

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),
JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA,
DIST RAIGAD, MAHARASHTA

F.NO. S/26-MISC-298/2009-EOU-JNCH

STANDING ORDER NO. 58/2009.

DATED 30.11.2009

Sub: - Procedure for Registration of 100% Export Oriented Unit (EOU)/EHTP/STP Units Verification of documents with Central Excise Authorities and Development Commissioner as per changes in new Foreign Trade Policy 2009-2014 reg.

The procedure for verification of documents and registration of 100% EOU/EHTP/STP Units in the EDI System was laid down vide Standing Order 59/2003 dated 25.07.2003 and 15/2005 dated 22.03.2005. Taking into account the procedures prescribed in CBEC Circular No. 51/2005-Cus dated 09.12.2005 and the changes brought in the new Foreign Trade Policy 2009-14 , the procedures for verification of documents and registration of EOUs are, now, prescribed as under:-

2. Where an EOU is already registered with other Customs House/Air Cargo Complex:

In such cases, the 100% EOU/EHTP/STP Units shall present the copy of a letter from the other Custom House/Customs formation certifying that the said 100%

EOU/EHTP/STP Units is registered with them and the same will be accepted after verification from the said Custom House/Customs formation. The concerned Custom House/ Customs Formation, in addition to the above, may also confirm the existence of the said EOUs. The process of verification will depend upon the reputation or standing of the existing EOU. The verification should be completed within 5 working days. In case of delay, the Commissioner or Additional / Joint Commissioner may permit provisional registration. However, certain details will have to be provided by the 100% EOU/EHTP/STP Units in their Application in the format specified in **Annexure A** to this Standing Order for data base of the Custom House.

3. Where a 100% EOU/EHTP/STP Units is new and not registered with another Custom House/Air Cargo Complex:

In such cases, the 100% EOU/EHTP/STP Units or its authorized agents are required to submit in original the following documents alongwith a complete set of photocopies thereof to the 100% EOU/EHTP/STP Units Registration Section in the prescribed application form (**Annexure A**), with signature of the Director/ Authorized Signatory, duly attested by Bank, for registration of the 100% EOU/EHTP/STP Units in JNCH.

i) Letter of Permission [LOP] & the List of items permitted for import issued

by Development Commissioner/Director General.

ii) Green Card issued by Development Commissioner/ Director General.

iii) IEC issued by DGFT

iv) Registration Certificate issued by Central Excise Authorities

iv) Licence under Section 58 and Permission under Section 65 of the Customs

Act, 1962 issued by the Jurisdictional Customs/ Central Excise Authority.

v) Wherever required a declaration regarding the name of inter-units and their addresses and their manufacturing activities and the list of export products.

vii) Passport size Photograph of Directors /Proprietor & Authorized Signatories.

viii) Any other document that may be required by the Asstt. Commissioner of Customs (EOU section).

4. The Tax Assistant posted in the 100% EOU/EHTP/STP Units Registration Section shall receive the above said documents and enter the name of the 100% EOU/EHTP/STP Units, Green Card number, validity, name of the issuing authority, IEC No, Central Excise Registration number, Address of the Division/Range, Licence number etc. in the Register prescribed for the purpose and shall give an acknowledgement. One copy of acknowledgement (as detailed in Annexure B) shall be given to the person submitting the documents indicating therein the Sr. No. and the date of the entry in the Receipt Register. Out of other two copies of the acknowledgment, one will be retained in the concerned 100% EOU/EHTP/STP Unit's File and the other will be placed in the Master Registration File, maintained in the Section. The signature of the person submitting the LOP for verification and registration alongwith his full name, CHA name / Pass No. shall be obtained in the above mentioned Register.

5. The EO/PO shall verify the documents submitted for the purpose of registration of the 100% EOU/EHTP/STP Units and put up the same to the Superintendent/ Appraiser posted in the EOU Registration Section along with letters for verification from Central Excise/Customs Authorities & the Development Commissioner regarding existence of the unit and veracity of submitted documents. Where discrepancy is noticed on scrutiny of the above documents, clarification may be called for from the 100% EOU/EHTP/STP Units or a deficiency memo may be issued in case required documents are not submitted or additional information is required to ascertain the genuineness of the Unit. However, the Supdt./ Appraiser shall promptly report the same to the AC/DC, 100% EOU and deficiency memo will be issued to the concerned 100% EOU/EHTP/STP Units. Upon satisfactory production of documents/clarification by the said Unit and receipt of Verification Reports from jurisdictional Central Excise/Customs Authority & Development Commissioner regarding the existence of the unit and veracity of the submitted documents the concerned Asstt/Deputy Commissioner in charge of the EOU group shall permit the registration of the unit in JNCH. The process of verification and registration of new 100% EOU/EHTP/STP Units, not registered elsewhere should be completed within a period of fifteen days. In case the verification report is not received from the Jurisdictional Customs/Central Excise Authorities and the Development Commissioner within five working days, provisional registration of the unit shall be granted by the AC/DC in charge of the 100% EOU.

6. After verifying the authenticity and correctness of the documents, the Superintendent/ Appraiser of EOU shall make an endorsement on the original documents as well as on the copies in the file as a token of completion of verification. After completion of verification, the verified documents shall be returned between 3 P.M to 5 P.M to the person who had submitted them. After verification the file will be submitted for approval of the A.C/D.C.(EOU). There after, the Examiner/Preventive Officer posted in the EOU Registration Section shall enter the details of the EOU in the EDI System and forward the same to the Supdt./ Appraiser. The registration process will

be treated as COMPLETE only when all the details are fed into the EDI system. A Registration Certificate shall be issued to the EOU by the AC/DC (EOU).

7. A Register regarding status of the verification reports shall be maintained in the EOU Section in the format as follows:-

1	2	3	4	5	6	7	8	9
Sl. No.	Name of the EOU/ EHTP/ STP	IEC No. & Branch Code	Address	EDI Registration in JNCH	Validity Period	Letter to Jurisdictional Customs/C. Ex. & Dev. Commissioner	Receipt of Verification Reports	Remarks

The TA shall enter the details of such references made to the concerned authorities and put up to the Preventive officer/Examiner posted in the Section. The P.O/E.O shall promptly follow up the matter and wherever required reminders shall be issued . The Register shall be put up to the Additional/ Joint Commissioner of Customs (EOU) on a monthly basis with abstracts of total No. of 100% EOU/EHTP/STP Units registered, No. of letters sent for verification, No. of reports received and pendencies.

8. In case where registration certificate with Central Excise or Licence under Section 58 and/or 65 of the Custom Act, 1962 is not available at the time of registration, their authorized CHA will produce the photocopies. However, the originals shall be submitted for verification before first import

failing which no import shall be allowed under EOU Scheme. ❖ In case of non-availability of any original document referred above, the Deputy/Assistant Commissioner (EOU) may permit provisional registration subject to an undertaking furnished by the 100% EOU/EHTP/STP Units or their authorized Custom House Agent to produce the originals within 15 days or such extended period (preferably before next consignment or within a period of another 15 days which ever is earlier) as may be permitted by DC/AC (EOU). Relaxation to this procedure, if any in exceptional cases, shall be with the permission of Additional/Joint Commissioner (EOU).

9. ❖❖❖❖❖❖❖❖ The Supdt/Appraiser after completing the registration shall place the details of registration of an 100% EOU/EHTP/STP Units in the web-site of this Custom House www.jawaharcustoms.gov.in so that other Customs Formation/Custom Houses can ascertain the fact of registration of an 100% EOU/EHTP/STP Units with this Custom House and avoid multiplicity of procedure. The same is expected from the other Customs Houses/Customs Formations. In absence of such information on web-site, the process of pre-verification of letter issued by other Customs Houses/Customs Formations shall be followed as mentioned in para 5 above. It may be ensured that all 100% EOU/EHTP/STP Units are registered in the EOU Section well in advance before presenting the Bill of Entry for clearance of their import consignments as this is a prerequisite for processing of EDI Bill of Entry.

10. Any difficulty experienced in the implementation of this Standing Order may be brought to the notice of the undersigned immediately.

(B. K. SINHA)

**COMMISSIONER OF CUSTOMS
(EXPORT)**

To,

All the Concerned

Copy to :-

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

ANNEXURE - A

APPLICATION FOR EOU REGISTRATION

III. Self attested a photocopy of the following documents is submitted and we undertake to produce original documents of verification :

1. Green Card

No. [Redacted] issued by

2. Letter of Permit from Dev. Commissioner F. No.

[Redacted] issued by

3. Central Excise Registration Certificate / Customs Bond Licence F. No.

4. Letter of previous valid registration (F. No. & Customs Formation)

[Redacted] I, [Redacted], hereby certify that the information given in this form is true, correct and complete in every respect and that I am authorized to sign on behalf of the applicant.

Date [Redacted]
[Redacted] (Name, designation & Signature of authorized person)

(Attested by the Bank of EOU)

Place

FOR DEPARTMENTAL USE ONLY

Date of Receipt               ..

Any previous valid registration             

If yes, the Customs formation that issued it            ..

The EOU may/may not be registered.

Supdt./Appraiser.                                    

                                      (Name & Signature with date & stamp)

Dy/Asstt Commissioner,

EOU                                      (Name &

Signature with date & stamp)

Date & time of the entries in EDI system registering the EOU

Name & signature with date of the officer who registered in EDI

ANNEXURE B

(Acknowledgment slip to be presented in triplicate)



EOU REGISTRATION SECTION

JNCH, SHEVA.

DATE:-

Received Letter of Permission (LOP) No. . dtd for verification which has been entered in the prescribed register at Sr. No. /.(year). Verified licence may be collected between 3p.m. to 5 p.m. on , by the person who has submitted the same.

Tax Assistant

EOU
Registration
Section
JNCH, SHEVA

