



GOVERNMENT OF INDIA
MINISTRY OF FINANCE :: DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
CUSTOM HOUSE, PORT AREA, VISAKHAPATNAM – 530 035
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F.NO.S5/07/2016-CASH

Date: 04.07.2016

PUBLIC NOTICE NO.12/2016

TRADE FACILITY

Sub: Introduction of facility of e-payment of refund/rebate claims amount Directly to the Exporter's Bank Account – Reg.

** ! **

1. Kind attention of all the Importers, Exporters, Customs Brokers and the Members of the Trade is invited to the Board's Circular No.1013/1/2016-CX, dated 12.01.2016 for e-payment of refund/rebate. In order to speed up the transfer of the fund directly to the beneficiary's bank account after sanction of the refund/rebate claim and to promote ease of doing business, the following procedure for e-payment of refund/rebate is hereby prescribed.

I. E-PAYMENT THROUGH AUTHORISED BANKS

- i) For all fresh claims filed after 11.07.2016 the claimants shall provide one time authorization in duplicate (Annexure – A) in the format annexed to this Trade Facility in original.
- ii) For all pending claims where refund/rebate orders have not been issued, the claimants shall provide necessary authorization by 15.07.2016. If the authorization is submitted [in original] with the fresh claims, a self attested copy of the authorization may be given.
- iii) Assistant/Deputy Commissioner of Customs would forward a statement [Annexure – B] regularly to the State Bank of India, Port Branch, Visakhapatnam (Local point branch) a soft copy through e-mail and a hard copy under signature of the Assistant/Deputy Commissioner of Customs [Refund Sanctioning Authority], alongwith a cheque for the consolidated rebate / refund amount. A copy of the Authorization letter from the claimant will be retained by the rebate / refund section.
- iv) Upon receipt of the statement signed by the refund sanctioning authority and the cheque for the consolidated refund amount, the bank would credit the refund amounts to the respective accounts of the

claimants through NEFT / RTGS after deducting the applicable NEFT / RTGS charges as per RBI guidelines. It shall be ensured that there is no delay in the disbursal of the sanctioned amounts.

II. PROCEDURE FOR RECONCILIATION

- a. A UTR (Unique Transaction Reference) is generated for each transfer of funds to the beneficiary's account by the bank. This UTR is a bank's acknowledgement evidencing the transfer of the fund to the claimant's bank account. Concerned bank should submit a monthly report in the format (Annexure – C) to the refund sanctioning authority.
- b. After transfer of the sanctioned rebate amount of the beneficiary's account, UTR's report received from the bank should be sent by the refund sanctioning authority to the PAO is [enclosed as Annexure-D].
- c. After transfer of the amounts to the claimants, the bank shall generate periodic scroll containing the details of refund amount sanctioned to various claimants along with other details as necessary and send the same to the PAO concerned giving details of receipt of consolidated cheques and payments made by the bank.
- d. The PAO is requested to reconcile the cheques issued by the field formations in respect of the rebate / refund with the periodic scroll sent to them by the bank and report discrepancy, if any to the field formation concerned who, in turn, would verify the same and send compliance report to the PAO.
- e. Difficulty, if any, in implementation of the above procedure may please be brought to the notice of the concerned Deputy/Assistant Commissioners Custom House, Visakhapatnam for necessary action.

-SD-

(C.RAJENDIRAN)

PRINCIPAL COMMISSIONER.

Encl: Annexures – A,B,C,D

Copy forwarded for information and necessary action to:

1. The Chief Commissioner of Customs and Central Excise, Visakhapatnam Zone.
2. The Principal Commissioner of Customs
3. Additional Commissioner of Customs
4. All Deputy / Assistant Commissioner of Customs.
5. All Trade Association and All the Customs Brokers, Visakhapatnam.

Annexure-A

AUTHORIZATION

To
The Deputy/Assistant Commissioner [Refunds/Rebate],
Custom House, Port Area,
Visakhapatnam.

Madam/Sir,

Sub: Authorisation for Refund / Rebate – regarding.

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I/We authorize payment/credit of sanctioned rebate /refund amount of Custom Central Excise / Service Tax for all my rebate/refund claims filed at your office directly to my bank account through RTGS/NEFT after deduction of applicable RTGS/NEFT charges, as per RBI guidelines. In case of any remittance made by mistake or duplicate, I/we undertake to re-credit the same to the department. I hereby declare following details for the purpose.

1.	Name & Address	
2.	15 Digit CEX/ST Registration No./IEC	
3.	Constitution of the business (Proprietorship/Partnership/LLP/Private Ltd / Public Ltd./ Other)	
4.	Details of Applicant	
	Address	
	Telephone/Mobile No.	
	Email ID	
5.	Bank Account Details of The Registered Assessee / Exporter to which Sanctioned Refund Amount is to be Deposited	
	Name of the Bank	
	Branch Bank Account No.	
	IFS Code	
	Type of Bank Account: Saving A/c Current Account.	

I/We fully understand that any information furnished in the application if found incorrect or false will render my/us liable for any penal / action or other consequences as may be prescribed in law or otherwise warranted.

Place: _____ Signature.....

Date: _____ Name

Designation
(Proprietor/Partner/Director/Authorized Signatory)

Enclosed: (1) Photocopy of a cancelled blank cheque.

BANK VERIFICATION

Certified that above details are tallied with bank record and found correct.

Signature.....

Name.....

Seal of the Bank

Note:

1. In case the authorization is signed by authorized signatory, the Bank Manager shall verify and confirm that said authorized signatory is indeed authorized by the firm/company to transact with the Bank.
2. All information detailed above shall be mandatorily filled / provided.

Annexure - B
OFFICE OF THE ASST./DY.COMMISSIONER

C.No.....

Dated.....

To
The Branch Manager,
.....Bank.

Sir,

Sub: Payment of refund claims amount directly to the assessee's /exporter's bank
Account through RTGS/NEFT – Regarding.

Please find enclosed herewith a Cheque No.....dated..... for an amount of Rs..... And a list of refund / rebate claims (in duplicate) sanctioned by the undersigned during the period fromto.....in favour of the beneficiary(s), whose details are provided as under:

Sl. No.	Beneficiary Name	Name of the Beneficiary Bank	Beneficiary Bank Account No.	IFSC Code No.	Refund amount sanctioned	Remitter's account No.	Ref. No. of the sanction order
1	2	3	4	5	6	7	8

2. Please remit the amount mentioned in col. No.6 of the table above through RTGS / NEFT by debiting our account no. mentioned above.

3. You may recover RTGS / NEFT charges as per RBI guidelines, leviable on the said sanctioned amount and remit the balance amount to the bank account of the beneficiary.

4. Essential details of the beneficiary have also been sent through my official e-mail account viz..... to your email account.....

5. It is requested to return the duplicate copy of Annexure B duly certified by the Bank. In case of non-remittance, please provide reasons for the same with further advice, if any.

Yours faithfully,

Signature with date

Name.....

Designation.....

Encl. Cheque No.....dated.....for Rs.....

ANNEXURE – D

CUSTOM HOUSE, VISAKHAPATNAM

Cheque details for Month.....2016

Sl. No.	Cheque No.	Cheque Date	Amount	Remarks
		Week Ending		
(1)	(2)	(3)	(4)	(5)
1				RTGS/NEFT,.....Bank Branch
2				-do-
		TOTAL		
		Week Ending		
3				RTGS/NEFT,.....Bank Branch
4				-do-
5				-do-
6				-do-
7				-do-
		Total		
		Week Ending		
8				RTGS/NEFT,.....Bank Branch
9				-do-
10				RTGS/NEFT,.....Bank Branch
11				-do-
12				-do-
13				-do-
				-do-
		TOTAL		
	GRAND	TOTAL		

REFUND SANCTIONING AUTHORITY

To
The Pay & Accounts Officer,
Custom House,
Visakhapatnam – 530 035

