

LIST OF DOCUMENTS

(1) Undertaking on stamp paper of Rs. 100/- duly notarized in respect of following;

- (a) he is a citizen of India
- (b) he is a person of sound mind
- (c) he is not adjudicated as insolvent
- (d) he has neither been convicted by a competent court for an offence nor any criminal proceeding is pending against him in any court of law
- (e) he has not been penalised for any offence under the Act, the Central Excise Act, 1944 and the Finance Act, 1994.

(2) Copy of Identity proof such as PAN Card/ Aadhar Card/Passport/Election Card /Certificate issued by Tehsildar

(3) Documents required:-

- (a) Two recent Passport Size Photographs (one attested by a Gazetted Officer / Customs Broker).
- (b) Self certified copies of Educational Qualification certificates.
- (c) Self attested copies of documents on citizenship i.e. AADHAR Card/ Passport/ Voter Identity Card.

(d) (i) For 'G' Card holders :-

- Certified Copy of Customs Broker License.
- Certified copy of 'G' card.
- Details / year/ Roll No. of Passing Exam for 'G' card under Regulation 17 of CBLR, 2013/Regulation 19 of CHALR, 2004 alongwith copy of result

(ii) For Professionals:-

Details of Professional Degree under Regulation 5(f)(ii) of CBLR, 2013 such as Masters or equivalent degree in Accounting, Finance or Management, C.A./ MBA/ LLB/ ACMA/ FCMA or Diploma in Customs Clearance work from any Institute or University recognized by the Government, or

(iii) For Retired Group 'A' Officer from the Indian Customs and Central Excise Service (IC&CES) :-

Documentary evidence in support of having a minimum of five years experience in Group 'A' service

- (4) Bank solvency certificate for Rs. 5,00,000/- issued by a Scheduled Bank / proof acceptable to the Commissioner of Customs (General) stating that the applicant is in possession of assets of value of not less than Five Lakh Rupees

Note All the above mentioned documents should be self attested. Original shall be required to be produced on demand.