Subject:- Implementation of Paperless Processing under SWIFT-Uploading Supporting Documents-reg.

It is brought to the notice of the trade, public and all stakeholders that with the objective of reducing physical interface between Customs, other regulatory agencies and the trade and to further enhance the speed of clearance of import consignment, it has been decided to introduce a facility to upload digitally supporting documents at ICD-TKD, Commissionerate (Export) from 26.12.2017 in respect of Group-7. For the first 15 days after launch of this facility, it will be voluntary in nature. Thereafter, a review will be carried out and it would then be introduced as a mandatory requirement.

2. Attention in this regard is invited to CBEC Circular No. 40/2017-Customs dated 13.10.2017 wherein, it had been communicated that the facility to upload supporting documents on ICEGATE would be opened from 20.10.2017 onwards on a pilot basis at Air Cargo Complex, New Delhi and Chennai Customs House and members of the trade may use this facility to upload and the supporting documents concerning Bills of Entry that may be filed. This facility has now been extended to Inland Container Depot (ICD), TKD as well.

3. For uploading supporting documents on ICEGATE any registered authorized person (Importer/Customs Broker) can upload documents using the following steps:

(i) Login into ICEGATE website using login credentials.

(ii) Access the e-SANCHIT application by clicking on e-SANCHIT link provided in menu options.

(iii) Upload documents by clicking on Upload Documents button.

(iv) Validate the documents for digital signature.

(v) Submit the documents by clicking proper documents type from documents type drop down and click on the submit button.
3.1 An IRN (image reference number) no. is generated for every successfully uploaded document on e-SANCHIT application. The uploaded document will not appear on the screen of assessing officer unless this IRN number is mentioned in the Bill of entry. Further, only PDF format is accepted in e-SANCHIT application having size lesser than 1 MB. The step by step producer for upload of supporting document is also provided on the ICEGATE website. While preparing a job for submission of ICEGATE in their Remote EDI system (RES), the authorized person must ensure that they have uploaded all necessary supporting documents. A facility has also been provided on ICEGATE to the user to access and view the documents uploaded by them.

3.2 In case the authorized person seek to provide a document after the generation of the Bill of entry number, he/she may first upload the document on ICEGATE obtain a unique ID (IRN) for the document and link that document with the corresponding Bill of entry by submitting an amendment at the Service Centre. This procedure will also apply when a user / authorized person submits a document in response to a query raised by Customs for a Bill of Entry.

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Commissioner of Customs (Export)

Copy to :-

1. The chief Commissioner of Customs, CCCU (DZ), NCH, New Delhi for information.
2. The Commissioner of Customs (Import), ICD, TKD, New Delhi.
3. P.A. to Commissioner of Customs (Export), ICD, TKD, New Delhi.
4. The Additional Commissioner of Customs (Export), ICD, TKD, New Delhi.
5. The Joint Commissioner of Customs (Export), ICD, TKD, New Delhi.
6. All the Deputy/Assistant Commissioner of Customs (Export), ICD, TKD, New Delhi.
8. Notice Board
9. Guard File.

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Deputy Commissioner (Technical)