



OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS (DZ):
NEW CUSTOM HOUSE, NEAR I.G.I. AIRPORT, NEW DELHI - 110037
Tele No. 011-25655348, FAX No. 25655348

C. No.: CCCU(DZ)/CUS/Tech./52/2017/16573-10 ¹⁶⁵⁷⁴ Date ^{07/} 06.2017

Trade Facilitation Circular No...01/2017

Sub: Single Window Clearance for registration of Airlines/Consol Agents/GSAs - reg.

Representations have been received from the Airlines Association requesting for a Standard Operating Procedure (in short SOP) and Single Window Clearance for registration of Airlines/Consol Agents/GSAs at this port. The matter has been examined and it has been decided that henceforth the Air Cargo Export Commissionerate, Delhi, Centralized Registration Unit (CRU) will function as the nodal formation in this port for single window clearance of all such requests. In terms of guidelines prescribed in Circular No. 30/2004- Cus. dated 16.04.2004, all Airlines (including any other person notified as per section 30 and 41 of the Customs Act, 1962) are required to obtain registration for operating at any port. Accordingly all Airlines/Consol Agents/GSAs who wish to transact their business at this port shall henceforth apply for registration at the CRU Branch of ACC (Export) Commissionerate.

- a. The applicants shall submit the application for registration in Annexure A (in duplicate) alongwith an affidavit provided at Annexure D to the CRU Branch of ACC (Export) Commissionerate, Delhi. The said application shall also be accompanied by relevant Checklist. Annexure B is the format of the checklist to be submitted by Consol Agent; Annexure C is the checklist to be submitted by Airlines and GSA. The relevant checklist is to be submitted by Airlines/Consol Agent/GSA alongwith Annexure A.
- b. The CRU branch shall verify the documents at point (a) within three working days. If any deficiency is noticed, a deficiency memo shall be issued to the applicant by the CRU Branch of ACC (Export) Commissionerate within three days of receipt. If the application is found complete and in order, the CRU Branch shall

- accord approval and forward one set of the above documents to the Assistant System Manager (in short ASM) of ACC (Export) Commissionerate.
- c. The ASM of ACC (Export) Commissionerate shall forward the above documents to the ICEGATE through e-mail for registration within one working day of communication from CRU. The CRU will then accept the Bond and/or Bank Guarantee (in short BG) as applicable in accordance with Standing Order.
- d. The CRU Branch will accept the Bond and/or BG if found in order within two working days of receipt of communication from the ASM and then communicate ASM for gate allocation. The ASM will allocate the gate within one working day of receipt of intimation from CRU and inform CRU Branch. On receipt of gate allocation communication from ASM, the process of registration is complete and the same will be communicated in writing by the Deputy Commissioner/Assistant Commissioner of CRU Branch to the applicant within two days.
- e. The entire process of registration of Airlines/Consol Agent/GSA shall be completed within fifteen working days, excluding the time taken by ICEGATE.

V. Johri
4/6/2017
(VIVEK JOHRI)
CHIEF COMMISSIONER

Copy for information and necessary action to:-

1. All Principal Commissioners/Commissioners of Customs, Delhi Zone.
2. Airlines Association.
3. Federation of Freight Forwarders' Association in India, 311-313, Mahinder Chambers, W T Patil Marg, Chembur, Mumbai- 400071.
4. Delhi Customs Clearing Agent Association, 260-261, Anarkali Bazar, Jhandewalan Extension, New Delhi-110055.
5. Notice Board.
6. Guard File.
7. Hindi Section.

Habit Khera
DEPUTY COMMISSIONER