

भारत सरकार GOVERNMENT OF INDIA



वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
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DID No. 2835-232

Trade Notice No. 20/2020

Subject: Procedure for replying to query or for submitting addition documents for a Bill of Entry- reg.

Kind attention is invited from Trade regarding procedure to be followed for filing amendment for adding/up-porting Docs to a Bill of Entry.

Instances have been noticed where an importer uploads additional documents in eSanchit for a Bill of Entry after its submission but the additional documents do not become available to the assessing officers. This occurs when additional documents for Bes are uploaded in eSanchit but amendment for that Bill of Entry is not filed to tag the additional documents.

Following points are therefore clarified to ensure that the procedure gets followed properly:

1. To add any additional supporting document(s) to a Bill of Entry, the first step is to **upload the document online on eSanchit** and **generate the IRN Number(s)**. (both in case of reply to a query or otherwise)
2. Next step is to **file the amendment** to the Bill of Entry to add these supporting documents. The amendment can be filed **either through Service Centre or online through ICEGATE**. The Bill of Entry Message Format may be referred to see the online amendment message details.

(https://www.icegate.gov.in/Download/BE_Message_format_2.7_14Sep_2020.pdf)

The amendment will have to be filed for Supporting Documents table. The message type for online amendment is CACHI01_A and the amend code in Amendment Master table for addition of supporting documents is S_DOCS.

3. The amendment to add supporting documents **does not require officer's approval and is auto-approved.** Only the deletion of any document requires officer approval like any other amendment.

4. In case the addition of documents is to answer a query raised by the Customs officers, it is advised that the **query is replied to only after following the above steps** so that the Customs officer is able to view the added document along with the query reply.

Difficulties faced, if any, in following the above procedure may be brought to the notice of **icegatehelpdesk@icegate.gov.in**

मो. यूसफ़ MOHD. YOUSAF
आयुक्त COMMISSIONER

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The Chief Commissioner of Central Tax, Central Excise and Customs