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F. No. VIII/48-39/PN/AG/CHM/2017-18

Dated:- 31/01/2018

PUBLIC NOTICE NO. 39/2017-18

Subject: - Implementation of paperless processing under SWIFT - Uploading of supporting documents regarding -Reg.

Attention of all Importers/Exporters, Custom Brokers, Members of the Trade and all other concerned is invited to Board's Circular No. 40/2017 dated 13th October, 2017 wherein, it was stated that with the objective of reducing physical interface between Customs/ regulatory agencies and the trade and to increase the speed of clearance, a facility named as e-SANCHIT to upload digitally signed supporting documents on a pilot basis at ACC, Delhi and Chennai Customs House is being launched. Now the said facility has been extended on a voluntary basis at Mundra Custom House also. The following procedure will have to be followed:

2. Uploading supporting documents:-

2.1 For uploading supporting documents on ICEGATE, the authorized person(s) must open ICEGATE URL <https://www.icegate.gov.in>. Click on Login/Signup button for login into ICEGATE by using the access credentials and then Click on e-SANCHIT link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on web link <http://www.cbec.gov.in/resources/htdocs-cbec/draft-circ/Step%20by%20Step%20Procedure.pdf>. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorised person(s) must ensure that they have uploaded all the necessary supporting documents and obtain a unique Image Reference Number (IRN). Further, while submitting the job for BE generation, the details of the supporting documents (IRN No) to be furnished in a separate table "Supporting Docs" in addition to the other

existing tables. The message format for the table "Supporting Docs" is annexed herewith as **Annexure**. A facility has also been provided on ICEGATE to the authorized person(s) to access and view the documents uploaded by them.

2.2 In case the authorised person(s) seeks to provide a document after the generation of the Bill of Entry number, he/she may first upload the document on ICEGATE, obtain a unique ID Image Reference number (IRN) for the document and link that document with the corresponding Bill of Entry by submitting an amendment at the Service Centre. This procedure will also apply when the authorised person submits a document in response to a query raised by Customs for a Bill of Entry.

3. Assessment & Document Verification

3.1 Once a Bill of Entry has been filed, Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Bill of Entry on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can also be uploaded online by following the procedure described in para 2 above. All documents required for the purposes of assessment would be viewed online.

3.2 Post Clearance Compliance Verification (PCCV) will be carried out online based on the electronic versions of supporting documents instead of hardcopy dockets of the Bills of Entry.

4. Goods Registration, Examination & Clearance:-

4.1 After filing of the Bill of Entry, the authorized person (e.g. Importer/ Customs Broker) may with his self-assessed copy of the Bill of Entry, approach the designated place for goods registration, document verification and clearance. In case goods are to be examined, the officer examining goods may record the results of inspection/ examination online on ICES.

4.2 Some types of supporting documents are required to be presented in original (as specified in the respective notifications) for verification of seal / signature etc., for defacement and for the debit of quantities / value. Trade should present hardcopy at the time of the registration of goods. It may however be noted that **all supporting documents** shall be uploaded digitally, including those documents that must be presented in hardcopy. For supporting documents, where a debit of quantity / value is required to be made on hardcopy, for every subsequent Bill of Entry filed for import, the latest debit sheet shall be uploaded. The authorized person filing the

Bill of Entry should pay attention while linking supporting documents with Bills of Entry and should ensure that the correct unique Image Reference Numbers (IRNs) are mentioned in the Bills of Entry.

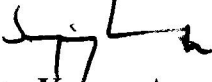
5. Manifest Closure

5.1 With the submission of supporting documents online, the manifest closure department of the Custom House will not receive hardcopies of dockets. Officers shall rely on the electronic records maintained on ICES to carry out activities in relation to manifest closure.

6. The trade may note that the use of e-SANCHIT for uploading supporting documents would be gradually made mandatory for all transactions. Therefore, they may make adequate preparations to upload documents online and avail the facility to gain experience on the procedure.

7. All the Trade Associations, Chamber of Commerce and Industry and Customs Brokers Association are requested to publicize the contents of the Public Notice among their members / constituents for information

8. Difficulty faced, if any, may be brought to the notice of the undersigned.


(Sanjay Kumar Agarwal)
Commissioner of Customs.

Copy to:-

1. The Chief Commissioner of Customs, Gujarat Zone, Ahmedabad.
 2. All the Additional Commissioners of Customs, MCH.
 3. All the DC/ACs, MCH.
 4. Mundra/Kandla Custom House Agent Association.
 5. Container Freight Station Association, Mundra.
 6. Mundra Shipping Agent Association.
 7. All Trade Associations.
 8. Notice Board/Website.
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Notes:

Explanation

This table is mandatory for all Bills of Entry. This table includes details of all supporting documents submitted by a CHA/Importer to Customs.

Sr. No. 14

Image Reference No: The CHA/Importer receives this unique number when he digitally signs a digital copy of a document in pdf format (scanned from hardcopy or otherwise rendered into pdf) and submits the supporting document to ICEGATE. This will be auto-generated by when ICEGATE completes the upload process.

Sr. No. 15**Document Type Code**

All supporting documents which are submitted by Customs Broker / Importer have a document type. Use the appropriate code for the document type code for the document referenced by the unique number. Directory will be provided.

Sr. No.16**Document Issuing Party Code**

Optional field

[Presently, this field is not validated]

Sr. No. 21**Document reference number**

If the supporting document is an invoice indicating the same invoice number quoted in <TABLE> INVOICE of the Bill of Entry.

Sr No. 22**Place of Issue**

Name of the city/town where it was issued.

Sr. No. 23**Document Issue Date**

(Date Format) No validation required.

Sr. No. 24**Document Expiry Date**

This is used for Supporting documents that are registrations, licenses, certificates, permits and other forms of authorization.

Sr. No. 25**Document Beneficiary Party Code**

If the document type is a registration, license, certificate or a permit, indicate the IE Code of the party which is shown as the beneficiary of this document.

[Presently, this field is not validated]