November 23, 2015**, Bills of Entry are required to be submitted by authorized persons on ICEGATE after affixing their digital signatures. Now, under this facility (uploading digitally signed supporting documents), the authorized persons (Customs Brokers/ Importers) are also required to submit all the supporting documents online on ICEGATE after affixing digital signatures.

**3.** It has been mentioned in the aforesaid CBE Circular No. 40/2017-Customs, dated 13th October, 2017 that on a voluntary basis, Members of the trade may use this facility to upload the supporting documents concerning Bills of Entry that may be filed on or after October 20, 2017.

**4.** However, it has been observed that in-spite of the availability of facility to upload digitally signed supporting documents, which will significantly reduce the import clearance time, and trade being also requested to avail this facility in PTFC and other forums, this facility is still not being used optimally by trade. All importers at Jawaharlal Nehru Customs House, Nhava Sheva under Mumbai Customs Zone-II are again being informed that this facility is available to them and they are encouraged to use this facility for all their import clearances.

**5.** The detailed procedure for uploading the supporting documents as mentioned in the above Board's circular, shall be as under:

**5.1** For uploading supporting documents on ICEGATE, the authorized persons must open ICEGATE [URL https://www.icegate.gov.in/](https://www.icegate.gov.in/), Click on Login/Signup button for login into ICEGATE by using his/her access credentials and then Click on e-SANCHIT link

provided in left vertical menu to redirect on e-SANCHIT. The **step-by-step procedure** for upload of supporting documents is also provided on the ICEGATE website. The same is also Annexed along with this Public Notice. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorized persons must ensure that they have uploaded all the necessary supporting documents. A facility has also been provided on ICEGATE to the authorized persons to access and view the documents uploaded by them.

**5.2** In case the authorized person seeks to provide a document after the generation of the Bill of Entry number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference number (IRN) for the document and link that document with the corresponding Bill of Entry by submitting an amendment at the Service Center. This procedure will also apply when the authorized person submits a document in response to a query raised by Customs for a Bill of Entry.

## **6. Assessment & Document Verification**

Once a Bill of Entry has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Bill of Entry on The Indian Customs EDI System (hereinafter referred to as "ICES"). During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can also be uploaded online by following the procedure described above. All documents required for the purposes of assessment would be viewed online. In due course, the facility to view supporting documents will also be extended to officers of the Participating Government Agencies (PGAs).

Post Clearance Compliance Verification (PCCV) will be carried out online based on the electronic versions of supporting documents instead of hardcopy dockets of the Bills of Entry.

## **7. Goods Registration, Examination & Clearance**

After filing of the Bill of Entry, the authorized person (e.g. importer/Customs Broker) may with his self-assessed copy of the Bill of Entry, approach the designated place for goods registration, document verification and clearance. In case goods are to be examined, the officer examining goods may record the results of inspection/examination online on ICES.

**8.** Some types of supporting documents are required to be presented in original (as specified in the respective notifications) for verification of seal/signature etc., for defacement and for the debit of quantities/value. Trade should present hardcopy at the time of the registration of goods or at a place specified by the Commissioner of Customs. It may however be noted that **all supporting documents** shall be uploaded digitally, including those documents that must be presented in hardcopy. For supporting documents, where a debit of quantity/value is required to be made on hardcopy, for every subsequent Bill of Entry filed for import, the latest debit sheet shall be uploaded. The authorized person filing the Bill of Entry should pay attention while linking supporting documents with Bills of Entry and should ensure that the correct unique reference numbers (IRNs) are mentioned in the Bills of Entry.

## **Manifest Closure**

**9.** With the submission of supporting documents online, the manifest closure department of the Custom House will not receive hardcopies of dockets. Officers shall rely on the electronic records maintained on ICES to carry out activities in relation to manifest closure.

**10.** The Bill of Entry (Electronic Integrated Declaration) Regulation, 2011, was placed on the CBEC website since August 4, 2017 for public feedback. The updated draft Regulations provide for the authorized person to submit digitally signed electronic integrated declarations (Bills of Entry) and supporting documents and dispenses with the need for trade to submit the corresponding hardcopies. The draft Regulations also provide that the authorised person shall retain, for a period of 5 years from the date of acceptance of the Bill of Entry, all supporting documents in original, which were used or relied upon by him in submitting the electronic integrated declaration, and shall produce them before Customs or other Government agencies in connection with any action or proceedings under the Customs Act 1962 or any other law for the time being in force.

**11.** To facilitate smooth functioning of this facility of uploading the supporting documents, the feedback, queries/difficulties, in implementation of this Public Notice (issued in reference to CBEC Circular No.40/2017-Customs dated 13-10-2017), if any, shall be brought to the notice of the undersigned or may be addressed to the Deputy Commissioner of Customs(EDI), JNCH, Nhava Sheva by email to [edi@jawaharcustoms.gov.in](mailto:edi@jawaharcustoms.gov.in) or Deputy/Assistant Commissioner in charge of Appraising Main (Import), NS-III (email address: [appraisingmain.jnch@gov.in](mailto:appraisingmain.jnch@gov.in) )

**12.** A file containing "**Frequently asked questions**" and their answers (also available on the ICEGATE website) has also been reproduced at the end of this Public Notice for the sake of easy reference.

**13.** Action to be taken in terms of decisions taken in this Public Notice should be considered as standing order for the purpose of officers and staff.

**(SUBHASH AGRAWAL)**

Commissioner of Customs (NS-III).

### **Enclosed:**

1. Step-by-step procedure for upload of supporting documents (also available on the ICEGATE website)
2. Frequently asked questions and their answers (also available on the ICEGATE website)

### **Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/ NS-I/ NS-II / NS-IV / NS-V, JNCH.
3. All Additional / Joint Commissioners of Customs, JNCH.
4. All Deputy / Assistant Commissioner of Customs, JNCH.
5. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH.
6. Representative of BCBA / FIEO for information and circulation among their members for information.
7. AC/DC, EDI for uploading on JNCH website immediately

## e-SANCHIT: Frequently Asked Questions

**Question:** Who can login e-SANCHIT application?

**Answer:** Only ICEGATE registered users can use e-SANCHIT applications by accessing the e-SANCHIT link.

**Question:** How can I upload a document?

**Answer:** Any registered ICEGATE user can upload documents using below steps.

- I. Login into ICEGATE website using login credentials.
- II. Access the e-SANCHIT application by clicking on e-SANCHIT link provided in menu options.
- III. Upload document by clicking on Upload Documents button.
- IV. Validate the document for digital signature.
- V. Submit the document by clicking proper document type from document type drop down and click on the submit button.

**Question:** I am not able to submit the document using Submit Document button?

**Answer:** Once the document is uploaded, document type is selected and digital signature is verified then only the submit button will be visible.

**Question:** Am I able to upload documents in any format in any size.

**Answer:** Only PDF format is accepted in e-SANCHIT application having size lesser than 1 MB.

**Question:** Am I able to upload any no. of documents at a time?

**Answer:** No, you can upload maximum 5 documents at a time.

**Question:** What is the maximum file size that can be uploaded?

**Answer:** Maximum acceptable file size is 1 MB only.

**Question:** Will I be able to upload documents having same name?

**Answer:** No, as per business requirement, all documents to be uploaded must have different name. Uploader should provide meaningful file names to documents so that they can recognize and handle the file more effectively.

**Question:** How can I attach my digital signature with documents to be uploaded?

**Answer:** On ICEGATE website, a utility is provided in which user can attached DSC to their document. The web utility is publically available and free. It can be accessed via below link (<https://www.icegate.gov.in/digitalSign/digitalSign.html>)

**Question:** Can I use the same DSC for signing documents to be upload on e-SANCHIT which I am using for signing BE and SB documents?

**Answer:** Yes, the same DSC that is used for signing BE and SB documents can also be used for signing the document for e-SANCHIT.

**Question:** How can I delete the documents once uploaded?

**Answer:** Once the document is uploaded then you can see the delete link for each document at same page. However, once document is submitted and an IRN/ DRN are generated, it cannot be removed from the systems. Trade must ensure that its reference is not used in any Bill of Entry/ Shipping Bill.

**Question:** How to view the uploaded document before submission?

**Answer:** Once the document is uploaded then you can see the view link for each document at same page.

**Question:** Can I get any confirmation for document upload?

**Answer:** Yes, an email/ message are triggered immediately on your registered email once the document is submitted in e-SANCHIT application.

**Question:** How can I search a document that I have uploaded earlier?

**Answer:** Search functionality is provided in right side of e-SANCHIT, you can search any document uploaded by using the IRN, DRN, Supporting document types and between a date range.

**Question:** Will I be able to see other user's documents?

**Answer:** No, you can able to view the documents uploaded by logged in user only.

**Question:** What is IRN & DRN?

**Answer:** DRN stands for Document reference number, which is the unique reference to a batch of uploaded documents. Five IRN numbers can have one DRN. IRN stands for Image reference number, which is unique to each document. A group of IRN should be entered into the Bill of Entry, not DRN.

**Question:** What are the other ways to access e-SANCHIT application?

**Answer:** You can access e-SANCHIT application via ICEGATE website only.

**Question:** What are the reasons for invalid digital signature?

**Answer:** You signature not registered on ICEGATE website or you have not signed the document which you are trying to upload.

**Question:** What can I do if the document format is not pdf?

**Answer:** Only PDF documents are supported on e-SANCHIT application, you can contact the document issuer for the proper pdf format or the document may be printed and scanned into a PDF.

**Question:** What are the mandatory documents that need to be submitted online?

**Answer:** The list of mandatory documents for export/ import of goods from/ into India have already been notified by DGFT notification No. 08/2015-2020 dated 4<sup>th</sup> June 2015 i.e.

- Bill of Lading / Airway Bill
- Commercial Invoice
- Packing List / or Commercial Invoice cum Packing List.
- Bill of Entry.

Other documents depending on the commodity imported, notification claimed and Participating Government Agency (PGA) requirement. The Compulsory Compliance Requirements provide an outline of the Supporting documents required for a CTH.

**Question:** Can one document contain multiple pages?

**Answer:** Yes, there is not any restriction for page count however the file size should not exceed 1 MB.

**Question:** How to map Import / Export flat file, with IRN received after uploading documents in e-SANCHIT?

**Answer:** An option is already there to provide IRN number in RES packages. Please refer to field 14 of the <TABLE> SUPPORTINGDOCS in the Bill of Entry message format. You can provide the IRN received while filling job in RES packages and submit the flat file generated as usual.