



**OFFICE OF THE COMMISSIONER OF CUSTOMS
Custom House, Port Area, Visakhapatnam -**

File No.S2/17/99-AP

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PUBLIC NOTICE NO.50/99.

SUB: Procedure for computerised processing of shipping bills under the Indian Customs EDI systems (ICES) EXPORTS – Custom House – Visakhapatnam.

Attention of Exporter/Trade/Industry and CHAs are invited to Public Notice No.93/98 dt.25.9.98 giving detailed procedure of computerised processing of shipping bills in ICES (EDI) System at Custom House, Visakhapatnam and subsequent amendments/substitutions vide Public Notice Nos. 95/98 dt.6.10.98, 97/98 dt.8.10.98, 102/98 dt.22.10.98, 103/98 dt.22.10.98, 104/98 dt. 22.10.98, 116/98 dt.24.11.98, 115/98 dt.24.11.98, 6/99 dt.20.1.99.

In supersession of the above public notices and consolidation of the procedures for processing of shipping bills, under EDI System the present public notice is being issued.

The Significant changes/additions in the procedure in this public notice are as follows:

- 1) Scope of ICES (EDI) System Export.**
- 2) Procedure relating to submission of SDF Declaration in lieu of GR.1 Form**
- 3) Registration of Bank Account number, address of the bank through which export sale proceeds are realised, in the service center.**
- 4) Generation of an additional copy of Shipping bill i.e., exchange control copy in the Shed and the authentication of SDF Declaration form by the Shed Appraiser.**

- 5) Detail procedure for different type of amendment of shipping bill parameters.
- 6) Detail procedure for Short shipment/ Excess shipment, Shut out, Cancellation, Back to town permission, Change of vessel name and Consequential changes in Freight and Insurance.
- 7) Changes in sub-serial numbers in different Appendices for filing with Drawback Shipping Bill declaration.
- 8) Modified Annexure-A & B Declaration i.e., Branch No. & Code No. of the Bank through which export sale proceeds to be realised and Quota allotment details

The detailed procedure to be followed for computerised processing of shipping bills for duty free goods and export under claim of drawback is enumerated below.

1) SCOPE OF INDIAN CUSTOMS EDI SYSTEM EXPORTS (ICES)

The following type of shipping bills will be assessed under ICES System.

A) White Shipping Bill (Duty Free) :

(Except those relating to Jewellery, Payment of Cess, 100% EOU, DEEC, DEPB, EPCG, EPZ, Pass book, Re-export cases and export of goods wherein the benefit of CN No.81/95-CUS dt.31.3.95 as amended at the time of import of any inputs for export products)

B) Shipping bills relating to Drawback:

2. Procedure in lieu of GR-1 Form:

Following the amendment of Foreign Exchange Regulation Rules, 1974 and after due consultation with the Department of Economic Affairs and the Reserve Bank of India it has been decided that GR.1 Form would not be required to be filed by the exporters for shipping bills processed electronically on the ICES

In the revised procedure, for electronically processed shipping bills, no GR.1 Form is required to be filed in the service Center and the exporter is required to state the name and address of the bank, Account Number

and Branch Code Number through which the export proceeds of the particular shipment to be realised, in the Declaration for export (**Annexure-A/B**). However, in place of GR.1, exporters would be required to file a declaration in the form SDF appended to this Public Notice (**Appendix-I**). This declaration will be filed in duplicate at the stage of 'goods arrival' alongwith Annexure-C. One copy of the declaration would be attached to the original copy of the shipping bill generated by the system and retained by the customs. The second copy of the SDF declaration would be attached to the duplicate copy of the Shipping bill (the Exchange Control Copy) and will be given to the exporter to be surrendered by the exporter to the authorised bank for collection/negotiation.

The exporters are required to register their bank account number through which export proceeds are realised, the branch code, IEC Code No and other details as advised vide Public Notice No.113/98 dt.24.11.98. The exporters are required to obtain a certificate from the bank in which they have an account and through which they would be realising the export proceeds, in the form appended to this public notice (**Annexure-IA**), and submit it to the Service Center during the period of registration. If the exporter wishes to operate through different banks for this purpose, a certificate in the prescribed form would be required to be obtained from each of the banks. This process of registration would be a one time exercise unless the exporter decides to change the bank for the purposes of realisation of export proceeds. The exporters would however be required to submit such a certificate once a year for the sake of confirmation

In the case of shipping bills processed manually the existing arrangements of filing GR.1 forms and their amendment or disposal would be continued.

3. DATA ENTRY OF SHIPPING BILLS;-

- 3.1 Exporters/CHA's are requested to ensure that the IEC codes of the Exporter, CHA licence Nos, name and address of the bank, bank account number, branch code of the Bank (through which export proceeds are expected to be realised) are registered in the Custom Computer System before an EDI shipping bill is filed.
- 3.2 For registration purposes, exporters/CHAs can approach the Custom Computer Service Center, Custom House, Visakhapatnam with original documents for registration alongwith a set of photo copies which will be retained in the Service Center.
- 3.3 Exporter/CHA intending export would be required to present at the **Service Centre** a declaration in the format appended to this public notice as **Annexure-A** (for export of goods without claim for drawback) or **Annexure-B** (for export of goods with claim for drawback) along with copy of invoice. The format should be completed in all respects and should be signed by the exporter or his authorised agent. Forms which are incomplete or unsigned will not be accepted for data entry. Guidelines for filling up these forms (Annexure-A/B) are appended to the Public Notice.
- 3.4 In the beginning data entry of shipping bills will be allowed to be made only at the service centre located at (Custom House).
- 3.5 After the exporters/CHAs have become conversant with the EDI procedures, the option of Remote EDI system would also be made available. In the Remote EDI system (RES) Exporters/CHAs can electronically file their shipping bills from their offices through Dial-up modems using telephone line. However commencement of that system will be notified at a latter date.

3.6 The schedule of charges to be levied for data entry at the service centre would be as follows:-

i) Entry of a shipping bill having upto five items	Rs.60/-
ii) Additional block of five items	Rs.10/-
iii) Amendment fee (for a block of five fields)	Rs.10/-
iv) Printing of a shipping bill for a Remote EDI system (RES) User	Rs. 20/-

3.7 The Service Centre operators shall carefully enter the data on the basis of declarations (duly filled forms of Annex. 'A' or 'B') made by the Exporter/CHAs. After completion of data entry, the **Check List** will be printed by the Data Entry Operator and shall be handed over to the exporters /CHAs for confirmation of the correctness. After the CHAs/exporter makes corrections, if any, in the check list and returns the same to the operator duly signed , the operator shall make the corresponding corrections in the data and shall submit the shipping bill to the Indian Customs EDI System (ICES)-Export. This process would be repeated till the exporter/CHA signs a clean check list in token of correctness of the entered data. The operator shall not make any amendment after generation of the check list and before submission in the system unless the correction made by the CHAs /Exporters are clearly indicated on the Check list against the respective fields and duly authenticated by CHA/Exporter's signature.

3.8 The system automatically generates the Shipping Bill number and the operator shall endorse the same on the Checklist in clear and bold figures. **It should be noted that no copy of the Shipping Bill would be made available at this stage.** Noting Stage will not apply to Shipping Bills submitted through the Indian Customs EDI system.

3.9 The declarations would be accepted at the service centre from 10.00 A.M. to 4.30 P.M. Declarations received upto 4.30 P.M. will be entered in the computer system by the service centre on the same day. The examination of cargo and " let Export " will be completed the same day for the goods brought in the export shed and registered before 3 P.M.

3.10 The validity of the shipping bill in EDI system is 30 days only. After expiry of **thirty days** from the date of shipping bill, the exporter has to again file the declaration afresh.

4. OCTROI PROCEDURE, QUOTA ALLOCATION & OTHER CERTIFICATION FOR EXPORT GOODS

4.1 The processing of shipping bills involving allocation of ready made garments quota by Apparel Export Promotion Council will also change with the introduction of the new system. Under EDI system the quota allocation label will be pasted on the export invoice instead of the shipping bill. The allocation number of AEPC should be entered in the system at the time Shipping Bill data entry,. The quota certification of export invoice should be submitted to Customs along with other original documents at the time of examination of the export cargo.

As a transitional measure, Customs will accept AEPC certification of the manual Shipping Bill format also. However, in these cases the shipping bill number should also be indicated on the invoice when goods are presented for examination. For determining the validity date of the quota the relevant date would be the date on which the full consignment is presented to the Customs for examination and the date is duly recorded in the Computer system.

4.2 Certification of other agencies involved in export clearance such as Cotton Textiles Export Promotion Council, Wild life inspection Agency under the Convention on International Trade in Endangered Species (CITES), Engineering Export Promotion Council, Agricultural Produce Export Development Agency (APEDA), Central Silk Board, All India Handicraft Board, Assistant/Deputy Drug Controller, Archaeological Survey of India **should also be obtained on the Export invoice** since the Shipping Bill will no longer be available for such pre-shipment certification. The transitional arrangements for certification by these agencies would continue as in the case of AEPC certification. The No Objection of Assistant/Deputy Drug Controller will also be obtained on the Export Invoice Itself.

4.3 The exporters may make use of export invoice or such other document as required by the Octroi authorities for the purpose of Octroi exemption, since the shipping bill is generated only after the let export order is given by Customs.

5. ARRIVAL OF GOODS AT EXPORT SHED

5.1 The goods brought for the purpose of examination and subsequent "let export" will be allowed entry to the Export Shed on the strength of the checklist and other declarations filed by the exporter in the Service Center. The Custodian (**Visakhapatnam Port Trust**) will not insist for production of Shipping Bill to allow entry of the goods to the dock area. The Custodian (Visakhapatnam Port Trust) will endorse the quantity of goods actually received on the reverse of the Check List.

The Check List, copies of the other declarations as aforesaid and an additional data entry form as per **Annexure-C** should be submitted to the examining officer in the Export Shed designated for record of arrival of the goods i.e., Registration of goods arrival in the system. The

examining officer shall verify the quantity of the goods actually received, and will enter the particulars of arrival into the system and thereafter enter the additional details as per **Annexure-C**. If at any stage subsequent to entry of goods in the Export Shed it is found that the Shipping Bill had not been filed, the exporter and his agents will be solely responsible for the delay in processing the documents for export and any consequent damage/deterioration/ pilferage in respect of the Export goods.

5.2 The Customs will record arrival of goods only after the full consignment, with duly numbered packages if any, is received inside the Export Shed. As already stated, the export goods should be brought for the purpose of examination and "let Export" within 30 days of filing of the Declaration for Export in the Service Centre. In case of delay, a fresh declaration would need to be filed in the Service Centre in the Custom House.

6. PROCESSING OF SHIPPING BILLS

6.1 The Shipping Bills shall be processed by the system on the basis of declarations made by the exporters. However, the following Shipping Bill shall automatically appear on the screen of the Assistant/Deputy Commissioner of Customs, who shall confirm the processing:-

- (i) Duty Free Shipping bills where the FOB value of the goods is more than rupees ten lakhs.
- (ii) Shipping bills relating to free trade samples whose FOB value is more than Rupees Twenty Thousand.
- (iii) Drawback Shipping Bills where drawback amount is more than Rupees One lakh.

6.2 Apart from verifying the value and other particulars for assessment, the Assistant/Deputy Commissioner may call for the samples, if required for confirming the declared value or for checking classification under the Drawback Schedule. The Assistant/Deputy Commissioner may also give any special instruction for examination of goods, if felt necessary.

6.3 In case the Shipping Bill falls in the categories indicated in the para 6.1 above, the exporter/ CHAs can check up with the query counter at the Service Centre whether the Shipping Bill Submitted by them in the system has been cleared by the Assistant/Deputy Commissioner or not, before the goods are brought into the export shed for examination and export. In case any query has been raised by the Assistant/Deputy Commissioner the same is required to be replied through the service centre or in case of CHAs having EDI connectivity through their respective terminals. The Shipping Bill be passed by the Assistant/Deputy Commissioner after all the queries have been satisfactorily replied to.

7. CUSTOMS EXAMINATION OF EXPORT CARGO:-

7.1. After the receipt of the goods in the export shed of the Dock, the exporter /CHA will contact the examining officer designated for the purpose and present the following original copies of the documents for the processing of the shipping bill in docks

- i) Checklist with endorsement of custodian about receipt of goods
- ii) Copies of declaration for export in Annexure-A or B
- iii) Annexure-C Declaration (Declaration of additional particulars of arrival of goods)
- iv) SDF Declaration in duplicate
- v) Invoice
- vi) Packing List

- vii) AR.4
- viii) Central Excise Officer's examination report in case of sealed containerised cargo
- ix) All other declarations such as DEEC declaration, Drawback declaration etc. if any.
- x) All other relevant certificates /declarations having bearing with assessment of export goods like AEPC Quota IFF etc.

As already stated in para 5.1 the examining officer will verify the quantity of the goods actually received and enter into the system. The aforesaid officer will also enter the additional particulars in **Annexure-C** and thereafter mark the Electronic Shipping bill and also hand over all original documents to the Shed Appraiser of the Dock who will assign an examining officer for the examination and intimate the officers name and the packages to be examined, if any, on the Check list and return it to the Exporter or his agent. No such examination order shall be given unless the goods have been physically received in the export shed. It may however be clarified that Customs may examine all the packages / goods in case of any doubt or discrepancy.

7.2. The examining officer will inspect/examine the shipment along with the **Shed Appraiser** and will enter the inspection/examination report in the system. There will be no need for a written inspection/examination report. He will then mark the Electronic Shipping Bill along with all original documents and check list to the Shed Appraiser. If the Shed Appraiser is satisfied that the particulars entered in the system conform to the description given in the original documents (including AEPC Quota & other certificates) and the physical examination, he will proceed to allow "Let Export" for the shipment and inform the exporter or his agent.

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7.3 Procedure in case of factory stuffed containers which are sealed by Central Excise officers:

7.3 (1) Factory stuffed containers are received at the designated Yard of the Dock. The Customs Preventive Officer at the gate will verify the Central Excise seal on the container and will give the "seal check" endorsement on the invoice/ or the Checklist and Annexure-C. Thereafter, the exporter or his agent should present the said invoice, check list, Annexure-C and other declarations (A or B & Others) filed in the Service Center, along with all other original documents such as **SDF Declarations** packing list, AR-4 and Examination report by the Central Excise authorities etc., as provided in para 7.1 supra to the Examining Officer posted at the export shed for the purpose of entering the particulars in the Computer.

The Examining Officer will enter the particulars as per Annexure-C and mark the shipping bill and original documents to the Shed Appraiser, for consideration of 'let export' order. The samples drawn, if any, in the factory should be brought to the Export Shed along with the container and handed over to Shed Examiner. Shed Examiner would enter the details in the system and forward the samples to the Chemical Laboratory, Custom House. The system may require re-examination of the factory stuffed container on a random basis. If the container is selected for re-examination by the system, the procedure as given in para 7.2 supra will be required to be followed. In other cases, if the Shed Appraiser is satisfied with the particulars entered in the system conform to the description given in the original documents, Central Excise examination report, and the seal is intact there is no need to examine the factory stuffed goods, he will proceed to allow 'let export' for the shipments and inform the exporter.

In case the shed Appraiser feels that the goods require re-examination, he will mark the electronic copy of the shipping bill and other documents to the Assistant/Deputy Commissioner (Exports) and instruct the exporter or his agent to meet the Assistant/Deputy Commissioner(Exports). If the Assistant/Deputy Commissioner (Exports), approves the re-examination of the goods, then container will be brought to the export shed and the procedure specified in para 7.2 above will be followed.

7.4 Variation between the declaration & physical examination:

In case of any variation between the declaration in the Shipping Bill and physical documents/examination report, the Shed Appraiser will mark the Electronic Shipping Bill to the Assistant/Deputy Commissioner (Exports). He will also forward the physical documents to Assistant/Deputy Commissioner (Exports) and instruct the exporter or his agent to meet the Assistant/Deputy Commissioner (Exports) for settlement of dispute. In case the exporter agrees with the views of the Department the Shipping Bill would be processed accordingly. Where however, the exporter disputes the views of the Department principles of natural justice would need to be followed before finalisation of the issue.

**8. GENERATION AND AUTHENTICATION OF SHIPPING BILLS
OTHER DOCUMENTS**

After the "Let Export" order is given on the system by the Shed Appraiser, the Shipping Bill shall be generated by the system in three copies, i.e., one Customs copy, and one exporter's copy & one Exchange control copy (E.P. copy will be generated only after vessel has sailed). After obtaining the print out the appraiser shall obtain the signatures of the Examining Officer on the examination report and the representative of the CHA on all the copies of the

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shipping bill and Examination report. The CHA's representative's name and identity card number should be clearly mentioned below his signature. The shed appraiser shall thereafter sign and stamp all the copies of the shipping bill at the specified place.

The Shed Appraiser will authenticate the SDF declaration form after verifying its particulars with those contained in the shipping bill and also affix the customs seal thereon. Customs copy of shipping bill and original copy of the SDF Declarations will be retained along with all the original declarations, Checklist, Declaration in A/B, DEEC Declaration, Packing List, Invoice, AR-4, etc. as specified in para 7.1 above, by the Shed Appraiser and forwarded to Export Department of the Custom House. He will only return the exporter copy of the shipping bill, the exchange control copy of the shipping bill and the second copy of the SDF Declarations to the exporter or his agent. The E.P. copy of the shipping bill will be printed and shipment details Mate Receipt Number along with date of sailing endorsed by the Preventive Officer, only after sailing of the vessel and verification of the mate receipt by the proper officer (Preventive Officer).

As regards the AEPC quota and other certifications, these will be retained along with the shipping bill in the export shed after the shipping bill is generated by the system. At the time of examination, apart from checking that the goods are covered by the quota certifications, the details of the quota entered into the system would be checked.

9. EXAMINATION / STUFFING / LOADING OF GOODS & CONTAINERS:

91. The exporter or his agent should hand over the Exporter copy of the shipping bill duly signed by the shed Appraiser permitting 'let export' to the steamer agent who will then approach the proper officer (Preventive Officer) for allowing the shipment.

In case of container cargo the stuffing of container at shed will be done under preventive supervision. Loading of both containerised cargo and bulk cargo will also be done under preventive supervision. The steamer agent will then obtain the signature of the Master of the vessel acknowledging the receipt of the goods on board on the appropriate place of the shipping bill. Then the Customs Preventive Officer supervising the loading of container and general cargo into the vessel will give "shipped on board" endorsement i.e., shipment details and date of shipment on the exporter's copy of the Shipping Bill after verifying the mate receipt. The Customs Preventive Superintendent (Docks) after the loading will enter the particulars of packages actually stuffed into the container and/or particulars of loading of Cargo/Container on board into the system and endorse the same details on the Exporter copy of the shipping bill presented to him by the steamer agent.

To facilitate the process of entry of Container/ Cargo loading/ Stuffing report in the system the Exporter/CHA /Steamer Agent will prepare a Cargo Loading Plan (CLP)/ Container Stuffing Sheet (CSS) as per Annexure-H to this Public Notice in triplicate as the case may be. The CLP/CSS will be signed by the Supervising Preventive Officer and the original copy of such plan is retained by him and handed over to to the Superintendent (Docks).

While entering the loading/stuffing report if there is a difference in the quantity/number of packages stuffed in the containers / goods loaded on vessel, the system will indicate a short shipment and the Supdt.(Docks) will put a remark of such a short shipment on the shipping bill and that shipping bill requires amendment for changed quantity. **Export Promotion copy will not be generated unless the shipping bill is amended.** Those shipping bills also will not be

taken up for the purpose of sanction of drawback/DEEC logging till the Shipping Bill. is suitably amended for the changed quantity.

9.2 Examination of goods received in parts

In respect of cases where the exporter is unable to bring the entire consignment into the export Shed of the VPT for examination and Let Export and brings the consignment in parts and seeks examination and Let export on that basis the following procedure will be followed for processing of Shipping Bill in the Shed.

- 1) The part consignment will be allowed entry into the export shed on the strength of the Check List and the Exporter/CHA will obtain the endorsement of VPT certifying that quantity of the goods entered.
- 2) The exporter/C.H.A. will then present the part consignment to the Appraiser and Examiner, who will examine the goods and give Let Export for the part consignment if the goods are as per the declaration given in the check list and are otherwise in order.
- 3) The Examination report in respect of part consignment will be written on the reverse of the checklist and Let Export Order (LEO) also will be given on the reverse side of the Checklist.
- 4) The Shed Officers while endorsing the examination report on the check list will put their signature with **full name, date and time of such endorsement**. Such examination should be done in presence of exporter/CHA who will also sign as a token of having been present during examination.

- 5) The goods then will be presented to the Preventive Officer Dock for allowing shipment. Preventive Officer will allow shipment for the quantity of goods for which Let Export Order (LEO) is given on the reverse of the checklist.
- 6) The goods will then be allowed loading under Preventive Supervision.
- 7) The above procedure will be followed for each part consignment and for each such part Shipment, clear-cut Let Export Order and allow shipment. Order will be endorsed, till the entire consignment is examined and loaded on to the vessel.
- 8) After the entire consignment is shipped in the vessel, the exporter will obtain the signature of the Master of the Vessel acknowledging the receipt of the goods on board on the reverse of the checklist. Then the Preventive Officer will also endorse the shipment details and date of shipment on the check list after verifying the material receipt.
- 9) The exporter/CHA will then report to the shed examining officer for the processing of the Shipping Bill in the System without any delay.
- 10) The exporter will submit the Checklist with all the endorsements, as aforesaid, the ANNEXURE -C and other documents as specified for the purpose in para 7.1 to the examining Officer in the shed.
- 11) The examining Officer as per the Procedure stipulated in the Para 7.1 will register the particulars of ANNEXURE -C in the Computer and mark the Shipping Bill to the Appraiser who will complete all the formalities of assessment before giving "LET EXPORT" in the system.. After the "LET EXPORT" is given by the Appraiser the

Customs copy, Exporter's copy and the Exchange Control copy of the Shipping Bill will be generated . After obtaining the print out the appraiser shall obtain the signature and E.O. on the examination report and the signature of the exporter /CHA on all copies of the shipping Bills . Thereafter, the shed appraiser will sign the shipping Bills at the specified place and authenticate the SDF Declaration (original & duplicate) and return the exporter copy and exchange control copy of the shipping bill along with duplicate copy of SDF Declaration to the exporter/CHA. The Appraiser will retain the Checklist and other declarations in the Shed along with the Customs copy of the Shipping Bill , and Original copy of SDF Declaration.

- 12) If the vessel has not sailed by the time the shipping bill is generated in the system, the exporter will get the exporter copy of the Shipping Bill endorsed by the master of the Vessel, and will submit the same to the Preventive Officer who will put his signature in the appropriate place in the Shipping Bill endorsing shipment details after verifying mate receipt and check list. If the vessel has already sailed, the Preventive Officer can endorse the actual shipment particulars at the appropriate place in the Shipping Bill based on mate receipt and check list.
13. The exporter copy of the Shipping Bill will then be submitted by the exporter/CHA to the Preventive Superintendent for entry of the loading/ stuffing details in to the System, relying on the container Stuffing/ Loading Sheet/Cargo Loading Plan, the mate receipt and the checklist available with the Shed Appraiser..

9.3 Consignments Received On Holidays And Beyond Office Hours;

Situations where the exporter/CHA seeks immediate shipment of goods received in full or parts on holidays and beyond working hours when the computer is not working the procedure stated in para 9.2 will be followed mutatis mutandis.

10. PAYMENT OF MERCHANT OVERTIME (MOT)

For the time being the present manual system in respect of payment Merchant Overtime (MOT) charges will be continued.

11. DRAWAL OF SAMPLES;-

11.1 Where the Appraiser of Shed order for samples to be drawn and tested, the Examining Officer will proceed to draw two samples from the consignment and enter the particulars thereof along with details of the testing agency in the Computer System. There will be no separate register for recording dates of samples drawn. Three copies of the test memo will be prepared by the Examining officer and will be signed by the Examining Officer and Appraising Officer on behalf of Customs and the exporter or his agent. The disposal of the three copies of the test memo are as follows:

- i) Original-to be sent along with the sample to the test agency.
- ii) Duplicate -Customs copy to be retained with the 2nd sample.
- iii) Triplicate- Exporter's copy

11.2 The Assistant/Deputy Commissioner, if he considers necessary, may also order for sample to be drawn for purpose other than testing such as visual inspection and verification of description, market value inquiry etc.

12. QUERIES:-

All doubts can be clarified by the exporter or his agent during examination of goods. However, in a rare case, where the need arises for a detailed answer from the exporters, a query can be raised by the Examining Officer or the Appraising Officer on the system which should be confirmed by the Assistant/Deputy Commissioner of Customs(Exports). The shipping bill will remain pending and cannot be printed till the exporter's reply is seen and accepted by the Customs Department.

13. AMENDMENTS

Amendment before generation of Shipping Bill Number:

13.1 Any correction/ amendments in the checklist generated after the submission of declaration can be made at the service centre provided the documents have not yet been submitted in the system and the shipping bill number has not been generated.

Amendment after generation of Shipping Bill Number:

13.2 Where corrections are required to be made after the generation of the shipping bill No. or after the goods have been brought into the Export Shed, amendments will be carried out in the following manners.

a) Amendment before Let Export Order:

- i) In cases where wrong entries are made during goods registration, Shed Appraiser can allow re-registration with correct particulars in **Annexure-C** before **Let Export Order** is given.

- ii) Amendments other than details relating to Annexure-C before Let Export Order may be permitted by the Assistant/Deputy Commissioner (Export) after receiving an application in this behalf from exporter/CHA. The amendment will be fed to the computer in the service center and the Assistant/Deputy Commissioner export will approve it in the system. In case the amendment is sought after goods registration (Entry of Annexure-C), the CHA / Exporter has to submit the application for amendment through Shed Appraiser.

b) Amendment after Let Export Order is granted where shipping bills are generated.

- i) Amendments relating to Gross weight, Net weight, AR.4 details and quota allotment details will be done by Assistant/Deputy Commissioner (Exports) directly after receiving an application from exporter/CHA on this behalf, through Shed Appraiser after surrendering the shipping bills the Assistant/Deputy Commissioner will make necessary amendments directly in the data base and allow reprint of shipping bill.
- ii) All other amendments will be permitted by the Additional/ Joint Commissioner (Export) after receiving an application in this behalf from exporter/CHA through Shed Appraiser surrendering the copies of the shipping bills. After the permission of Additional/Joint Commissioner, the Assistant/Deputy Commissioner (Export) will cancel the Let Export Order in the System and amendment will be fed to the Computer in the service center, for approval by the Assistant/Deputy Commissioner in the System.

13.3 Procedure for amendment.

All amendment request applications to the competent authority shall be made by the exporter/CHA in duplicate as per the format at **Annexure-G**. All amendments are to be requested before filing of E.G.M in the System. If the amendment request prior to grant of Let Export Order is made to Assistant/Deputy Commissioner (Exports) the latter will permit the same to be fed to the computer in the service center.

If the amendment of the shipping bill is requested after Let Export Order and generation of Shipping Bill the application for such amendment shall be submitted through Shed Appraiser surrendering all the copies of the shipping bill. The Shed appraiser will recommend the amendment and forward both the copies of amendment requests to the competent authority after retaining the copies of the shipping bill.

After the permission for amendment is obtained from the competent authority, the copies of amendment request will be given to the Assistant/Deputy Commissioner who will cancel the Let Export Order in the System and permit amendment to be fed to the Computer in Service Center.

Both the copies of amendment request with the approval of competent authority will be presented by exporter/CHA in the Service Center.

At the Service Center, after verification of the approval accorded by the competent authority, and collection of necessary fees amendments will be entered in the computer. An amendment number will be generated in the service center and will be endorsed on both the copies of the amendment request. Service Center will

hand over one copy of the amendment request to exporter/CHA retaining the other copy. The copy of the amendment request then will be submitted to Assistant/Deputy Commissioner (Export) who will approve the amendment in the System. The amendment request then will be handed over to exporter/CHA for submission in the Shed and Shed Appraiser will generate fresh copies of the shipping bill. The Shed Appraiser will retain the copy of amendment request and the Customs copy of the shipping bill. He will then cancel the surrendered copies of the shipping bill already submitted to him.

14. EXCESS SHIPMENT/SHORT SHIPMENT, SHUT OUT, CANCELLATION AND BACK TO TOWN PERMISSIONS

14.1 Excess-Shipment:

In respect of cases where after loading of the bulk loose cargo, the exporter/CHA finds that the quantity of goods loaded is more than the quantity of the goods declared initially in the ANNEXURE-A or B the following procedure will be followed for the amendment of the quantity.

14.1 (1) : If a excess shipment is noticed in case where LEO is given in the system and the shipping bill is generated, amendment of the quantity shown in the shipping bill can be permitted by Joint Commissioner /Additional Commissioner and procedure of amendment as given in para 13.3 supra will be followed.

14.2 Short-Shipment:

In respect of cases where after loading of the goods/stuffing of goods in the container and after loading of the container, the exporter/CHA finds that the quantity of goods loaded/stuffed is less than the quantity of the goods declared initially in the