# OFFICE OF THE COMMISSIONER OF CUSTOMS
## CUSTOM HOUSE, COCHIN – 9
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## PUBLIC NOTICE No. 18 / 2010

**Subject: Signing or Submission/Handling of Customs Documents –Reg**

Exporters, Importers, Custom House Agents, Trade and Officials of Customs are aware that any activity, in relation to Customs, undertaken by persons not authorized by concerned CHA who is appointed by Exporter/Importer, involves a serious risk of misuse of Customs processes and when detected, is distressing to all stakeholders. The CBEC vide amendment to CHALR vide Notfn 30/10 NT dtd 08/04/10 has stipulated the condition that the CHA is responsible for the verification of antecedent, correctness of IEC, identity of their client and their functioning at the declared address by using reliable, independent, authentic documents ,data or information .The CBEC Circular 09/2010 Cus. Dtd. 08/04/2010 has stipulated the Client /Customer identification procedure .The CHAs are directed to comply with the amended CHALR Regulations, 2004. Accordingly, it is considered appropriate to bring the following to notice of all concerned.

2. Regulation 19 (5) of the CHALR , 2004 stipulates " Where the Customs House Agent has authorised any person employed by him to sign documents relating to the business of such agent on his behalf, he shall file with the Deputy Commissioner of Customs or Assistant Commissioner of Customs, as the case may be, a written authority in this behalf and give prompt notice in writing if such authorization is modified or withdrawn, and the person who has passed the examination referred to in regulation 8 or regulation 19 shall only be authorized to sign the declaration on the bills of entry, bills of export, bills of import, shipping bills and annexures thereof."

3. With respect to document submission/handling, it can be done only by a person authorized (holder of customs pass of category 'F' or category 'G' who is authorized CHA ) and holding Customs CHA Pass issued by the Custom House, Cochin that is valid on the date of submission/handling. The Pass should have nexus to the CHA appointed by Exporter/Importer to handle the transaction. The signatory shall mention his/her cardex number and pass type ('F' or 'G' ) below the signature.

4. Any non compliance of the above instructions shall invite action under the provisions of Regulation 20 of CHALR 2004

5. Therefore, Service Centre personnel or concerned Customs Officers posted on duties at Customs Sheds, as the case may be, at Cochin Custom House/ACC, Nedumbassery, shall verify the above relevant aspects, as applicable.

6. In order that there is record of the person who handled documents at various stages, and also as a safeguard, AOs/ Supdts/EO/POs must obtain full signature, name in block letters and cardex number on hard copy of SB/BE before the signed final prints are handed over to such persons.

7. Cash Counters/Banks should also verify details from the Customs Pass of the person making physical payments.

8. Importers/Exporters who operate on 'Self Basis' and their authorized employees are required to produce Customs Pass/Identity Card issued by Custom House, Cochin, during the submission of documents, etc.

9. It may be noted that an acknowledgment or receipt for submission of an application for issue of Customs Pass of any type is not a substitute for the Customs Pass. Moreover, every person who transacts any business with Customs at the Custom

House Cochin/ACC, Nedumbassery is required to carry and display her/his valid Customs Pass and also to allow its inspection when sought at Service Centre or by the Customs Officer.

Any difficulty in compliance or implementation may be brought to the notice of the Custom House

Sd/-
(V.RAMA MATHEW)
COMMISSIONER

Dated: 19.07.2010
F.No.C1/03/2010.TU Part-II

//ATTESTED //

(BAIJU DANIEL)
APPRAISER (Tariff Unit)

Copy to-

1. The Chief Commissioner's Office, Cochin.

2. Commissioner's file/ Addl. Commissioners / Jt. Commissioner / All D.Cs & A.Cs / Development Commissioner (CSEZ) / All Appraisers /All Sections / CFS /ACC, Nedumbassery/Customs Sheds/Service Centre Staff/Website/ Intranet SBI/Canara Bank W. Island /CHA Associations; Custodians/Guard File & As per mailing list.<u>All concerned officers are directed to note and comply with the instructions/changes. No separate S.O. is being issued.</u>