

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

F. No. S/22-Gen-82/2015-16/AM(X)

Dated 18.08.2017

**PUBLIC NOTICE NO. 108/2017**

**Sub:** Creating electronic database of Advance Authorisation / EPCG License Registration details, Bond & Security / LUTs;

Attention of the Importers, Exporters and all other stakeholders is invited to the Board Circulars No. 58/2004-Cus, dated 21.10.2004 as amended, various Public Notices issued by JNCH including Public Notice No 140/2016, dated 25.10.2016 in regard to norms for Execution of Bond and Bank Guarantee (BG) for the purpose of permitting clearance of imported goods under Advance License/EPCG Schemes and procedure and requirements in regard to registration of aforesaid Authorisation / Licenses.

2. Bank Guarantee (BG) exemption as specified in the said Board Circulars is admissible subject to the various conditions as provided in aforesaid Board Circulars as well as Public Notice No 140/2016, dated 25.10.2016. Normally, applicant seeking registration of license and claiming exemption from Bank Guarantee furnishes supporting documents as proof of satisfying the prescribed conditions in hard copies. Further, such documents are required to be referred to at various stages, viz

- i. Receipt of EODC / Redemption Certificate from DGFT Office; or
- ii. Receipt of copy of SCN issued by DGFT Office under FT (D&R); or
- iii. Issue of Demand letters / Notices / SCNs by Customs; or
- iv. Various reporting Purposes;
- v. Requisition of information by DGFT or any other Government offices

3. Though, copy of aforesaid Authorisation / License transmitted by DGFT to Customs is available in the EDI database, but copy of Bond / BGs are still required to be kept in hard copies. There have been instances where physical files containing copy of license / authorization, Bond / LUTs, copy of Bank Guarantee, other supporting documents are not readily available.

4. In order to maintain proper electronic database of all such Authorisations / Licenses and also to ensure that there is no delay in the Authorisation / License registration process, it has been decided that the applicant seeking registration of Authorisation / License shall provide scanned copies of all such documents [*Bond, Bank Guarantee, if furnished, all supporting documents furnished alongwith application for registration of License / Authorisation*] in **.pdf format** to Preventive Officer (PO), DEEC Monitoring Cell / PO EPCG Monitoring Cell (or any other officer authorized to receive such documents) at the time of Registration of Authorisation / License. Name of the .pdf file should be "Advance Authorisation No / EPCG License No". The said Officer shall immediately copy the said .pdf file and return the storage device to applicant.

4.1 In order to ensure that there is no delay in the Authorisation / License registration process, it is advisable that the applicant seeking registration of Authorisation / License shall provide scanned copies in single **.pdf format** in some storage device. However, in case any person has any difficulty in following difficulty in scanning the documents, they may use the scanning facility created for this purpose at **Room No, B-601 [6<sup>th</sup> Floor, B wing]**, on first come basis.

5. DEEC Monitoring Cell & EPCG Monitoring Cell should maintain the database of all such Licenses in the following format.

Sr No	Licence No & Date	Name of License / Authorisation holder	Bond No / LUT No & date	Bond Value	BG Amount, (if furnished)	Date of Registration	Remark, if any	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
			Sample Entry					
1	<a href="#">3110052283</a> <b>ADD DOC</b> <b>18.08.2016</b>	XYZ	2000235744	30,00,000	150000	18.08.2017	15% BG	

5.1 **.PDF file** provided by applicant should be inserted as **hyperlink** to "Licence No & date" field of the aforesaid database. AC/DC incharge of such monitoring cell shall ensure that back up such database is obtained every week and maintained in safe and secure manner, and for that purpose, devise a suitable SOP.

9. If the applicant wants to submit additional / supplementary information/documents related to the Authorisation / License, the same shall be presented to the **"Person Receiving The Documents"** in the manner similar to above. It is advisable that the applicant seeking submitting additional documents shall provide scanned copies of these additional documents also in single **.pdf format** in storage device. **.PDF file** provided by applicant should be inserted as **hyperlink** to **"ADD DOC DATED"** field of the aforesaid database. "Person Receiving The Documents" after acknowledgement, will forward the additional documents to the concerned officer for further processing immediately.

6. Database being maintained in the aforesaid manner will also be useful to importer / exporter in case of any missing documents / information as the same can be obtained from Customs. Further, electronic data base will also assist in quick transmission of aforesaid information to any requesting department / organization.

7. This revised procedure would be **effective from 01.09.2017**. 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.

**Sd/-**

**(SUBHASH AGRAWAL)**

Commissioner of Customs (NS-IV).

To:

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Pr. Commissioner of Customs, NS-1, JNCH
3. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH
4. All Additional / Joint Commissioner of Customs, JNCH
5. All Deputy / Assistant Commissioner of Customs, JNCH
6. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH
7. The BCBA / Other Trade Associations.
8. The AC/DC, EDI for uploading on JNCH website immediately.

