Exporters are required to register at the website **cochincustomsesealing.in** to register their approved premises with Cochin Customs and thereafter submit intimations for stuffing and self-sealing at their approved premises. The following picture shows the image that the exporter will be able to view in the website.

Customs Self Sealing Procedure - Register for Advance Intimation of Stuffing
Figure 1

Exporters have to fill the details to get themselves registered.

1. All the Fields marked * are mandatory
2. 2 Whether Newly Granted On or After (01/11/2017) YES or No

IF Yes: only date on or after (01/11/2017) can be entered.

IF No:one of the two options below must be selected:

3. If already operating under self sealing, Date of permission granted for self sealing(mm/dd/yyyy)

Or, If Already under Factory stuffing, Date ofpermission granted for factory stuffing (mm/dd/yyyy)
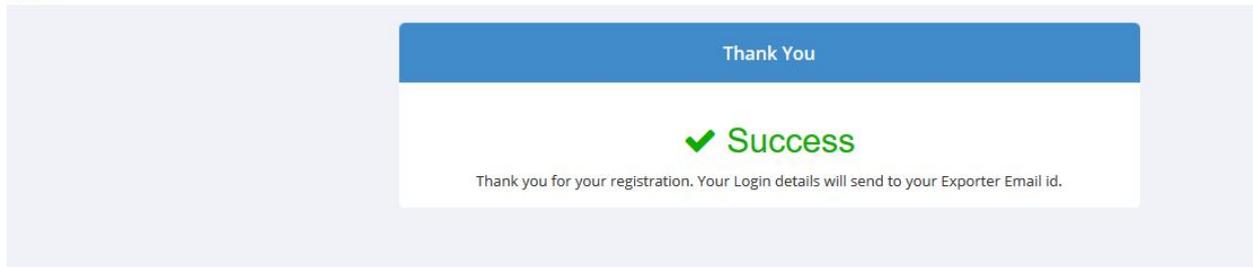
4. More than one Stuffing premises: Exporters can add at the time of Registration by clicking "Add more" button.

If exporters want to add additional premises for stuffing, they should send an application to the concerned officer who will,in turn, add the stuffing premises.

After registration a message as shown in Figure 2 below will appear on screen. Theauthorized customs officer will give the permission and the link to Login will be sent to the registered email id of exporter.

Figure 2

The link opens a page as shown in Figure 3. The exporter can login with User name and password.
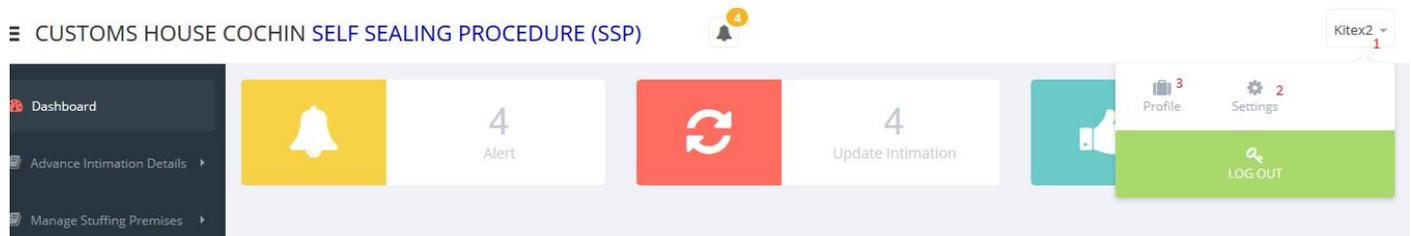
Figure 3

Once login is complete, the exporter can change the password.

Once logged in, a dashboard as shown below will appear on the screen.

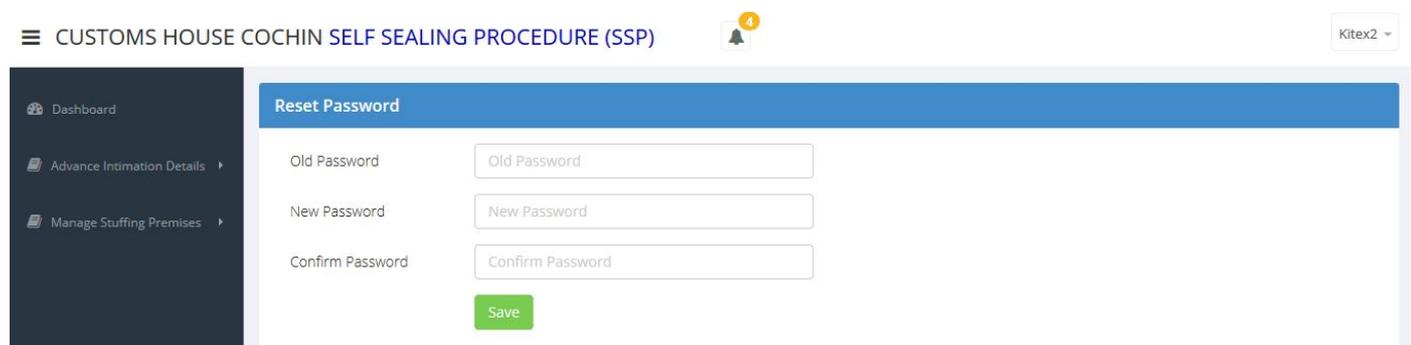**Figure 4**

HOW TO CHANGE PASSWORD

1 Click on Arrow showing Exporter name

2. Go to Settings

3. Go to Profile

Use the Settings to change password

Figure: 5

Exporter can enter old password which was entered at the time of registration.

Enter the new password

Confirm the new password and Save.

PROFILE

Exporter can view their Profile which gives basic details as shown below:

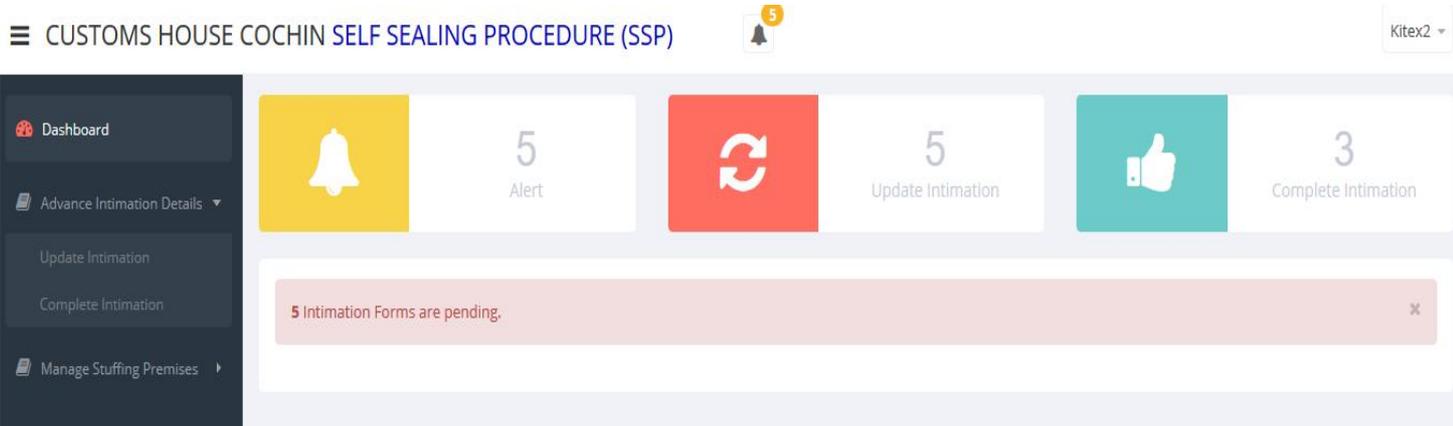**Figure: 6**

LIST OF ADVANCE INTIMATION

Figure: 7

After login, the exporter can find the following in their Dash board:

1. Number of Alerts (IF 5 incomplete intimations are pending, system will not allow filing of another intimation unless rectified)
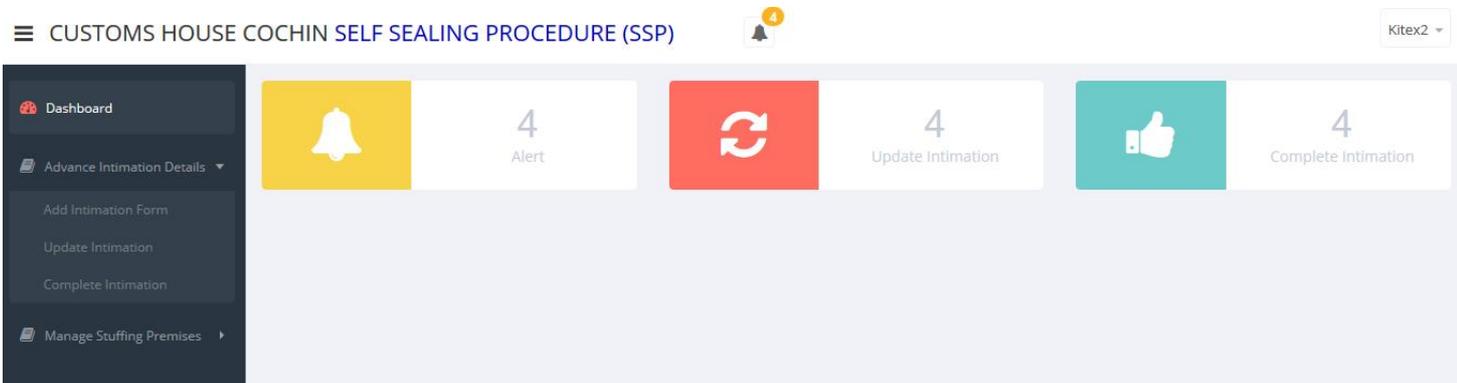2. Number of Updated Intimations
3. Number of Complete Intimations

If 5 Intimations are pending in "Update Intimation list" to be completed, then the link for "Add Intimation" will not be displayed. Only when the Intimations are updated and completed can the Exporter view the "Add Intimation" link under Advance Intimation Details and submit a new intimation for stuffing.
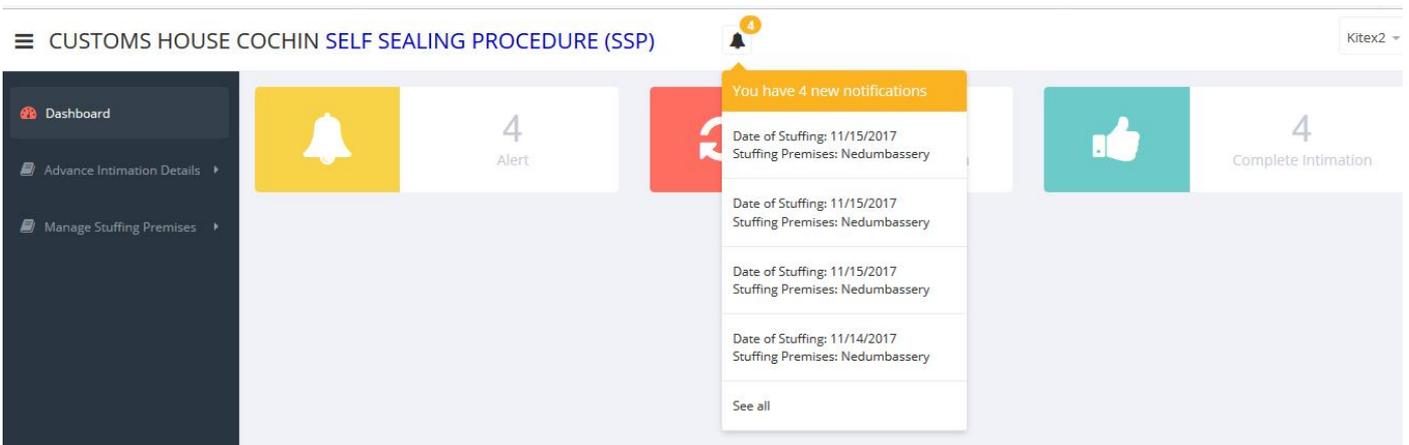
Figure: 8

After one"Update Intimation" is completed, the"Add Intimation link" will be displayed and one more intimationcan be added.

Figure: 9

To view the details of "Alerts" click on the bell icon.

Figure: 10

Advance Intimation Details

1) Add Intimation Form
2) Update Intimation
3) Complete Intimation

Add Intimation Form

This is the form to be used to intimate the Customs officer regarding Self-sealing.

Figure: 10

The fields as shown in Figure 11 will be automatically filled based on the details entered at the time of registration:

(a) Exporter IE Code
(b) Exporter's Name
(c) Exporter Address
(d) Approval Date Of Self Sealing

Stuffing Premises * (Once Stuffing Premises is selected from dropdown menu, the address will automatically be displayed)

Select the Port of Export from drop down menu.

Rest of the Fields should be filled manually.
If any Incentive availed Yes Option is there to enter Scheme of Shipping Bill

A: Figure 10

Figure: 11

Dashboard

Advance Intimation Details ▸
Add Intimation Form
Update Intimation
Complete Intimation

Manage Stuffing Premises ▸

Advance Intimation Form

Exporter IE Code	1000000000
Exporter's Name	Kitex2
Exporter Address	Angamaly, Ernakulam, Kerala 756733
Description of Goods *	TEA,NUTMEG
Date of Stuffing *	11/15/2017
Stuffing Premises *	Nedumbassery
Address 1 *	KLJ-98
Address 2	Angamaly
District	Ernakulam
Pin Code	678932
State	Kerala
Approval Date Of Self Sealing	09/01/2017
Port Of Export *	INCOK1
Destination Port *	Manglore
Consignee Details	Products Exporting
Any Incentive availed	○ YES ◉ NO
Name Of Authorised Person *	Vikram S
Designation *	Agent
Authorised Person Digital Signature *	Browse... sig.jpg

☑ I hereby declare that the above information has been verified by me and is correct.

Save   Cancel

- i. All the Fields Marked * aremandatory
- ii. After filling the form exporter can save the form before pressing 'Confirm Details' button
- iii. OR Cancel Data entered by pressing cancel Button

Figure:12

After saving the form the Exporter can preview the data they entered. If any changes are needed they can change details and press 'Update'button and'Confirm Details'. Once details are confirmed the data will be reflected in "Update Intimation" link of Exporter. The data will also be transmitted to the customs officer.

C: Figure : 12

If any Incentive availed Yes

CUSTOMS HOUSE COCHIN SELF SEALING PROCEDURE (SSP)

JK Tyres ▾

Advance Intimation Form

Dashboard	
Advance Intimation Details ▸	
Add Intimation Form	
Update Intimation	
Complete Intimation	
Manage Stuffing Premises ▸	

Exporter IE Code — 1234567890

Exporter's Name — JK Tyres

Exporter Address — JK/123, Ernakulam, Kerala 63504

Description of Goods * — Tea

Date of Stuffing * — 01/30/2018

Stuffing Premises * — TCC Kalamassery

Address 1 * — CRK/12

Address 2 — Container Road KAL

District — Ernakulam

Pin Code — 733232

State — Kerala

Approval Date Of Self Sealing — 06/01/2015

Port Of Export * — INCOK1

Destination Port * — Denmark

Consignee Details — Product `

Any Incentive availed — ⦿ YES ◯ NO

Scheme of Shipping Bill * — Scheme 1

Name Of Authorised Person * — Vikram Singh

Designation * — Agent

Authorised Person Digital Signature — Choose File No file chosen

☑ I hereby declare that the above information has been verified by me and is correct.

Save   Cancel

Update Intimation

Complete Intimation

Manage Stuffing Premises ▸

D: Figure : 12

Advance Intimation Form

Exporter IE Code	1234567890
Exporter's Name	JK Tyres
Exporter Address	JK/123, Ernakulam, Kerala 63504
Description *	Tea
Date of Stuffing *	01/30/2018
Stuffing Premises *	TCC Kalamassery ▾
Address 1 *	CRK/12
Address 2	Container Road KAL
District	Ernakulam
Pin Code	733232
State	Kerala
Approval Date Of Self Sealing	06/01/2015
Port Of Export *	INCOK1 ▾
Destination Port *	Denmark
Consignee Details	Product`
Any Incentive availed	◉ YES ○ NO
Scheme of Shipping Bill *	Scheme 1
Name Of Authorised Person *	Vikram Singh
Designation *	Agent
Authorised Person Digital Signature	Choose File No file chosen

☐ I hereby declare that the above information has been verified by me and is correct.

[Update] [Confirm Details]

Sidebar:
- Dashboard
- Advance Intimation Details ▸
  - Add Intimation Form
  - Update Intimation
  - Complete Intimation
- Manage Stuffing Premises ▸
- Update Intimation
- Complete Intimation
- Manage Stuffing Premises ▸

Figure: 13

1 View Details of Intimation

The button in green (marked No. 1 in figure 13) enables the exporter to view the advance intimation form that was sent to Customs.
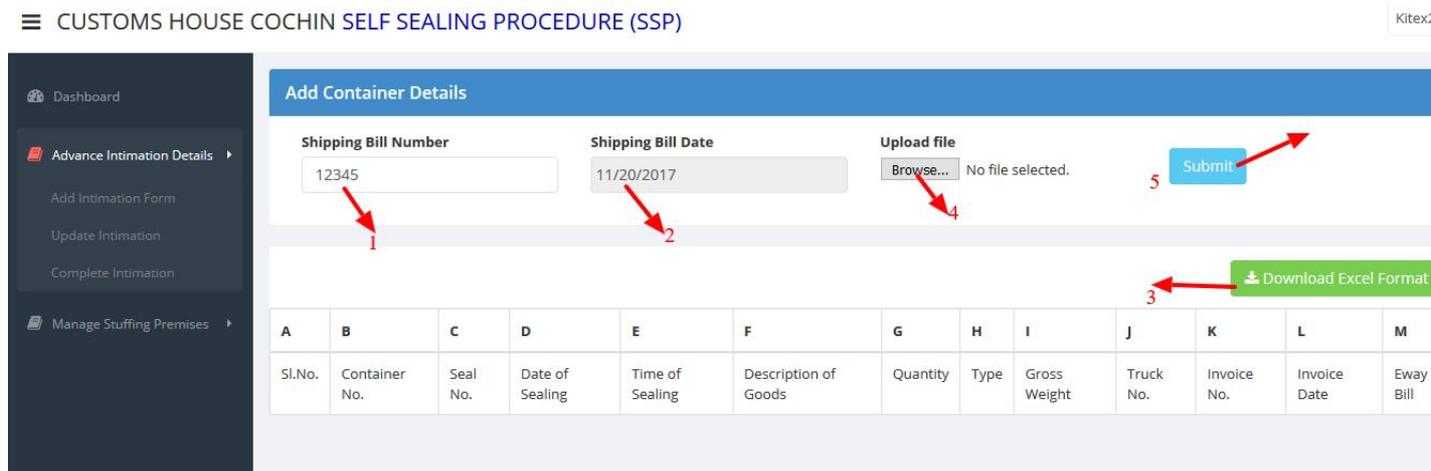
Figure: 14

2 Once the Advance Intimation Form is sent, the next step is to add container details. This form will give details of sealing, truck number etc. Click the icon in yellow (marked No.2 in Figure 13).The steps are given below:

Figure:15

1 Enter Shipping Bill Number
2 Enter Shipping Bill Date
3 Download Excel format to Upload Details
4 Browse the Downloaded Excel Format file after filling the data
5 Press Submit
6 Exporter can preview the details uploaded (figure 16).Changes, if any, can be madein the excel file and submittedagain before pressing'Confirm the details' button.Once confirmed the Exporter will not be able to make any changes

Figure: 16

Add Container Details

Shipping Bill Number

Shipping Bill Date

Upload file
Browse... No file selected.

Submit

⬇ Download Excel Format

A	B	C	D	E	F	G	H	I	J	K	L	M
Sl.No.	Container No.	Seal No.	Date of Sealing	Time of Sealing	Description of Goods	Quantity	Type	Gross Weight	Truck No.	Invoice No.	Invoice Date	Eway Bill
1	111111	10101010101	11/15/2017	10:33 AM	TEA	10	BAG	100	TK1001	111	11/13/2017	EWA1
2	111111	10101010101	11/15/2017	11:40 AM	TEA	10	BAG	100	TK1001	111	11/13/2017	EWA1
3	2222222	10101010101	11/15/2017	12:03 PM	NUTMEG	10	BAG	100	KT2001	222	11/13/2017	EWA1
4	2222222	10101010101	11/15/2017	01:30 AM	NUTMEG	10	BAG	100	KT2001	222	11/13/2017	EWA1

Confirm Details

Once the exporter presses "Confirm Details" button, the Customs officer gets a notification that the intimation is complete.

VIEW COMPLETE INTIMATIONS

Figure: 17

Complete Intimation

Keyword Search

Search   Search   Clear

Sl.No	Date of Stuffing	Stuffing Premises	Port Of Export	Destination	Shipping Bill No.	Shipping Bill Date	Action
1	11/15/2017	Nedumbassery	INCOK1	Manglore	12345	11/20/2017	
2	11/15/2017	Nedumbassery	INCOK1	Manglore	12345	11/20/2017	
3	11/11/2017	Nedumbassery	INCOK1	Manglore	12345667	11/11/2017	

Exporter can View the (1) intimation details and (2) Container details

In Update intimation form if more than 5 Intimations are pending completion, then exporter will not able to enter a new intimation for stuffing.

ACTIVE/INACTIVE PREMISES

Exporters can view the details of stuffing premises which have been approved by the Customs officer by viewing the status: Active/Inactive. The approved premises will show "active". If "inactive", then stuffing cannot be done at that premises as it means that this premises has not been approved by the department.

Figure: 18