



मुख्य आयुक्त सीमा शुल्क का कार्यालय,
OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS
चेन्नै सीमा शुल्क क्षेत्र
CHENNAI CUSTOMS ZONE
सीमा शुल्क भवन, नं.60, राजाजी सालै, चेन्नै 600 001.
CUSTOM HOUSE, NO.60, RAJAJI SALAI, CHENNAI 600 001.

F.No. S.Misc. 02/2018-19AM-CH-II

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PUBLIC NOTICE NO. 25/2020

Sub: Appointment of Nodal Officers for Chennai Customs Zone for facilitating Customs clearances amidst the Covid-19 - reg.

Attention of the Importers, Customs Brokers and all other stakeholders is invited about appointment of the following officer as the Nodal Officer in Chennai Customs Zone for facilitating customs clearances of import cargo, amidst the Covid – 19 crisis:

Name S/Shri	Designation	Office Address	e-mail address	Contact details	
				Landline	Mobile No.
R Gopalsamy	Joint Commissioner	O/o THE COMMISSIONER OF CUSTOMS, CHENNAI – II, COMMTRTE', CUSTOM HOUSE, NO. 60 RAJAJI SALAI, CHENNAI-600 001.	gopal.irs@gov.in	044-25263514	9840196366

- Any person seeking the details/status of their import cargo/parcel may kindly note that she/he should have the Bill of Entry (BE) number & Date with her/him while making the call so that it will help in tracking and facilitating the consignment. Further, it may be noted that the following are the general documents required for filing of a Bill of Entry (a statutory document to claim the goods/cargo imported):-
 - Commercial invoice;
 - Packing list;
 - Air Way Bill/Bill of Lading;
 - IEC code issued by DGFT (PAN is sufficient for personal imports);
 - Bank AD Code;
 - GST registration number (Not relevant for personal imports);
 - KYC form duly completed – only for first time importers
 - A step-wise flowchart narrating the normal procedure for import clearance is also attached herewith for ready reference.
 - All the trade associations / stakeholders are requested to bring the above facilitation measure to the notice of their members.
 - This issues with the approval of the Chief Commissioner.


(R. SRINIVASA NAIK)
COMMISSIONER OF CUSTOMS (IMPORT)
- To
All Concerned
Copy to:
- The Chief Commissioner of Customs, Chennai Customs Zone, for kind information.
 - The Commissioner of Customs, Chennai Airport/Air Cargo/Import/Preventive/Export/General and Audit Commissionerate, Chennai Customs Zone.
 - The Jt./Addl. Commissioner of Customs, Chennai – Import.
 - The Dy. Commissioner of Customs, Docks Admin, Chennai – Export.
 - All the Asst. Commissioners of Customs, Assessment Groups, Chennai - Import.
 - The EDI, for publication in Chennai Customs Website.
 - The CHS, for displaying on Notice Board.

FLOWCHART FOR CUSTOMS CLEARANCE OF IMPORTED GOODS

STEP 1
<p>Prior Bill of Entry (BOE) can be filed in the Customs System even before arrival of goods at the port of import. Such BOE is called a Prior Bill of Entry. This offers a significant advantage because Customs processing and duty payment etc. can take place even before the actual arrival of goods. This helps in saving time and ensuring clearance of goods as soon as goods arrive. The importer/Customs Broker (CB) needs to plan filing of prior BOE.</p>
STEP 2
<p>Role & Responsibility: Importer/Customs Broker (CB)</p> <p>Confirm the arrival of goods at the Port of import and obtain delivery order from the shipping lines before examination of the goods. If the cargo is imported by sea mode (i) DPD clients may take delivery from container terminal (ii) Others can take delivery from CFS/ICD depending on their option given in the Bill of Lading. If the cargo is by Air mode, the consignments are allowed to be cleared from Air Cargo Complex (ACC), Meenamakkam and the Delivery Order (DO) can be obtained from Airlines. If it is by Courier mode, the parcels are cleared from Courier Terminal at Meenamakkam</p>
STEP 3
<p>Role & Responsibility: Shipping Lines, Freight Forwarders and Importer/Customs Broker (CB)</p> <p>Filing of BOE has to be ensured by the importers either on their own or through a Customs Broker of their choice. It is done online through ICEGATE portal namely www.icegate.gov.in. All the supporting documents are to be uploaded through e-sanchit.</p>
STEP 4
<p>Role & Responsibility: Importer/Customs Broker (CB)</p> <p>Processing of BOE by Customs System. Customs role starts from this point only i.e after the BOE is filed. (1) Tracking of BOE is possible on ICEGATE portal. (2) In case of any amendments/waiver of late filing charges, request may be sent through email (Refer PN 22& 23/2020 by Sea Customs and Facility Circular No. 2 & 9 of 2020 by Air Cargo Commissionerate).</p>
STEP 5
<p>Role & Responsibility: Customs</p> <p>As soon as the BOE is filed, it may be referred online by the Customs to Partner Government Agency (PGA) like Drug Controller (ADC)/Animal Quarantine (AQ)/Plant Quarantine (PQ)/ Food Safety & Standards Authority of India (FSSAI) in case NOC is required from them. Therefore, it is very important to plan and understand in advance the requirement of such NOC. Customs Broker s(CB) are aware about such requirement. BOE is marked online to the respective PGA. NOC from applicable PGA will be required before goods can be released by Customs. Such NOC is given online by PGA directly and there is no role of Customs in it.</p>
STEP 6
<p>Role & Responsibility: Respective PGAs and Importer/Customs Broker (CB)</p> <p>After completion of the assessment the Importer / Customs Broker (CB) are required to register the goods. This can be done online through ICEGATE Portal www.icegate.gov.in.</p>
STEP 7
<p>Role & Responsibility: Importer/Customs Broker (CB)</p> <p>Duty payment can be done by the importer/Customs Broker (CB) any time after filing of the Bill of Entry. It is important to understand that the Customs processing would continue, after Goods Registration, even if the duty has not been paid. But in order to ensure quick clearance the importer/Customs Broker (CB) should pay the duty even before the registration process is completed.</p>
STEP 8
<p>Role & Responsibility: Importer/Customs Broker (CB)</p> <p>Customs will conduct examination on risk basis in few cases in the presence of the importer/Customs Broker (CB) and give Out of Charge (OOC) in case everything is in order. OOC signifies that the Customs process is complete and role of Customs ends at this stage. Importer/Customs Broker (CB) can check the status of OOC on ICEGATE Portal www.icegate.gov.in</p>
STEP 9
<p>Role & Responsibility: Customs/Importer/Customs Broker (CB)</p> <p>Generation of Gate Pass and delivery of goods by the Custodian</p>
STEP 10
<p>Role & Responsibility: Custodian & Importer/Customs Broker (CB)</p> <p>Transportation of good from the Port</p> <p>Role & Responsibility: Importer / Customs Broker (CB)</p>