



भारत सरकार **GOVERNMENT OF INDIA**  
वित्त मंत्रालय **MINISTRY OF FINANCE**  
राजस्व विभाग **DEPARTMENT OF REVENUE**  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**  
सीमा शुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
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## TRADE NOTICE NO. 01/2019

**Sub:- Implementation of Paperless Processing under SWIFT- Uploading of Supporting Documents ( e-SANCHIT) in Exports - reg.**

Kind attention of exporters, Customs Brokers and all other stakeholder is drawn to the Board's Circular Nos. 29/2018-Customs dated 30.08.2018 and Circular No.43/2018-Customs dated 08.11.2018 introducing Paperless Processing under Single Window Interface for Facilitation of Trade- Uploading of supporting documents ( e-SANCHIT) in Exports.

2. The pilot for facility of uploading digitally signed documents on e-SANCHIT was launched in exports at Air Cargo complex, New Delhi and Chennai Customs House. On successful implementation of the pilot, it has been decided by Board to extend this facility to all ICES locations on PAN India basis for all types of exports under ICES and the following procedure will apply:

### **Uploading supporting documents:**

3. The procedure for eSANCHIT on the export side is similar to the one prescribed for eSANCHIT in imports vide Circular No.40/2017-Customs, dated 13.10.2017. Briefly, salient features are described as below: -

3.1 For uploading supporting documents on ICEGATE, the authorized persons must open ICEGATE URL <https://www.icegate.gov.in/>, click on Login/Signup button for login into ICEGATE by using his/her access credentials and then click on e-SANCHIT link provided in left vertical menu to redirect on e-SANCHIT. The step-by-step procedure for upload of supporting documents is also provided on the ICEGATE website. While preparing a job for submission on ICEGATE in their respective Remote EDI Systems (RES), the authorized persons must ensure that they have uploaded all the necessary supporting documents. A facility has also been provided on ICEGATE to the authorised persons to access and view the documents uploaded by them.

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

#### **Assessment & Document Verification:**

4. Once a Shipping Bill has been filed. Customs officers will be able to access the uploaded electronic versions of supporting documents while viewing or assessing the Shipping Bill on ICES. During assessment, ICES provides for a query to be raised in order to call for additional documents or information. In response to a query, supporting documents can be uploaded online by following the procedure described in Para 3.2 above. All documents required for the purposes of assessment would be viewed online. In due course, the facility to view supporting documents will also be extended to officers of the Participating Government Agencies (PGAs).

#### **Goods Registration, Examination & Let Export Order (LEO):**

5. After filing of the Shipping Bill, the authorized person (e.g. Exporter/Customs Broker) may with his self-assessed copy of the Shipping Bill, approach the designated place for goods registration, document verification and LEO. In case goods are to be examined, the officer examining goods may record the result of inspection/examination online on ICES.

#### **Other features to be Pilot-tested:**

6. In consultation with the stakeholders, in the course of the pilot, the following features will be taken up for pilot-testing:

- (a) Upload in supporting documents for Shipping Bills which are filed through the Service Centres.
- (b) Presently, electronic copies of Let Export Orders and assessed copies of Shipping Bills are delivered online to the

Custodians and authorized persons. In the course of the pilot, digital signatures will be applied on these messages and not copies of Shipping Bills.

7. The Shipping Bill (Electronic Integrated Declaration) Regulation, 2011, provide for the authorized person to submit digitally signed electronic integrated declarations (Shipping Bills) and supporting documents and dispenses with the need for trade to submit the corresponding hardcopies. The Regulations also provide that the authorized person shall retain, for a period of 5 years for the date of acceptance of the Shipping Bill, all supporting documents in original, which were used or relied upon by him in submitting the electronic integrated declaration, and shall produce them before Customs or other Government agencies in connection with any action or proceedings under the Customs Act, 1962 or other law for the time being in force.

8. Consequent to the above mentioned changes, all the stakeholders are required to take cognisance and comply with the same.

9. Hindi version follows.

-Sd/-

(सुमित कुमार SUMIT KUMAR)  
सीमाशुल्क आयुक्त Commissioner of Customs

**//ATTESTED//**

  
**//G. ANIL KUMAR//**  
**APPRAISER (TARIFF UNIT)**

**F. No. C1/03/2016-TU. CUS. Pt. I**

**Date: 17/01/2019**

**Issued to:** All concerned, as per mailing list.

**Copy submitted to:**

The Chief Commissioner of Central Tax,  
Central Excise and Customs,  
Thriuvananthapuram Zone,  
C.R. Building, I.S. Press Road, Ernakulam - 18.

**Copy to:**

1. Commissioner's File.
2. The Cochin Customs Brokers Association,  
Cochin.
3. EDI Section for uploading in the website.
4. Official Language Unit for Bilingual.