



**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)**  
**NEW CUSTOM HOUSE, NEW DELHI - 110037.**

C. No. VIII(H)13/196/Misc/Policy/2016

Dated:

**PUBLIC NOTICE NO 09/Policy/2016**

Sub: Procedure for renewal of Customs Broker License-reg.

Attention of all Customs Broker is invited to the provision of Regulation 9(2) of CBLR, 2013 under which the Principal Commissioner or Commissioner of Customs may on an application made by the licensee before the expiry of the validity of the license under Sub-regulation (1), renew the license for a further period of ten years from the date of expiration, if the performance of the license is found to be satisfactory with reference, inter-alia to the obligations specified in this regulation including the absence of instance of any complaint of misconduct. In this regard, the following procedure is being prescribed for renewal of Customs Broker license with immediate effect.

2. The application for renewal of license may be submitted any time during the year in which the license is expiring at least 90 days prior to the date of expiry of the license. The application for renewal shall be accompanied by the following supporting documents in addition to documents prescribed under CBLR, 2013:

- (i) Declaration affirming that there is no change in constitution/address of Customs Broker.
- (ii) Declaration that there are no time expired/inoperative cards in Forms G/H pending submission to the Department.
- (iii) Declaration that accounts are being maintained as per Regulation 16 of CBLR, 2013.
- (iv) Declaration that no judicial/quasi-judicial cases are pending against them (if yes, the details and status of each pending case).
- (v) Declaration that no arrears are payable to the Department.
- (vi) Self-attested copy of the Customs Broker Licence in Form B.
- (vii) List of Photo Identity Card holders in Form F/G/H with card number(s) and validity date(s).
- (viii) Self-attested copy of valid membership certificate of Custom Brokers Association (if registered in the Customs station and recognized by Commissioner of Customs).
- (ix) Self-attested PAN card copy in the name of Customs Broker (Attested/Notarized), if not given earlier.

- (x) TR-6 Challan for Renewal fees of Rs. 5,000/- paid under Major Head-037 Customs and Minor Head -V fees.

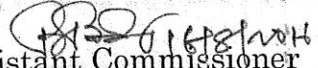
3. Immediately after the approval for the renewal of Customs Broker License is accorded by the Principal Commissioner/ Commissioner of Customs (General), the same shall be intimated to the Customs Broker concerned. This processing for renewal shall normally be completed within 60 working days from the date of receipt of complete application, if otherwise found in order. List of Customs Brokers, whose request for renewal has been approved, will be uploaded on the website of Delhi Customs and also be displayed on the Notice Board of Policy Section by 10<sup>th</sup> day of every month.

4. Hindi version follows.

Date: 16/07/16  
**COMMISSIONER  
CUSTOMS (GENERAL)  
NCH, NEW DELHI.**

Copy for information and necessary action to:

1. The Chief Commissioner of Customs, Delhi Zone, NCH, New Delhi.
2. All Principal Commissioner/ Commissioner of Customs, Delhi Zone.
3. The Assistant Commissioner of Customs (EDI), ACC (Import) Commissionerate, New Customs House, New Delhi with a request to upload the same on the Departmental website: [www.delhicustoms.gov.in](http://www.delhicustoms.gov.in).
4. Federation of Freight Forwarders' Association in India, 311-313, Mahinder Chambers, W.T. Patil Marg, Chembur, Mumbai - 400071.
5. Delhi Customs Clearing Agent Association, 260-261, Anarkali Bazar, Jhandewalan Extension, New Delhi - 110055.
6. Notice Board.
7. Guard File.

  
Assistant Commissioner  
Customs (POLICY)