OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE ; COCHIN – 682 009

TRADE FACILITY No. 04 /2012

Subject: Courier operations through Cochin International Airport – procedure reg.

Attention of the trade and public is invited to the Courier Imports and Exports (Clearance) Regulations, 1998 (as amended), on the basis of which a Courier Baggage Cell (CBC) was constituted at the Cochin International Airport with effect from 1st August, 2004, following which the operations have been shifted to Air Cargo Complex. Detailed instructions were issued vide Standing Order 17/2005. Subsequently various amendments have come into force and therefore the instructions are reissued as below in supercession of earlier Standing Order No. 17/2005.

1. Registration Every person intending to operate as an authorized courier shall make an application in Form A to the Commissioner of Customs. The authorized courier who is registered under sub section (1) of regulation 10 shall transact the business in all Customs Stations within the country subject to intimation in Form A to the Commissioner of Customs having jurisdiction over the Customs Station where he has to transact business, and on execution of Bond and Security as per Regulation 12.

2. Execution of bond and furnishing of security. The person applying for registration should be financially viable and in support thereof he is required to produce a certificate issued by a scheduled bank or such other proof evidencing possession of assets of a value not less than Rs.25 lakhs. Further, he will have to execute a bond with a security of Rs. 5 lakhs. The security can be in cash or in the form of postal security or National Savings Certificate or Bank guarantee.

3. Obligations of Authorised Courier.

An Authorized Courier shall-

(a) obtain an authorization, from each of the consignees of the import goods for whom such courier has imported such goods or consigners of such export goods which such courier proposes to export, to the effect that the Authorized Courier may act as agent of such consignee or consigner, as the case may be for clearance of such import or export goods by the proper officer;

provided that for import consignments having a declared value of ten thousand rupees or less, the authorization may be obtained at the time of delivery of the consignments to consignee

(b) advise his client to comply with the provisions of the Customs Act 1962 (52 of 1962) and Rules and Regulations made there under and in case of non-compliance thereof shall bring the matter to the notice of the Assistant Commissioner of Customs or Deputy Commissioner or Customs.

(c) exercise due diligence to ascertain the correctness and completeness of any information which he submits to the proper officer with reference to any work related to the clearance of import goods or of export goods;

(d) not withhold information communicated to him by an officer of customs, relating to assessment and clearance of import goods as well as inspection, examination and Clearance of export goods, from a client who is entitled to such information;

(e) not withhold any information relating to assessment and clearance of imported goods or of export goods, from the Assessing Officer;

(f) not attempt to influence the conduct of any officer of Customs in any matter pending before such officer or his subordinates by the use of threat, false accusation, duress of offer of any special inducement or promise of advantage or by this bestowing of any gift or favor or other thing or value;

(g) maintain records and accounts in such form and manner as may be directed from time to time by an Assistant Commissioner of Customs or Deputy Commissioner or Customs and submit them for inspection to the Assistant Commissioner of Customs or an officer authorized by him, wherever required.

(h) file declarations, for clearance of imported or export goods, through a person who has passed the examination referred to in regulation 8 or regulation 19 of the Customs House Agents Licensing Regulations, 2004 and who are duly authorized under section 146 of the Act:

(i) verify the antecedent, correctness of Importer Exporter Code (IEC) Number, identity of his client and the functioning of his client in the declared address by using reliable, independent, authentic documents, data or information;

(j) not sub-contract or outsource functions permitted or required to be carried out by him in terms of these regulations to any other person, without the written permission of the Commissioner of Customs.

4. Check List for Courier Application

Documents required for registration as an Authorized Courier as per Regulation 1998(as amended).

- Application in Form A in terms of Courier Imports and Exports clearance Regulation 1998 (as amended)
- Details/Experience in engagement of International transportation of goods.
- Name and addresses of branch offices at foreign destination / dispatch centers along with original/attested Courier Licence issued for these Centers by the respective Countries.
- Whether the foreign courier licence is in the name of the applicant and if not the details thereof along with copy of partnership deed or equivalent documents of the licensee and the relationship of the foreign courier licence holder with the applicant. Documents should be accompanied by English translation, if not in English.
- Whether any outsourcing of any of the activities in the door-to-door supply chain, if so state full details along with supporting documents.
- Solvency Certificate from Nationalized Bank for an amount of Rs.25,00,000/-
- Bank Guarantee to be executed for an amount of Rs.5,00,000/-
- General Bond for an amount of Rs.5,00,000/- in stamp paper of Rs.100/- under sub section 11 of the Regulation
- Permanent Account Number (PAN)
- Copy of partnership deed/ memorandum of association/ articles of association.
- Copy of Registration Certificate of the firm issued by the local government
- Addresses of Office and storage premises along with Copy of ownership certificate or lease/ rent agreement of the premises
- Details of appointment of authorized signatory who has passed sub regulation 8 or 19 of CHALR 2004

- Details of infrastructure for transportation and delivery of goods and copy of commercial tax registration (Transporter TIN) certificate
- Copy of certified balance sheet for last three years
- Copy of Income Tax return for the last three years.
- Details of IT infrastructure available with the applicant at Indian and Foreign Centres.
- Copy of service Tax Registration in Form ST-2 issued by the jurisdictional Superintendent of Service Tax.
- Copy of IEC
- Details and photographs of authorized signatories and employees who deal/engage in Customs Clearance.
- Consent letter from CIAL to operate at Cochin Airport.
- Any other documents prescribed by Customs.

5. Review of Existing Licences

CBEC Circular 33/2010 (Para 4 (i)) prescribe for review of facilities available with authorized couriers to ensure compliance of the provisions of operations. The Circular states – "On the lines of similar requirement for Customs Cargo Service Provides (CCSP) under the Handling of Cargo in Customs Areas Regulations, 2009, a provision has been made prescribing the requirement of prior permission of customs if the Authorized Courier wants to sub-let/outsource any of the components in the door-to-door supply chain. This is necessary since an Authorized Courier is defined as one, who, in relation to import or export of goods, is a person engaged in the international transportation of goods for export and imports, on door-to-door delivery basis, and is registered in this behalf by the jurisdictional Commissioner. Also, the basic reason for expeditious clearance facilities being extended to them is that express companies have put in place verifiable and secure work processes on a global basis backed by an elaborate IT infrastructure for knowledge and information management. These companies have their own in-house mechanisms to guard against use of express supply chain by unscrupulous elements. Therefore, any unauthorized sub-letting or out sourcing of any of the components in the door-to-door supply chain may defeat the very purpose behind facility of expeditious clearance. Hence, the Commissioners of Customs should review the facilities available with the Authorized Couriers appointed under their charge to ensure compliance. Further, while allowing, any sub-letting or outsourcing due care should be taken to ensure that it does not go against the very purpose behind facility of expeditious clearance.".

I&B Section of Custom House should immediately initiate the process of review of existing licenses in the above lines by issuing notices to the existing authorized couriers to produce the documents prescribed in the check-list (except those already produced) prescribed above. The licensees should be directed to submit these documents within 30 days and the documents should be scrutinized to ensure that the spirit of Courier Licensing as envisaged above by Board is complied with. In case of any non-compliance or in case of those who do not posses adequate facilities and legal documents, action may be initiated for revocation of licence.

6. Packing of Goods to be Imported / Exported by Courier

The goods imported or exported through courier shall be packed separately in identifiable courier company bags with appropriate labels in the following categories:

- Documents
- Samples and free gifts
- Dutiable or commercial goods

7. Export through Courier Mode

Regulation 6 of the courier Import and Export (Clearance) Regulations, 1998 prescribes

the procedure for clearance of Export Cargo. The authorized couriers are required to file two types of Courier Shipping Bills. Courier Shipping Bill I (CSB I) to cover the shipment of documents and Courier Shipping Bill II (CSB II) to cover samples, prototypes of goods and bonafide gifts of articles for personal use of a value not exceeding Rs 50,000/- in a financial year. The authorized courier shall bring in the goods and present the CSBs along with related documents to the EFO at the Air Cargo Complex at least three hours prior to the departure of the respective flights.

Clearance of Courier Shipping Bill I (CSB I):

The authorized courier companies shall submit CSB I in duplicate in the format prescribed in the Regulations to the Export Freight Officer at ACC who shall enter it in the register maintained for the purpose. The items covered under CSB I shall be cleared flight wise after subjecting them to full screening by the CIAL staff under the direct supervision of the EFO attending to the assessment work. The said officer shall supervise the screening and if satisfied, shall pass the CSB-1 for shipment. The authorized courier shall then handover the bags to the concerned airline staff and obtain an endorsement from the airline staff in token of having received the bags on the duplicate copy of CSB-1.This copy shall be handed over to the Superintendent (ACC).

In case of any discrepancy found at the time of screening, the authorized courier shall make available the bag and package for examination by the officer after which, if found in order, the same shall be repacked in their original packing and placed in the respective bag. Similarly, certain packages may be selected on random basis for examination. In case of any discrepancy detected or if any objectionable goods are found, the same should be detained after due process under a detention memo and the authorized courier shall countersign the detention memo as having witnessed the examination and detention. Such cases will be immediately brought to the notice of the Deputy/Assistant Commissioner of ACC for taking appropriate action.

Clearance of Courier Shipping Bill –II(CSB II):

The authorized courier shall file the CSB II with the EFO for registration. After registration, he shall present the CSB-II to the Assessing officer. The Assessing officer shall scrutinize the CSB with regard to description, value and other relevant details. After ensuring that the bags have been screened, the officer shall select up to a maximum of 25% of the shipments for detailed examination. The authorized courier shall ensure that the packages after examination are properly repacked in the original packing. On all such packages, the officer shall endorse the fact of examination. If no discrepancies are found, the authorized courier after assessment of CSB II shall handover the bags to the respective airlines staff and shall obtain the shipment endorsement from the airline on the duplicate copy of CSB-11 and handover the same to Superintendent (ACC). In case, any discrepancy is noticed, the parcel will be detained under a detention memo and stored in the customs warehouse. The authorized courier shall countersign the detention memo as having witnessed the examination and detention. Such cases will be immediately brought to the notice of the Deputy/Assistant Commissioner in charge for taking appropriate action.

Following instructions should be followed scrupulously while examining the courier export consignments: -

(i) The Export Freight Officer will write running serial numbers on the Courier Shipping Bills (CSB-I and CSB-II) invariably when these shipping bills are submitted by authorized couriers. Entries in the register maintained for this purpose will also be made by the ACO (Courier Export) himself.

(ii) Screening of the bags will be done by the Export Freight Officer

(iii) Examination of packages selected for detailed examination will be done under the direct supervision of Superintendent (ACC).

(iv) All Courier Shipping Bills will be signed by the Superintendent (ACC) as proper officer and export of courier bags will be allowed only after his signature.

(v) In case any export goods brought into customs area for export purpose and are not exported within seven days or within such extended period as permitted by the proper officer such courier packages may be detained by the proper officer. Such

courier packages may be disposed of after issuing notice to the concerned courier and the charges payable, for storage and handling of such goods shall be payable by such courier.

8. Role of Airlines

In cases where Airlines bring in goods without an on board courier, they shall file the CSB-I with customs in the manner mentioned above. In case of export goods, the Airline shall ensure that they receive the courier bags from an authorized courier and that the customs has duly passed the shipments handed over to them. After accepting the bags, the Airlines shall make an endorsement on the duplicate copy of CSB-I or II as the case may be in token of having accepted the bags. In case the Airlines are not in a position to accept all the bags passed for shipment, they shall indicate on the CSB-I or II the number of bags accepted by them. The details of the employees/authorized representatives who would endorse the CSBs for having accepted the courier bags for shipment will be intimated in advance by the Airlines along with their specimen signatures.

9. Import of Goods through Courier:

For facilitating Customs clearance, the goods imported by courier are divided into the following categories.

(a) Documents that includes any message, information or data recorded on paper, cards or photographs having no commercial value, and which do not attract any duty or subject to any prohibition/restriction on their import or export.

(b) Samples and the free gifts - any bonafide commercial samples and prototypes of goods supplied free of charge of a value and free gifts.

(c) Dutiable or Commercial goods.

Documents to be filed for customs clearance:

Following documents shall be filed for customs clearance of goods imported and exported through courier:

(i) **Courier Bill of Entry -I (CBE-I):**

The On Board Courier (OBC) or the person in charge of the aircraft (himself or through the authorized representative of the concerned Airlines) or any Authorized Courier shall file the Courier Import Manifest in form CBE-I immediately on arrival of the import goods at the airport and present it to the proper officer of customs. The IGM No. stated on the CBE-I should be identical to the one already assigned to the concerned Airline flight.

(ii) **Courier Bill of Entry -II (CBE-II)**

The representative of the authorized courier shall file the Courier Manifest in the Form CBE-II, in duplicate, with the proper officer of customs. The proper officer of customs shall retain the second copy of CBE-II and return the original to the Authorized Courier. The Authorized Courier shall submit the original copy of the CBE-II to the Noting Clerk who will enter it in running serial number in the register prescribed for this purpose. Details of CBE-I i.e. date and No. should invariably be mentioned on CBE-II in order to facilitate re-conciliation.

(iii) **Courier Bill of Entry** -III **(CBE-III)**

In respect of documents not liable to any duty, the representative *of* the Authorized Courier shall file form CBE-III, in quadruplicate, for duty free clearance. A single CBE III may be filed for the clearance *of* any number of such goods imported by the Authorized Courier on a particular flight. However, the actual nature of the document, which may be letters, brochures etc, should be specified for the purpose of clearance.

(iv) **Courier Bill of Entry-IV (CBE-IV)**

In respect of bonafide commercial samples and bonafide gifts entitled to exemption from custom duty under various customs notifications, the representative *of* the authorized courier shall file Form CBE-IV in quadruplicate. Single CBE-IV may be

filed for the clearance of up to 10 consignments of such goods imported by the authorized courier on a particular flight.

(v) **Courier Bill of Entry V (CBE-V)**

For clearance of dutiable goods, the representative of the authorized courier shall file form CBE- V in quadruplicate. A single CBE-V may be filed for clearance of up to 10 consignments or for one consignee.

It may be noted that CBE-III, IV and V are to be filed flight wise so that these Bs/E are easily reconcilable with the CBE-I and CBE-II. For this purpose CBE-llI/ CBE-IV/CBE-V should invariably contain details of CBE-II No. and date. The officer doing the noting shall carry out this reconciliation, which shall be ensured by Superintendent (CBC).

The Authorized Courier should not, for any reason, amend or delete any entry suo-moto after noting of Bill of Entry. Any such amendment or deletion should be intimated in writing and will be allowed only after approval of D.C/A.C. If the authorized courier wishes not to get any consignment assessed for the time being in a particular Bill of Entry, he shall bring it to the notice of the AC/DC, who can allow filing of fresh bill of entry after making suitable comments against the said consignment/shipment The Authorized Courier while filing fresh B/E shall also get the B/E No. amended in the Noting register against such Air Way Bill against the earlier Noting. Such amendment will be made in the Noting register in red ink. Any amendment done suo moto on the Bill of Entry after Noting, without prior approval of Appraising Officer or DC/AC; or any tampering of B/E in any manner would be viewed seriously and invite penal action under the Customs Act and these Regulations.

(vi) **Bill of Entry in the form prescribed in the Bill of Entry Forms Regulations, 1976 (Regular Bill of Entry):**

The authorized courier shall normally file the documents, namely, CBE-III, CBE-IV, CBE-V for the purpose of assessment and clearance of goods except for such categories of goods where the regular Bill of Entry prescribed will be filed as specified under the proviso to sub-regulation (3) of Regulation 5 of the Courier Imports and Exports (clearance) Regulations, 1998. Such categories include:
(a) goods imported by EOU/SEZ units under an exemption notification;

(b) goods imported under any export promotion scheme;

(c) goods imported against any license issued under the Foreign trade (Development and Regulation) Act, 1922;

(d) where consignor and consignee are related in terms of the Customs Valuation (Determination of price of imported goods) Rules;

(e) where proper officer directs for filing of a regular Bill of Entry;

A regular Bill of Entry shall invariably be filed where the assessable value of the imported consignment is more than Rupees One lakh. In case a consignee wishes to file the said normal Bill of Entry, he may make a request accordingly and the request shall be considered on merits by the DC/AC.

Filing of prior Bill of Entry: In order to facilitate faster clearance of import cargo, the facility of filing of prior CBE- IV and CBE- V (prior to arrival of goods) is available to the Authorized Couriers. If the Authorized Courier wishes to file prior CBE-IV and CBE-V, he may make a request in writing, which may be allowed by an officer of the rank of ADC/JC after satisfying about the credentials of the Authorized Courier. Such filing would be allowed only on the basis of documents (invoice and AWB) received by the Authorized Courier through their imaging system. In this regard it may be noted that prior CBE-IV and CBE-V shall be noted only when accompanied by copies of the Air way Bills and invoices.

Procedure to be followed for assessment and clearance:

Arrival of goods: Immediately on arrival of the import goods CBE-I shall be filed by persons specified in this regard in the manner as prescribed in the above para.

Subsequent to filing of CBE-I, the Authorized Courier will file CBE-II with the proper officer in the manner as prescribed above.

Filing of documents for assessment and clearance: After sorting, the authorized courier company shall file CBE-III, CBE-IV, CBE-V in the prescribed format, in quadruplicate with the designated ACO who shall sign the Bill of Entry after marking on it the running serial number and date with numbering machine. Alteration of Bill of Entry number once assigned or any other amendment shall not be allowed without the permission of the D.C/A.C.

Assessment and clearance of goods:

(i) Clearance of documents: After noting and assigning Serial No. (Bill of Entry No.) the CBE-III will be taken up for clearance by the Superintendent (ACC).

Clearance of documents covered under CBE-III shall be on the basis of inspection without any assessment of documents. However, the proper officer of customs in charge of the examination may examine the documents at random or where he feels that examination is required to be done. In any case all the courier bags shall be subjected to 100% X-ray scanning to ascertain the contents. After X-ray the IFO shall put his signature on the Bill of Entry as a token of having X-rayed the documents and mention that no discrepancy was found. The Superintendent (ACC) will give "Customs Out of Charge" on duplicate copy of Bill of Entry. While giving "Out of Charge" the Superintendent shall mention the number of consignment for which out of charge is given. Thereafter the Authorized Courier will hand over the original copy of B/E to the IFO_and duplicate will be submitted to the custodian, who will allow clearance on the basis of out of charge order given by customs. After all consignments for which "out of charge" has been given on the concerned B/E are cleared, the custodian shall make an endorsement in this regard and duplicate copy will be returned to the Customs. It shall then be attached to the original B/E.

(ii) Clearance of goods other than the documents:
(A) Bonafide samples and gifts: The relevant document in this case is CBE-IV.

After noting of CBE-IV, the Authorized Courier shall submit the copy to Superintendent (ACC) for prima-facie assessment to ascertain that the goods are entitled to exemption as bonafide samples or gifts, as the case may be. In case of any doubt regarding admissibility of duty exemption in the category of bonafide samples or gifts, Superintendent (ACC) may call for documents or any such information required for assessment of value or nature of goods. Clearance of the goods shall be subject to the percentage of examination as prescribed by the ADC/JC. X-ray screening and examinations will be done by Preventive Officer under the supervision of Superintendent of Customs. In case any duty liability is found to arise in course of assessment of the goods, the same may be assessed on CBE-IV itself.

The courier bags covered under CBE-IV shall be subjected to 100% X-ray scanning to ascertain the contents. Any discrepancy noticed during inspection/examination will be brought immediately to the notice of AC/DC. In case the parcel requires detention, it will be deposited with the warehouse officer on a serially numbered Detention Receipt (DR). B/E No. will be marked on the DR. In respect of those consignments where no discrepancy is found, after X-ray, the IFO shall put his signatures on the Bill of Entry as a token of having X-rayed the goods and that no discrepancy was found. The Superintendent (ACC) will give "Customs Out of Charge" on duplicate copy of Bill of Entry. While giving "Out of Charge" the Superintendent shall mention the number of consignment for which out of charge is given. Thereafter the Authorized Courier will hand over the original copy of B/E to the IFO and duplicate will be submitted to the custodian, who will allow clearance on the basis of out of charge order given by customs. After all consignments for which "out of charge" has been given on the concerned B/E, are cleared, the custodian shall make an endorsement in this regard and duplicate copy will be returned to the IFO. It shall then be attached to the original B/E.

Third and fourth copy of Bs/E shall be retained by the Authorized Courier for their own purpose and onward forwarding to the clients.

The import of bonafide samples is also subject to the provisions contained in this regard in the Foreign Trade Policy.

Dutiable goods: For clearance of dutiable goods covered by CBE- V and regular Bill of Entry the procedure shall be as follows. The Bill of Entry after noting along with all the required documents such as Commercial Invoice, Price List, Air Way Bill, Packing List, GATT declaration, importer's declaration, authorization letter from the consignee, etc and where required, catalogue, technical write-up, chemical composition shall be put up to the Appraising Officer for scrutiny with respect to classification, valuation and ITC conditions/restrictions. The Bill of Entry will then be assessed following the regular process of examination (under 1st check or 2nd check basis). The goods covered under CBE-V will also be subject to X Ray screening and endorsement in this regard will be made by the ACO/Examining officer after completion of screening. During the course, of assessment of Bill of Entry, if the Assessing Officer comes to the conclusion, in terms of the Customs Valuation Rules or any other information at his disposal, that the declared value is low, the same may be enhanced following due process of law. *The assessment in respect of consignment having value more than Rs 50,000 will be finalized by AC/DC.*

The finalized Bill of Entry shall be returned to the authorized representative of courier for payment of duty. In case any Bond, Bank Guarantee, note sheet etc, are attached to the B/E, the same will be detached for retention by the department. Any formality regarding Licensing etc., if required, will also be completed before handing over the Bill of Entry. The authorized representative of courier shall pay the duty at the designated bank after getting the TR-6 challan signed by the concerned officer of customs who will ensure that duty is paid within interest free period or due interest is paid in case *of* delay in payment of duty. In case any discrepancy is found during the examination, goods shall be detained as per the procedure prescribed in the following paragraph and the discrepancy will be brought to the notice *of* the D.C/A.C.

Goods in respect of which no discrepancy is found (assessed either on 1st Check or 2nd Check basis, as mentioned above), the Appraiser shall give" Out *of* Charge" on 2nd Copy of Bill of Entry, clearly mentioning" number of consignments shipment and number of packages" allowed out of charge in a particular B/E. The Authorized Courier will then submit the duplicate to the custodian, who will allow clearance on the basis of "out of charge" order given by the customs. The gate officer while allowing clearance will tally/verify the consignments/ shipments and packages being cleared with corresponding entry in the duplicate B/E and gate pass (in case custodian makes gate pass). On clearance of all consignment for which "out of charge" has been given on the concerned B/E, the custodian shall make an endorsement in this regard and 2nd copy will be returned to the Noting Clerk. It shall then be attached to the original B/E. Third and fourth copy of B/E shall be retained by the Authorized Courier for their own purpose and onward forwarding to the clients.

All the Bills of Entry shall be sent for audit on post audit basis.

10. Detention of courier goods and subsequent clearance

At times it may not be feasible to assess the goods for want of information with regard to valuation, description, classification or any other discrepancy/ambiguity noted at the stage of assessment or examination. In such cases goods are required to be detained for further inquiries. Wherever goods are detained either by customs or custodian, for whatever reason, detention memo in prescribed Performa shall be issued immediately and B/E number shall be mentioned on it. It shall be signed by the proper officer of customs and entries shall be made in the relevant register kept for this purpose . The memo should invariably bear pre-printed serial number. Detention of courier goods by the custodian shall be informed to the Superintendent ACC. The custodian shall maintain in the prescribed format a. daily record of inward and outward movement of all goods that have been detained in the bonded warehouse. Warehouse/Detention register will be verified and counter signed from time to time by the officer in-charge of warehouse. Detained goods shall be produced for examination only after the assessing officer gives the requisition on the reverse of the Bill of Entry. For assessment of detained goods, the

Authorized Courier will file part Bill of Entry giving reference of earlier Bill of Entry and enclosing a copy of DR.
It may be ensured by the trade, Authorized Couriers and custodians at the time of filing of documents that all necessary information may be furnished in the first instance, so that detention could be avoided. Wherever the goods have been detained, the Authorized Courier shall make efforts to furnish the requisite information expeditiously. In this regard the Assistant Commissioner/Deputy Commissioner shall also closely monitor the detention caused on account of customs requirements and efforts would be made to expedite the clearance of such detained goods minimize such instances.

11. Action in respect of un cleared imported goods: As per Regulations, all imported goods are required to be cleared within a period of 30 days of the arrival of such goods. The goods, which are not taken clearance within 30 days of the arrival of the same, shall be disposed off after giving notice to the Authorized Courier and charges payable for storage and holding of such goods shall be borne by the Authorized Courier.

12. Role of the Custodian

M/s Cochin International Airport Ltd. (CIAL), the custodian of the courier import and export parcels, shall:

- comply with the provisions of the Customs Act, Rules, regulations, Public Notices and Standing orders issued from time to time in this regard;
- ensure proper receipt, handling and storage of courier goods; provide secure and adequate space for loading and unloading of consignments; X ray for screening the goods; conveyor belts for smooth flow of goods etc.;
- ensure proper segregation of import and export goods and ensure that there is no movement from import side to export side and vice versa or from examination area to any undesignated areas;
- ensure that goods imported into India, if required to be re-exported shall be done only with the permission of proper officer of customs;
- ensure while giving delivery of the imported goods to the authorized courier or consignee that the goods have been granted 'out of charge' by proper officer of customs.
- Provide adequate space and facilities for examination and X-ray screening.

13. Deregistration. - (1) The Commissioner of Customs may revoke the registration of an Authorized Courier and also order forfeiture of security on any of the following grounds namely:-

(a) Failure of the Authorized Courier to comply with any of the conditions of the bond executed by him under regulation 11 .

(b) failure of the Authorized Courier to comply with any of the provisions of these regulations.

(c) misconduct on the part of Authorized Courier whether within the jurisdiction of the said Commissioner or anywhere else, which in the opinion of the Commissioner renders him unfit to transact any business in the Customs Station.

Provided that no such revocation shall be made unless a notice has been issued to the Authorized Courier information him the grounds on which it is proposed to revoke the registration and he is given an opportunity of making a representation In writing and a further opportunity of being heard in the matter, if so desired.

Provided further that, in case the Commissioner of Customs considers that any of such grounds against an Authorized courier shall not be established prima facie without an inquiry in the matter, he may conduct the inquiry to determine the ground and in the meanwhile pending the completion of such inquiry, may suspend the registration of the

Authorized Courier. If no ground is established against the Authorised Courier, the registration so suspended shall be restored.

(2) Any Authorized Courier or the officer of the Customs authorized by the Chief Commissioner of Customs in this behalf, if aggrieved by the order of Commissioner of Customs passed under sub-regulation (1), may represent to the Chief Commissioner of Customs in writing against such order within sixty days of communication of the impugned order to the Authorized Courier and the Chief Commissioner of Customs shall, after providing the opportunity of being heard to the parties concerned, dispose of the representation as expeditiously as may be possible.

(**VIJAY KALSI**)
COMMISSIONER OF CUSTOMS

F.No. S25/21/2010-ACC.Cus.

Dated the 24th Febuary, 2012.

Issued to:

All Authorized Couriers/M/s CIAL/Correspondence Section (to deliver as per mail list for trade Facility)

All Asst. / Dy. Commissioners / Superintendents of Customs / Preventive Officers

/ Airport / Air Cargo Complex /

Copy to: Addl. Commissioner/Joint Commissioners

Copy submitted to : Chief Commissioner of Customs, Central Excise & Service Tax, Cochin