

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III),  
MUMBAI CUSTOMS ZONE-II, JAWAHARLAL NEHRU CUSTOM HOUSE,  
NHAVA SHEVA, TAL: URAN, DIST: RAIGAD, PIN - 400 707.**

F. No. S/22-Misc-780/2017-18/AEO Cell JNCH

Date: 21.12.2018

**PUBLIC NOTICE NO. 158/2018**

**Subject: - AEO Programme digitisation; Ease of Doing Business; Introduction of web based application (module for online application) for Authorized Economic Operator (AEO ) T1, CBIC Circular No. 51/2018-Customs, dated 07.12.2018.**

Attention of the Importers, Exporters, Officers of Customs, Custom Brokers and all other stakeholders is invited to CBIC Circular No. 33/2016-Cus, dated 22.07.2016, as amended vide Circular No. 03/2018-Cus, dated 10.08.2018 and 26/2018-Cus, dated 10.08.2018 issued in relation to introduction and implementation of AEO Programme of Government of India.

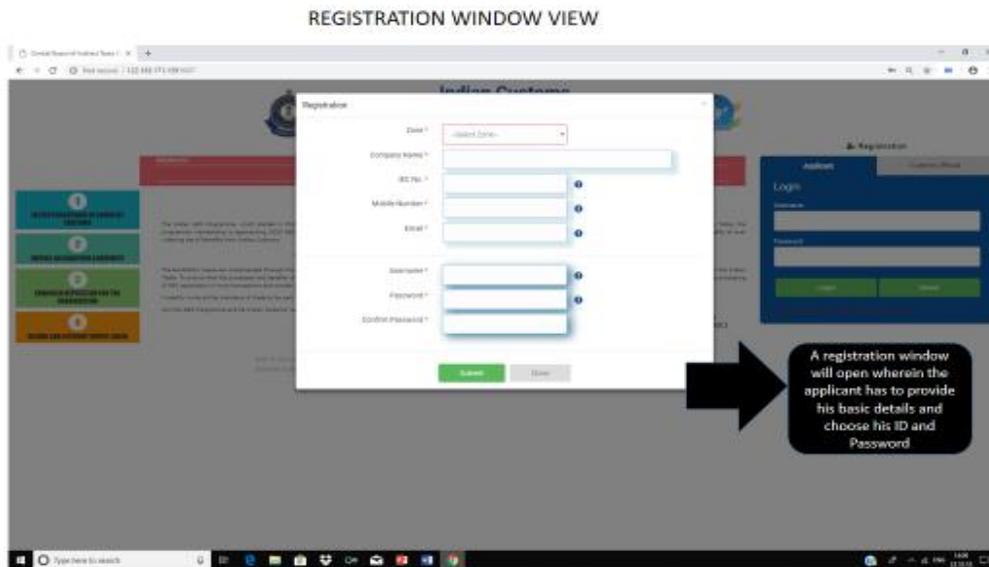
2. Reference of all concerned is drawn to the Circular No. 26/2018- Customs dated 10.08.2018 wherein it was stated that *“The Online processing of AEO T1 application will commence as soon as the necessary digital infrastructure is in place.”* Keeping in line with the target of digitization, an online AEO website has been developed for online filing and processing of AEO T1 applications. The AEO website (**domain name: [aeoindia.gov.in](http://aeoindia.gov.in)**) was launched by the Chairman, CBIC on 30.11.2018 and subsequently the access to the website was made available to both the applicant, for filing of AEO T1 application, and Customs officials, for processing and delivery of digitized AEO Certificate online for newly filed applications. CBIC vide Circular No. 51/2018- Customs, dated 07.12.2018 announced commencement of the web based application for AEO T1. The detail process of online AEO application filing is furnished below for the benefit of all stakeholders.

3. The applicants of AEO T1(Importers/Exporters) are required to visit website ([www.aeoindia.gov.in](http://www.aeoindia.gov.in)) and follow the steps mentioned below:-

(a) The applicant is required to visit the [www.aeoindia.gov.in](http://www.aeoindia.gov.in), and Register before filing the AEO T1 application by clicking on REGISTRATION tab highlighted on the screen shot below.



(b)The registration window will appear for filing requisite detail for online ID and password generation as shown below.**In the field for Zone, the applicant has to select Mumbai-II.**The applicant must furnish the mobile number and E-mail address as shown in their other certificate/ documents like PAN, IEC etc.



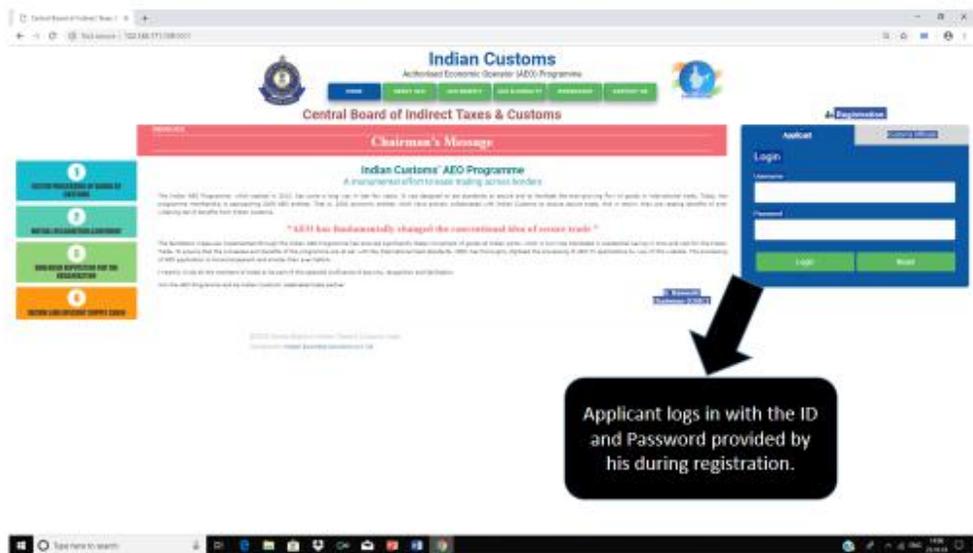
(c) Aftersubmission of all details for registration, the applicant has to click on the **Submit** tab and the OTP is send to the Mobile Number and E-mail provided. After feeding the OTP, the registration process is complete and a message “ **Applicant is Registered successfully**” will appear on the screen.

**APPLICANT'S VIEW – AFTER FEEDING THE OTP REGISTRATION PROCESS COMPLETED, MESSAGE APPEARS**



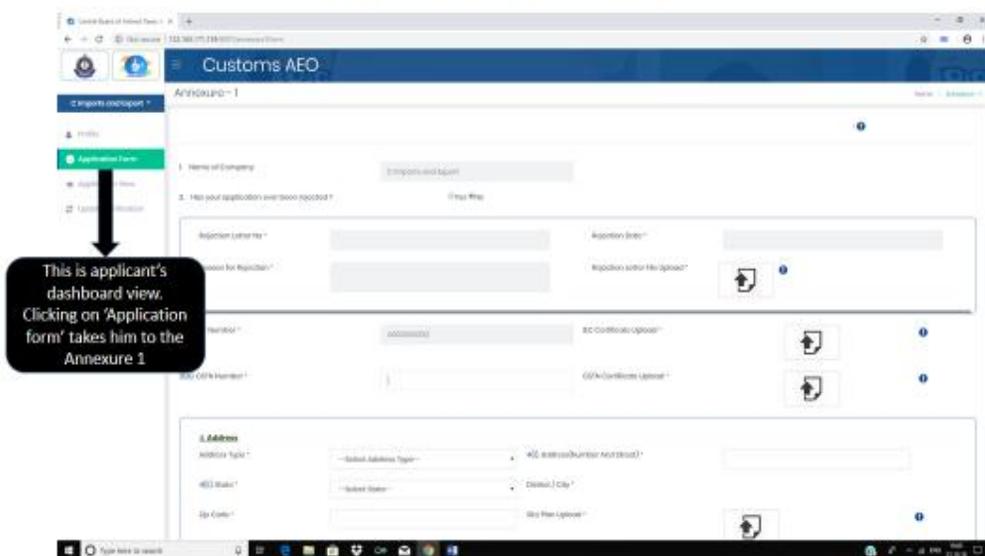
(d) After successfully completing the registration window, Log-in ID and password will be sent to the provided e-mail. The applicant has to log-in by clicking the “Applicant” tab and filling the user id and password received on email.

APPLICANT'S VIEW - APPLICANT TO NOW LOG IN AFTER SUCCESSFUL REGISTRATION



(e ) After successful login , the applicant will get the Annexure -1 and Annexure-2 of Online application. The screen shot of first page of Annexure-1 is shown below. The applicant is required to fill the details and upload supporting documents online by clicking the upload option available alongside the different Sl. Nos. of Annexure-1 and Annexure-2 of the online T1 application. The guidance for filling up different field and documents to be uploaded is also **provided in help box (tool tip) alongside**. The applicant must furnish the mobile number and E-mail address as shown in their other certificate/ documents like PAN, IEC etc.

APPLICANT'S VIEW - ANNEXURE 1 PAGE 1

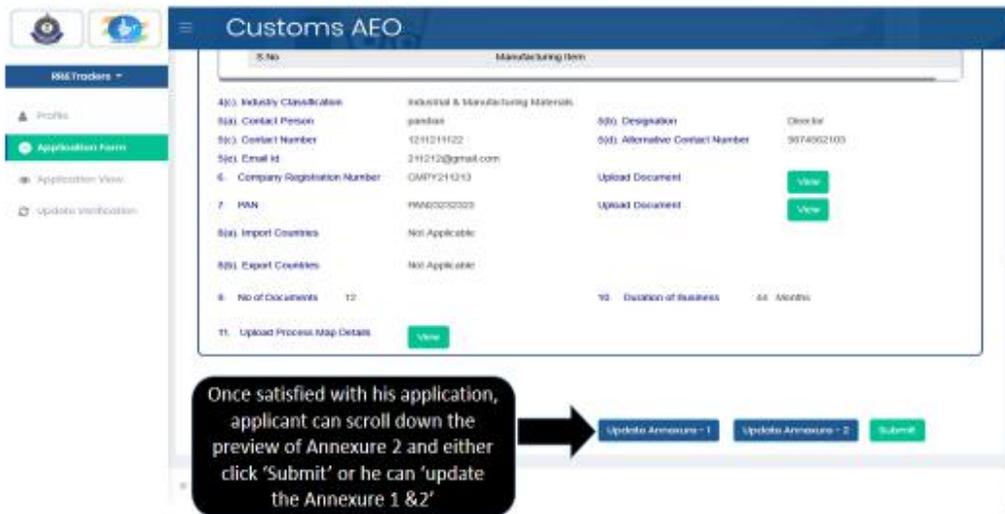


APPLICANT'S VIEW - ANNEXURE 1 PAGE 3

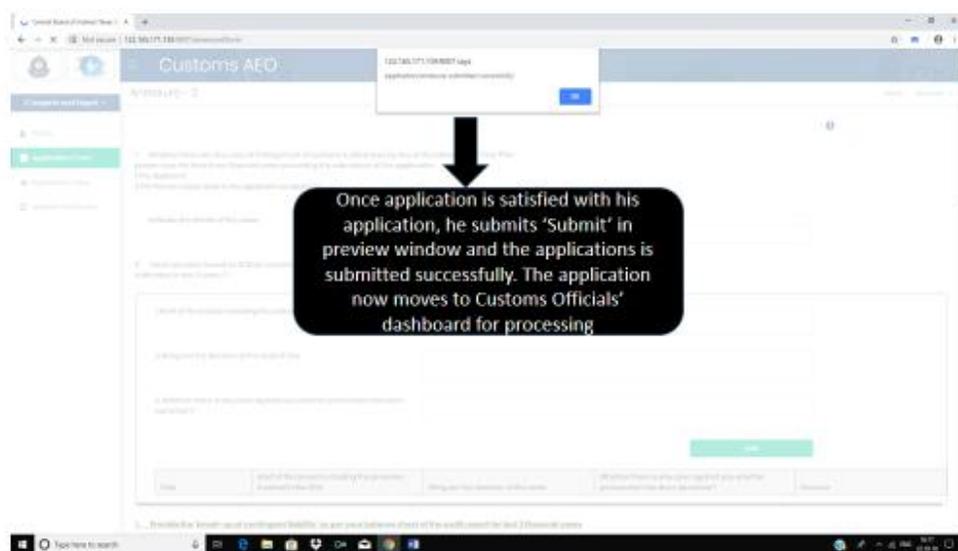
(f) The applicant has to upload the declaration form provided with CBIC Circular 26/2018 dt. 10.08.2018 after filling all the details mentioned in Annexure-1 and 2. After filling up all the fields, uploading supporting documents and DECLARATION form, the applicant has to view the same by clicking the VIEW tab in subsequent windows to check correctness of submission ,uploaded documents and Declaration filed with the online application. While viewing, the applicant has option of correcting the submission and uploads. The Annexure-1 has to be saved before moving to view Annexure-2 of the application.

APPLICANT'S VIEW - ANNEXURE 2 PAGE 4

(g) After complete viewing of application, the applicant will get following window with four options. In case the application is complete the applicant has to click the tab “save and submit” to file the application.



(h) Once submitted following message appears on screen. The Applicant has option to view the filed Application. The duly filled application, then, moves on to the dashboard of Customs Official entrusted with AEO work at Mumbai Customs Zone-II NhavaSheva for verification and processing.



3. Once the application has been completely scrutinized and processed, it moves to the Dashboard of Zonal AEO Programme Manager (Commissioner) of Mumbai Customs Zone-II JNCH for Approval or Rejection. If rejected, the rejection is intimated to the applicant by the first dealing officer i.e. Supdt./ Appraiser who initiated the processing and if approved, the application details flows to Directorate of International Customs dashboard for certificate generation and delivery to the applicant.

4. Further, for ensuring seamless transition to the online web-application, it has been decided to concurrently continue with the manual filing and processing of AEO T1 applications up to 31.03.2019. The trade and field formations respectively would have the liberty to file and process the application manually up to the prescribed transition time limit, i.e. up to 31.03.2019 so as to obviate any delay in time-bound processing of the applications. However, both trade and field formations should make earnest effort to use this online mode as much as possible.

5. The importers are strongly encouraged to avail the above trade facilitation measure, as it will significantly reduce the need for submission of hard copies of documents physically and would reduce time and costs involved.

6. In case of any difficulty, the specific issue may be brought to the notice of Additional Commissioner in charge of AEO Cell, Office of Chief Commissioner Zone-II (email address: aeocell.jnch@gov.in)

-Sd/-  
(SUBHASH AGRAWAL)  
Commissioner of Customs  
(NS-III)

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 Commissioners 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/CII/Maharashtra Chamber of Commerce for information and circulation among their members