



**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
NEW CUSTOMS HOUSE, NEAR IGI AIRPORT
NEW DELHI – 110037**

C. No. VIII (H)13/Policy/130/2015

Dated: 08 May 2015

PUBLIC NOTICE NO. 06 /General /2015

Sub: Procedure for renewal of Customs Brokers License – reg.


Attention of all the Customs Brokers functioning in Delhi Customs Zone and the CHA's Association is invited to provisions of Regulation 9 of Customs Brokers Licensing Regulations, 2013 (CBLR, 2013) pertaining to Renewal of Customs Broker Licence. In this regard, in view of the CBEC Circular No. 8/2014 – Customs dated 13.06.2014 and in supersession of the earlier Public Notice No. 20/2013 dated 26.12.2013 issued in this regard, the following procedure is being prescribed for the renewal of Customs Broker Licence with immediate effect.

2. The Application for the renewal of Customs Broker Licence should be submitted atleast 90 days before the date of expiry of the license. The application shall be submitted along with the following supporting documents:

- (i) Declaration affirming that there is no change in constitution/ address of Customs Broker; that there are no time expired/ inoperative cards in Forms G/H pending submission to the Department; that accounts are being maintained as per Regulation 16 of CBLR, 2013; that no judicial / quasi-judicial cases are pending against them (if yes, the details and status of each pending case); and that no arrears are payable to the Department. However, wherever the Customs Broker's case is not covered under these declarations, necessary information and documents according to the change (relevant facts) be furnished;
- (ii) Self- attested copy of Customs Broker License in Form B;

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- (iii) List of Photo Identity Card Holders in Form F/G/H with card number(s) and validity date(s);
- (iv) Self-attested copy of valid membership certificate of Delhi Customs Clearing Agents Association;
- (v) Self-attested PAN card copy in the name of Customs Broker (Attested / Notarized);
- (vi) Bond in Form-D as per CBLR, 2013;
- (vii) Security Deposit for the specified amount in terms of CHALR, 1984, CHALR, 2004 or CBLR, 2013, as the case may be towards renewal in the form of FDR / Bank Guarantee in favor of "THE COMMISSIONER OF CUSTOMS, (GENERAL), NEW CUSTOMS HOUSE, NEW DELHI" having validity for 10 years (In Original);
- (viii) Surety Bond in Form 'E';
- (ix) Solvency Certificate for the specified amount in term of CHALR, 1984, CHALR, 204 or CBLR, 2013 as the case may be (In Original);
- (x) Fee of Rs. 5,000/- for renewal of license deposited through GAR-7 Challan in terms of Refgulation 9(3) of CBLR, 2013;
- (xi) Any other document for the satisfaction of the Competent Authority.


(NEERAJ KANSAL)
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NEW DELHI