

OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS, MUMBAI ❖II

JAWAHARLAL NEHRU CUSTOM HOUSE, SHEVA,

DIST ❖ RAIGAD, MAHARASHTA

STANDING ORDER NO. 15/2005

Mumbai, dated the 22nd March, 2005

Subject: - Simplified procedure for Registration of
Export Oriented Undertakings ❖ regarding

In partial modification of Standing Order 59/2003 dated 25.07.2003 on the above mentioned subject, the following simplified procedure for Registration of **Export Oriented Undertakings** is specified to facilitate the trade:-

1.❖❖ Where an EOU is already registered with another Customs House/Air Cargo Complex:

In such cases, the EOU shall present the copy of a letter from the other Custom House/Customs formation certifying that the said EOU is registered with them and the same will be accepted after verification from the said Custom House/Customs formation.

The process of verification will depend upon the reputation or standing of the existing EOU. The verification shall be completed in about 3 working days. In case of delay, the Commissioner or Additional / Joint Commissioner may permit provisional registration. However, certain details will have to be provided by the EOU in their Application in the format

specified in **Annexure 1** to this Facilitation/Standing Order for certain data base of the Custom House.

2. Where an EOU is new and not registered with another Custom House/Air Cargo Complex:

2.1 In such cases, only the following documents (photocopies attested by the authorized person of an EOU and notarized) shall be called for registration along with an application specified in **Annexure I:-**

1. Green Card
2. Letter of Permission [LOP] and list of items for Import.
3. Registration with Central Excise or Licence under section 58 and 65 of the Customs Act, 1962:

2.2 These documents shall be filed along with an application in the form as specified in Annexure to this SO/Facility, and a request letter from the CHA (along with authority letter of the EOU appointing the CHA for the work) or the EOU themselves. These documents shall be verified with reference to original documents by the Group Clerk. After receiving the file from Group clerk, the Appraising Officer in charge of registration in the Group will thoroughly verify the documents again. Thereafter, the registration of the unit will be allowed by the A.O. and the concerned Asstt/Deputy Commissioner in charge of the group.

2.3 After the final approval from A.C/D.C., the Group Clerk will enter the particulars of the registered EOU in the computer i.e. the EDI system. The Group clerk shall take utmost care to fill the details correctly such as Green Card No., Validity dated of the Green Card, Central Excise Registration No. etc. as per the menu available on the system. The registration process will be treated as COMPLETE only when the complete details are fed into the EDI system.

2.4 In case of **first registration**, the Group Clerk, soon after registration on E.D.I. System, will send the concerned registration file to the A.O. in charge of 100% EOU to monitor and verify the existence and authenticity of E.O.U. Units. The A.O. in charge of the monitoring cell will send letters to the Jurisdictional Development Commissioner and Central Excise Authority to confirm the existence of the EOU firm and to verify the authenticity of documents submitted by these EOU firms while getting themselves registered with this Custom House.

2.5 In case where registration certificate with Central Excise or licence under section 58 and/or 65 of the Custom Act, 1962 is not available at the time of registration, their authorized CHA that they will produce the photocopies and the originals for verification before first import. In case of non-availability of any original document referred to above, the Deputy/Assistant Commissioner (EOU) may permit provisional registration subject to an undertaking by the EOU or their authorized Custom House Agent to produce the originals within 15 days or such extended period (preferably before next consignment or additional one month) as may be permitted by DC/AC (EOU). Relaxation to this procedure, if any in exceptional cases, shall be with the permission of Additional/Joint Commissioner (EOU)

3. For verification of the authenticity of the three documents, the original copies shall be called. After verifying the fact of authenticity and correctness, suitable endorsement shall be made by the Appraiser of EOU Group or AO in-charge of Registration and return the original documents on the same day.

4. The details of registration of an EOU shall be placed web-site of this Custom House www.jawaharcustoms.gov.in so that other Customs Formation/Custom Houses can ascertain the fact of registration of an EOU with this Custom House and avoid multiplicity of procedure. The same is expected from the other Customs Houses/Customs Formations. In absence of such information on web-site, the process of pre-verification of letter issued by other Customs Houses/Customs Formations shall be followed as mentioned in para 1 above.

5. It is reiterated that all 100 % E.O.U. have to get themselves registered in the EOU Section well in advance before presenting the Bill of Entry for clearance of their import consignments as this is a prerequisite for processing of and EDI Bill of Entry.

