OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)
NEW CUSTOM HOUSE, NEAR IGI AIRPORT, NEW DELHI-110037

PUBLIC NOTICE NO. 19 /2017-18

Subject: Procedure for filing of Shipping Bill for export of Un accompanied baggage at Export Air Cargo Complex, New Delhi -reg.

Kind attention of all concerned is invited to the procedure for filing of shipping bill for export of Un accompanied baggage at Export Air Cargo Complex, New Delhi. As per the procedure followed presently in case of export of un-accompanied baggage, shipping bill/Baggage Declaration is filed manually. It has been decided to discontinue manual shipping bill/Baggage Declaration procedure in respect of export of un-accompanied baggage. Henceforth, all such shipping bills are required to be filed electronically in EDI system only. Assessing officers and examining officers are required to conduct checks as prescribed (as in case of other goods). For filling the shipping bill in EDI, the passenger shall use IEC code 0100000053. Shipping Bill should be filed under Scheme Code 99 (till a separate code is provided for this category of export). Sometime the quantities being taken by the passenger cannot be said to be their bonafide baggage as per Exim policy and hence their export could be objected. However such exports may be allowed if the passenger provides the proof of the goods having been procured against payment in foreign exchange brought by the passengers on arrival in India. The Standard Operating Procedure for filing of
Shipping Bill for export of un-accompanied baggage at Export Air Cargo Complex, New Delhi will be as follows.

There may be two modes of clearance, either by self or through CHA.

1. In Self mode, the passenger or his authorized representative, shall fill up the Baggage Declaration Form and submit to the EFO (day) between 1000 hrs. to 1600 hrs. on normal working days available in EFO room at Air Cargo Export Shed Building, CELEBI, near IGI Airport, New Delhi 110037 along with the following documents:

   a) Packing List

   b) Copy of Airway Bill

   c) Passport along with one photocopy.

   d) Copy of valid air ticket

   e) Authorization letter along with valid ID and address proof of the representative in case passenger is not available.

   f) Departure certificate issued by airline in case where the passenger has already departed.

   g) Any other document required in support of contention of the passenger or his representative.

The Superintendent EFO will verify the Baggage Declaration (BD) along with documents submitted by the passenger or his authorized representative and if no discrepancy is found will sign the BD. The passenger or his representative will take the duly scrutinized and signed BD to the service centre i.e. XEAM Service Centre at CELEBI (EDI Service Centre) Export Warehouse for submission of the
details of BD in Customs EDI system during normal working hours. EDI Service Centre shall charge prescribed fees for filing details of BD in Customs EDI System and printout of the checklist will be given to the passenger or his authorized representative after submission. The passenger or his authorized representative shall verify the correctness of details stated in the Check List and make correction, if any. The passenger or his authorized representative, if satisfied with the entries made in the Check List shall authorize the service centre for submission of the same in the EDI system by signing the Check list. After submission, final Checklist shall be generated and printout of the same shall be given to the passenger or his authorized representative.

2. In other case, any CHA, duly authorized to complete all the necessary formalities on behalf of passenger for export of his unaccompanied baggage, will generate the check list based on the above stated requisite documents provided by the passenger.

3. After generation of check list, the procedure of goods arrival and clearance by Custom would be same as is being followed for clearance of other goods.

4. No manual baggage declaration shall be accepted for export of unaccompanied baggage without prior approval of the Commissioner.

5. In case of unaccompanied baggage, there shall be 100% physical examination of the baggage even if the system remark is otherwise.

(SUNIL K. SINHA)
Commissioner of Customs
ACC Export

Copy to: As per list attached