

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TALUKA - URAN, DIST.- RAIGAD, PIN - 400 707.

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Dated: 20/04/2006

PUBLIC NOTICE NO.32/2006
(Referred / amended vide P.N.No. [36/2006](#))

Sub. : Procedure for the Export required to be followed by the
ICD, Panvel, Navi Mumbai - reg.

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EXPORT PROCEDURE

1. Presentation of Shipping Bill

The Exporter/CHA will file five copies of Shipping Bill in case of Non Drawback shipment i.e. original, duplicate, triplicate (Export promotion copy) and two transference copies. In case of shipment covered under drawback/Advance Licence/DEPB/DFRC/EPCG, 100% EOU etc. the Exporter /CHA will file six copies of Shipping bill i.e. original , duplicate, triplicate (Drawback copy), quadruplicate (Export promotion copy) and transference copies.

2. Noting

All copies of the Shipping bill will be presented in the prescribed proforma along with all relevant documents in the noting Section of Export Branch of ICD, Panvel, Navi Mumbai. In addition to the normal information given in the Shipping Bill, the Exporter should be required to mention the port of Exit. However, at the time of noting they may not give the Container No., if the same is not available with them. But the same should be furnished before the 'Let Export' order is given. Each container must have different mark and number.

3. Shipping Bill Processing

Assessment will also be completed at ICD, Panvel, Navi Mumbai. The shipping bill will be presented together with the copies of G.R. forms, Invoice, Packing list, Quality Certificate (whenever required), contract/buyer's orders etc. to Noting Clerk, ICD, Panvel, Navi Mumbai. After scrutiny, the Noting clerk will stamp the date of presentation and assign the serial number to the shipping bill. The Inspector/Examiner will process the shipping bill by conducting usual prescribed checks.

4. Assessment

The Inspector/Examiner will pass on the shipping bill to Appraiser/Supdt. (assessment). The Appraiser/Supdt. will complete the assessment by carrying-out all necessary checks. Further, if Drawback amount is less than Rs. 1,00,000/-, a FOB is less than Rs. 10 Lakhs and no DEPB benefit is claimed, the Appraiser/ Supdt. will process the shipping bill finally and give appropriate examination order on the reverse of Duplicate & Triplicate copy of Shipping Bill. If drawback amount involved is more than Rs. 1,00,000/- or FOB is more than Rs. 10 Lakhs or the shipment is under any Export incentive Scheme/claim, the shipping bill will be put up to the Assistant/Deputy Commissioner of Customs for final assessment and who will complete the same by counter signing the examination order.

Thereafter, original copy of the shipping bill and original G.R. form will be detached and retained by Customs and the remaining copies of the shipping bill will be returned to the Exporter/CHA who will acknowledge the receipt thereof.

5. G.R. formalities

The Exporter would be required to submit along with the shipping Bill a set of GR forms. The assessing officer will verify the full export value as usual in GR form. The original GR form shall be retained by the Customs and subsequently forwarded to the Reserve Bank of India. Simultaneously the original Shipping Bill also will be detached and retained by the Customs. Shipment Certificate/endorsement on the duplicate copy of GR form shall be made after the Customs examination of the export cargo and sealing of the containers by the proper officer of the Export shed at ICD, Panvel, Navi Mumbai. The duplicate GR form shall be handed over to the Exporter which will subsequently be presented to the Bank by the Exporter.

6. Arrival of Export goods at ICD, Panvel, Navi Mumbai.

One copy of the processed shipping bill will be presented by Exporter/CHA to the shed in-charge (Export) for giving space availability certificate and other formalities. The custodian will thereafter give carting permission on one copy of the Shipping Bill. The Exporter /CHA after arrival of goods will present/Shipping Bill to the Goods arrival Clerk, who will make necessary entries about the arrival of goods in the register maintained for this purpose. On receipt of the acknowledgement from the Shed In-charge (Export), that the goods have been received in the shed, Shipping Bill will be presented to the Appraiser/Supdt. (Exam) who will counter sign the examination order on the duplicate copy of the shipping bill and marks the package nos. that have to be examined.

7. Examination

On receipt of the shipping bill, the examining officer in the shed will examine the goods in presence of the Exporter/CHA and will give his examination report. In case of Drawback and the Export promotion scheme shipping bills, samples, whenever necessary, will also be drawn in presence of exporter/his representative. The examination report will be counter-signed by the Appraiser/Supdt. (Exam) who will also verify the export value on the GR form. The Appraiser/Supdt.(Exam) will also give "LET EXPORT" order on all copies of Shipping Bill except on the original copy.

8. Stuffing

After examination, the stuffing of containers will be done only after obtaining permission from the Supdt. (Exports). The stuffing of containers will be done strictly under Customs supervision by the Custodian/CHA or Exporter and representative of shipping- line. The stuffing sheet will then be prepared by the exporter/representative of the shipping-line and jointly signed by shipping-line and shed in-charge.

9. A complete record of number of shut out packages and the quantities of goods loaded will be recorded on the shipping bill after the stuffing of container is done. Thereafter the container will be duly sealed with Customs OTL (One Time Bottle Seal /Lock) seal. However, in the case of shut out cargo shipping bill will be put up to the Assistant /Deputy Commissioner of Customs for following back to town procedure.

10. Simultaneously with stuffing of the goods in container, exporters will prepare in quadruplicate, the invoice and container wise packing list/weight specification indicating inter-alia, the number of packages with marks and numbers, description and total quantity/net weight packed in each container along with corresponding shipping bill number. The Appraiser/Supdt. will certify these details on the invoice/packing list. The duplicate copy of the shipping bill will be retained in the ICD, Panvel, Navi Mumbai. The Triplicate copy of the Shipping Bill and quadruplicate copy (Export Promotion copy) of Shipping Bill in the case of Export Promotion Scheme will be handed over to the Exporter/CHA after the container is sealed. The copy will be suitably endorsed by the Customs Officer to the effect that the goods will be transhipped at the Gate-way port for their destination outside India.

11. The two transference copies of the shipping bill will be placed in a sealed envelope and handed-over to the Custodian who will be responsible for producing it along with the container to the Customs Officer at the port of exit.

12. A register in Proforma "C" should be maintained by the custodian for the cargo dispatched from ICD, Panvel, Navi Mumbai, to the Gate-way (Exit) Port and a copy thereof be submitted to the Customs Officer.

13. The factory stuffing of the export containers will be allowed after seeking permission from the Assistant/Deputy Commissioner of Customs, ICD, Panvel, Navi Mumbai. In such cases the containers will be stuffed by the exporters under Central Excise supervision and the containers will be sealed with punch seals (Lead seals) by Central Excise and forwarded to ICD, Panvel, Navi Mumbai for onward transshipment to the Gateway Ports. On arrival of the container at ICD, Panvel, Navi Mumbai, examination of the goods will not be done except in the cases where the seals of the containers are found to have been tampered with or damaged.

14. **Procedure at the Gateway Port**

At the gateway port the container will normally be allowed to be exported under preventive supervision on checking the seals without any further examination. Examination will only be done if the seals of the containers are found to have been tampered with or damaged or on the basis of any information, doubt etc. The preventive officer who will be inspecting the container, will suitably endorse two transference copies of the shipping bill regarding the fact of shipment in following manner :-

- i. I, inspected & found the container intact bearing the following marks and number :-

(1) (2) (3)
- ii. The customs seals on the above mentioned containers found in tact.
- iii. All the containers mentioned above have been shipped under my supervision.

Signature of the Preventive Officer

1. In token of having allowed shipment, the Preventive Officer at the Gate-Way Port would be required to put his dated signatures with full name/officer seal.
2. At the port of shipment the steamer agent will also file the export manifest in duplicate. After the shipment of the goods, the concerned officer must send the transference copies of the shipping bill one copy of the transference shipping bill and one copy of the export manifest within 24 hours of loading of the goods to the authorized representative of ICD, Panvel who will collect the same on weekly basis and will handover under registered acknowledgment to the Assistant/Deputy Commissioner of Customs, ICD, Panvel, Navi Mumbai within 48 hours of their receipt.
3. The Assistant/Deputy Commissioner of the Customs (Preventive) will ensure that all the shipping bills and manifests have been duly dispatched to the ICD, Panvel, Navi Mumbai. The second copy of the transference shipping bill will be retained by the Customs House.
4. At the ICD, Panvel, Navi Mumbai, the export manifest and transference copy of the shipping bill, received from the Gate-way Port, will be co-related with the duplicate copy of the shipping bill and other relevant documents for closure of export manifest and cancellation of bonds, if any. The transference copy of shipping bill will be sent to the Drawback Section for further action if it is drawback shipment. If there is no drawback claim, the transference copy of shipping bill will be filed with the parent EGM. Thereafter, the EGM will be closed after audit.

5. Drawback claims may be filed with the Assistant/Deputy Commissioner(Export) in ICD, Panvel, Navi Mumbai within the stipulated period and in the prescribed proforma. The claim will be processed by Asstt. Commissioner Drawback, JNCH.

6. For all Customs related matters, ICD, Panvel, Navi Mumbai will function under overall control and supervision of the Assistant/Deputy Commissioner of Customs(Export), ICD, Panvel, Navi Mumbai.

7. All Trade Associations, Chambers of Commerce and members of the RAC are requested to bring the contents of this Public Notice to the knowledge of their member constituent.

(H.O. TEWARI)

**COMISSIONER OF CUSTOMS (EXPORT),
JAWAHARLAL NEHRU CUSTOM HOUSE,
NHAVA SHEVA.**