Public Notice No. 26/2019 dated 10.2019

Subject: First time importers / exporters, verification of documents regarding.

Attention of all the Importers/Exporters, Customs Brokers and member of the Trade in the jurisdiction of the ICDs, Patparganj & Others is invited regarding submission of KYC documents and procedure to be followed in case of first time importers/exporters and verification of genuineness of the importers/exporters, who are importing/exporting goods for first time through ICD, Patparganj & other ICDs under the jurisdiction of this Commissionerate.

2. Representations have been received from first time importers/exporters/other stakeholders highlighting problems faced during verification of documents by Customs. It has been represented that number of documents are being asked from them, which adds to the transaction cost and also leading to increase in dwell time.

3. With the objective to promote ease of doing business, reducing use of paper, to make import and export easier and hassle free and also to facilitate easy access of database of first-time importers/exporters, procedure for KYC verification of first-time importers/exporters would be as under:

(i) A 'Centralized KYC cell' has been established at ICD Patparganj, New Delhi headed by Deputy/Assistant Commissioner, ICD, to cater to all the ICDs under the jurisdiction of this Commissionerate.

(ii) All such first time importers/exporters or their Custom Brokers shall (in addition to copy of IEC Certificate issued by DGFT), submit only document as mentioned in category-I and only one document from category-II to the concerned Assessing Officer.

CATEGORY-I

(i) In case of Proprietorship Firm: Copy of Aadhaar or Passport of the Proprietor;

(ii) In case of Partnership Firm: Copy of Aadhaar or Passport of the all the Partners and copy of Partnership Deed [A partnership deed, also known as a partnership agreement; is a document that outlines in detail the rights and responsibilities of all parties to a business.
operation], or

(iii) In case of Limited Liability Partnership: Copy of Aadhaar or Passport of the designated partners + Certificate of Registration issued by Registrar + LLP Agreement (Charter denotes its scope of operation);

(iv) In case of Company: Copy of Aadhaar or Passport of the present Managing Director / any other Director + Certificate of Registration issued by Registrar + Memorandum and Articles of Association (Charter of the Company which defines its scope of operation);

**CATEGORY II**

(i) A copy of Income Tax Return/VAT or Sale Tax Return / GST Return filed for the previous / current year / month, as the case may be; or

(ii) Certificate from the Bank, with whom the Bank Account is being maintained for the purpose of remittance of foreign exchange to the effect that account is being maintained satisfactorily.

4. Further, if an importer/ exporter has exported/imported from any other Customs House and submits proof of past Export/Import made, then, normally, fresh set of documents should not be insisted upon, except for random verification, wherever necessary.

5. It is being expected from Customs Brokers that they discharge their obligations as per Regulation 11 of Customs Broker Licensing Regulations, 2013 (relevant text reproduced below for reference) in proper form and manner and exercise all due diligence.

**11. Obligations of Customs Broker.**

A Customs Broker shall -

- verify antecedent, correctness of Importer Exporter Code (IEC) number, identity of his client and functioning of his client at the declared address by using reliable, independent, authentic documents, data or information; and

- inform any change of postal address, telephone number, e-mail etc. to the Deputy Commissioner of Customs or Assistant Commissioner of Customs, as the case may be within one month of such change.

**PROCEDURE**

(i) The first time Importer/exporters can submit the required documents through email id ied.ppc@icegate.gov.in or in person to KYC Cell at ICD Patparganj, New Delhi in person under dated acknowledgment.

(ii) The KYC Cell (in case of first time importer/exporter), will open a separate file for each such first time importer/exporter, as the case may be and File No. should be mentioned in the Departmental Comment column of Bill of entry/shipping bill, as the case may be.

(iii) The Deputy/Assistant Commissioner of Customs, Centralized KYC Cell will send a list of above-mentioned importers/ exporters on
fortnightly basis to the CCCU for uploading the same on the Zonal website in the following format:

**LIST OF "EXPORTERS" WHO HAVE SUBMITTED KYC DOCUMENTS FROM 01.11.2019 TO ----**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>File No</th>
<th>Name of Exporter</th>
<th>GSTIN</th>
<th>IEC NO</th>
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</table>

**LIST OF "IMPORTERS" WHO HAVE SUBMITTED KYC DOCUMENTS FROM 01.11.2019 TO ----**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>File No</th>
<th>Name of Importer</th>
<th>GSTIN</th>
<th>IEC NO</th>
</tr>
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(iv) The KYC cell should get, the details submitted by such first-time importer/exporter, verified with the help of SIIB.

(vi) ADC/JC in charge of SIIB shall ensure that physical verification of the address declared in the IEC is completed at the earliest in at least 10% of the cases.

(vii) For verification of out station addresses, Customs formation nearest to that address, may be requested to verify the address of the first-time importer/exporter.

(viii) Officer responsible to complete verification of aforesaid KYC documents in SIIB should also make telephonic call to the concerned Bank Branch as mentioned in the IEC details (obtained from DGFT site) or in the copy of bank statement submitted by importer/exporter to verify the genuineness of the Bank account against that IEC.
(ix) It will be the responsibility of SIIB to complete the verification process within a reasonable time limit and inform the results to KYC Cell on monthly basis.

(x) KYC Cell will then create a unique digital id of the said First Time Importer/Exporter in the format PPG0000X and should maintain details of all such first-time importers/exporters in a register, including details of verification results received from SIIB. This register should be put up before jurisdictional ADC /JC on monthly basis. In case of any adverse report indicating mis-declaration, matter should be immediately reported to ADC/JC (SIIB) to initiate preventive measures including putting a suitable alert against such IEC in ICES. Further, a suitable remark should be inserted in the database hosted on Zonal website against such importer/exporter.

6. This Public Notice will be effective from **01.11.2019**.

7. Difficultly, if any, may be brought to the notice of Deputy / Assistant Commissioner, ICD, Patparganj in charge of KYC through email (email address: icd.ppg@iccgtc.gov.in). Action to be taken in terms of decisions taken in the Public Notice should be considered as standing order for the purpose of officers and staff.

\[\text{(MANISH SAXENA)}\]
Commissioner

Copy To:

1. The Chief Commissioner of Customs, (DZ), NCH, New Delhi-110037 for information.
2. The Principal Commissioner/Commissioner of Customs, Tughlakabad (Import/Export) New Delhi-110020
3. The Principal Commissioner/Commissioner of Customs ACC(Import/Export), New Delhi-110037
4. The Principal Commissioner/Commissioner of Customs (Preventive), New Delhi-110020
5. The Principal Commissioner/Commissioner of Customs (General), New Delhi-110020
6. The Additional/ Joint Commissioner of Customs, ICDs Patparganj & Others
7. All Deputy / Assistant Commissioner of Customs, ICDs Patparganj & Others.
8. The Delhi Customs clearing Agent Association, 260-61, Anarkali Bazar, Jhandewalan Extension, DDA Shopping Complex, New Delhi-110055.