



**Office of the Chief Commissioner of Customs & Central Tax
Visakhapatnam Zone**

1st Floor, GST Bhavan, Port Area,
Visakhapatnam - 530035

PUBLIC NOTICE No. 01/2020-Cus

Dated: 01-04-2020

Sub: Nodal Officers from CBIC Customs Zones / Formations for facilitating
Customs Clearances amidst the Covid-19 crisis – Regarding

Considering the prevailing situation in the Country due to the COVID-19 outbreak, the Central Board of Indirect Taxes & Customs (CBIC) has nominated certain **"Nodal Officers"** in each Zone to facilitate the Customs fraternity in Customs related matters.

2. Accordingly, **Shri. J.M. Kishore, Joint Commissioner of Customs, Visakhapatnam Zone** has been nominated as the Nodal Officer for Customs Trade facilitation in Visakhapatnam Zone, covering the entire State of Andhra Pradesh. The details of the Nodal officer and contact information are as under:

Name : **Shri J.M. Kishore**
Designation : **Joint Commissioner**
Office Address : O/o Chief Commissioner of Customs & Central Tax,
GST Bhawan, Port Area, Visakhapatnam 530035
E-mail Id. : **kishore.jm@gov.in**
Office Phone : 08912560408
Mobile Number : 9963322322

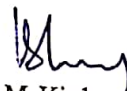
3. Any person /Firm seeking details/status of their import cargo **needs to provide to the Nodal Officer , all the necessary details such as the Bill of Entry Number, date of filing , location code** which will help the officer in tracking and facilitation of the consignment.

4. A step wise Flowchart narrating the normal procedure for *"Customs Clearance of Imported Goods"* is enclosed as "Annexure" to this Public Notice to aid and facilitate the Importers / Customs Brokers. The Annexure also indicates the *"Documents required for filing of bill of entry"*.

5. All the stake holders such as Importers, Customs Brokers, Trade associations may take note of the above facilitation measure for smooth clearance of the imported goods. The contents of this Public Notice should be brought to the notice of all members of the Customs stakeholders and are urged to avail of the services of Nodal Officer.

6. This issues with the approval of the Chief Commissioner of Customs & Central Tax, Visakhapatnam Zone.

Enclosure: Annexure- Flow chart (3 pages)


(J.M.Kishore)

Joint Commissioner (CCO)

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To

- As per Distribution List (Customs)
- Members of all Print & Electronic Media
- Website Administrator for uploading of Zonal website.

Flowchart for Customs Clearance of Imported Goods

Prior BILL OF ENTRY (BOE)	
<p>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>	
Role & Responsibility	
Importer / Customs Broker (CB)	
PROCEDURE FOR CLEARANCE OF IMPORTED GOODS	
STEP 1	
<p>Confirm the arrival of goods at the port of import and take delivery order from the port /CFS. It is important for the importer / Customs Broker (CB) to know the mode of shipment. In case of Visakhapatnam, it can be bulk Cargo mode by a Ship/Vessel which can be berthed at any berths located in Visakhapatnam port(INVTZ1), Gangavaram Port (INGGV1), or by packages mode in Visakhapatnam Air Cargo Complex (INVTZ4).In case of containerized cargo, the containers are unloaded at Visakhapatnam container Terminal (VCTPL) and the containers are moved to various CFS's located in and around Visakhapatnam for final clearance of the goods from these CFS's. However, in case of certain importers , the containers are permitted to be cleared on DPD (Direct Port Delivery) basis from VCTPL itself.</p> <p>Similarly , for Kakinada Port, in case of Bulk cargo by ship , the same may be may berthed in Kakinada Port (INKAK1).</p> <p>For Krishnapatnam Port (INKRI1), either Bulk cargo or containerized cargo, the goods/containers are unloaded in the Krishnapatnam Port.</p>	
Role & Responsibility	
Shipping Lines, Freight Forwarder, Importer / Customs Broker (CB)	
STEP 2	
<p>Filing of BOE has to be ensured by the importers either on their own or through a Custom Broker of their choice. It is generally done online through ICEGATE Portal namely www.icegate.gov.in</p>	
Role & Responsibility	
Importer / Customs Broker (CB)	
STEP 3	
<p>Processing of BOE by Customs System. Customs' role starts from this point only i.e. after the BOE is filed it may get self assessed and duty challan is generated if the consignment is selected for full facilitation by RMS . In case the bill is processed for verification by a Customs officer (assessment group0) the same will be verified and cleared by both Assessing Officer (Appraiser) and the Asst./Deputy Commissioner .In case of any enquiry at this stage, Nodal officer may be contacted with "<u>BOE number and date</u>" for tracking and expediting the clearance in case importer/customs broker is unable to find the status in ICEGATE website.</p>	
Role & Responsibility	
Customs	

STEP 4

As soon as the BOE is filed, RMS may refer the Bill online to Partner Government Agency (PGA) like Drug Controller (ADC) / Animal Quarantine (AQ) / Plant Quarantine (PQ) / Food Safety & Standards Authority of India(FSSAI). In case an NOC is required from any of these PGA's for clearance of goods imported. Therefore it is very important for importer/Customs Broker to plan and understand in advance, the requirement of such NOC. Customs Brokers (CB) are usually aware about such requirement. When BOE is marked online to a specific PGA, NOC from applicable PGA is provided by the concerned PGA on line itself and there is no role of Customs in it.

Role and Responsibility

Respective PGAs and Importer / Customs Broker (CB)

STEP 5

After Completion of the assessment the importer / Customs Broker (CB) are required to register the goods in the system This can be done by them , online through ICEGATE Portal www.icegate.gov.in

Role and Responsibility

Importer / Customs Broker (CB)

STEP 6

Duty Payment can be done by the importer / Customs Broker (CB) the moment system processes the same as fully facilitated and the duty payment challan is generated in systems. The payment is to be done online by transfer of assessed duty amount by the importer/Customs Broker to the Govt account through ICEGATE site. in some such cases, Customs officers in RMS Cell can even proceed to give Out of Charge (OOC) after due verification of Compulsory Compliance Requirements and the moment duty is paid by importers/Customs Brokers, the final print of the Bill of entry can be generated either from the CFS's or from Service centre (located in Custom House) for physically clearing the goods from the custodian /CFS.

Role and Responsibility

Importer / Customs Broker (CB)

STEP 7

In case Bill of entry is processed for verification of self assessment , Customs assessing group would process the same and after the assessed duties are paid by importer/Custom Broker, the goods may be examined by officers in CFS/Port (if required) and if the declarations are in order, OOC is given. 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

Role and Responsibility

Customs

STEP 8

Once the OOC is obtained by importer/Customs Broker, generation of Gate Pass and Delivery of goods by the Custodian

Role and Responsibility

Custodian and Importer / Customs Broker (CB)

STEP 9

Transportation of Goods from the Port

Role and Responsibility

Importer / Customs Broker (CB)

Documents required for filing of a bill of entry

1. Commercial invoice
2. Packing list
3. Bill of Lading/Air way bill
4. IEC
5. Bank AD code
6. GST registration number
7. To fill a KYC form for first time importers

(IEC code and GST number not required for imports for personal use, only PAN number is required)

Additional documents required for filing / clearance of a Bill of Entry by importer/Customs Broker(Where supplier and Importer are related to each other):

1. If the related party transaction has been registered with Customs, continuity Bond is required for shipments to be cleared on provisional basis.
2. If the related party information is not registered with Customs, they are required to submit information in prescribed format along with supporting documents like bond, bank guarantee, solvency certificate, etc. for the purpose of registration of their case.

It is pertinent to mention that fresh related party transaction cases must file Prior BE well in advance and complete necessary additional formalities with the concerned appraising group before carrying out import so that no difficulty is faced at the time of actual import.

Disclaimer: The above information is presented in simple language only for information of all stakeholders. The information provided does not, and is not intended to, constitute legal advice. Importers are requested to refer Act, Rules and Regulations for legal Purposes.