



सीमा शुल्क आयुक्त का कार्यालय (आयात - I)
OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT - I)
नवीन सीमा शुल्क भवन, बैलार्ड एस्टेट, मुंबई - ४०० ००१
New Customs House, Ballard Estate, Mumbai- 400 001

Date: 28-04-2025

F.No.: CUS/APR/MISC/10326/2023-GR-5

PUBLIC NOTICE NO. 03/2025

DIN NO. 2025047700000000E96B

Subject: Guidelines for submission of documents in E-Sanchit w.r.t. Faceless Assessment – reg.

Kind attention of Importers, Custom Brokers and all other stakeholders is invited towards various Circulars issued by CBIC to streamline and expedite the assessment process in the FAG.

2. It has been observed that due to non-submission of complete information and required documents at the time of filing of Bill of Entry (BE), queries had to be raised during assessment of the Bills of Entry, thereby resulting in slower pace of assessment and clearance of the consignment. It is also noticed that in some cases, documents uploaded in E-Sanchit are not legible / visible, leading to a situation where the Assessing Officer cannot view/ read the document and thus is compelled to raise a query.

3. In this regard, in order to streamline the process & expedite the assessment in FAGs all are requested to adhere to the following instructions for proper and faster assessment and clearance of the goods: -

- i. To ensure that supporting documents uploaded in E-Sanchit are legible.
- ii. To ensure that documents which are uploaded in E-Sanchit are correctly linked with concerned Bill of Entry by tagging IRN with concerned Bill of Entry for all the documents.
- iii. Upload Catalogue/ Technical Write-up/ End Use/ Product Data Sheet/ User Manual etc. along with the photographs of the goods to enable the FAGs in effective verification of self-assessment done by the importer.
- iv. Documents supporting declared value such as previous BEs, Purchase Order, Contract, Proforma Invoice, Remittance copy etc. may be uploaded to help the FAGs in verification of self-assessment.
- v. Whenever duty exemption is claimed under any Exemption Notification, the conditions of duty exemption Notification should be carefully studied, and requisite documents must be uploaded. It must also be ensured that goods squarely fall under the category of goods on which such exemption is allowed.
- vi. If registration under certain acts/rules is required for the importation of specified goods the same must be completed before filing the Bill of Entry and copy of required certificate should be uploaded in E-Sanchit.
- vii. While filing a BE for "provisional assessment" under section 18 of the Customs Act, 1962 due to pending SVB investigation or for any other reasons, it is requested that proper reason for opting provisional assessment must be mentioned. A declaration giving these reasons should also be uploaded in E- Sanchit, that will be helpful at the

time of finalization of assessment.

viii. Wherever, preferential rate of duty is claimed based on Country-of-Origin Certificate and B/E is facilitated by RMS for OOC, in order to avoid query, it is advised that goods registration should be done only after getting COO Certificate is defaced by TSK as OOC is not possible for such BEs by Docks officers.

ix. Whenever a query is given seeking specific information / documents, it should be replied with relevant and specific answer providing information / documents sought therein. Frivolous replies should be avoided.

x. Compliance of BIS Standards and uploading necessary BIS Registration Certificate is essential. Importers/CBs may visit the website www.bis.gov.in and ensure that they have necessary BIS registration certificates before filing of Bill of Entry.

xi. The Government of India has introduced Monitoring Mechanism on import of Steel, Chips, Non-Ferrous Metals, Paper, Coal etc. The importers and CBs are requested to submit the mandatory information on the designated websites before filing of BEs and upload the necessary documents in E-Sanchit.

xii. Customs Brokers are advised to use appropriate code while uploading the documents in e-Sanchit depending upon the type of document uploaded and may refrain for using general code such as that of registration document (101000) when specific code is available for the document.

xiii. First time importers are required to submit KYC documents. It is advisable that process may be completed well in advance.

4. The documents required to be uploaded in E-Sanchit depend on the goods imported. In addition to the mandatory documents viz Bill of Lading/Airway Bill, Invoice, Packing List, a list of documents that are generally required to be uploaded is attached as Annexure-A to this Public Notice. However, it may be noted that the list is not exhaustive. The importer/CB may be required to upload additional documents depending on the nature of imported goods and the necessity of assessment. Further, the Assessment Officer may ask for additional documents, necessary for the assessment if any.

5. The Importers, Customs Brokers are requested to bring the issue of delay in assessment and unwarranted queries to the notice of the concerned ADC/JC of the assessing group. The Importers and Customs Brokers are requested to file Bill of Entry in advance after uploading all mandatory documents required for assessing the goods imported, on E-Sanchit in proper column with specific name to the document to avoid query and in order to expedite clearance of goods.

6. It is informed that the Turant Suvidha Kendra (TSK) is acting as Facilitation Helpdesk for any grievance related to clearances of the B/E filed at INBOM1 port. Accordingly, for redressal of any grievance related to clearance of the Bill of Entry pertaining to INBOM1, the Importers/ Exporters/ Customs Brokers/ Stakeholders may contact the Turant Suvidha Kendra (TSK). The Importers/ Exporters/Customs Brokers/Stakeholders may also communicate their grievance relating to clearance of the Bill of Entry on E-Mail id at tsk-mumcuszone1@gov.in.

7. Difficulties, if any, faced in implementing the said Public Notice may be brought to the notice of the Commissioner of Customs, Import-I, NCH, Mumbai.



(Pradyumn Tripathi)
Commissioner of Customs
Import-I, NCH, Mumbai

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-I for information.
2. The Commissioner of Customs (Import-1)/ (Import-II), NCH, Mumbai.
3. All Additional/ Joint/ Deputy/Asstt. Commissioner of Customs, NCH, Mumbai.
4. All Sections/Groups
5. Representative of BCBA/WISA/ Members of PTFC... for information and circulation among their members and other importers for information.
6. DC/EDI Section... for uploading copy on Mumbai Customs Zone-I website.
7. Office copy

ANNEXURE-A

In addition to the mandatory documents viz. Invoice, Bill of Lading/AWB, Packing List the following is the tentative list of documents which is required to be uploaded in E-sanchit as applicable:

1. Country of Origin Certificate.
2. Duly filled Section -I, II, III of Form-I as per the CAROTAR, 2020 notified as per Notification No 81/2020-Customs (N.T) dated 21.08.2020, if the Preferential Rate of Duty is claimed based on RVC content of the originating goods.
3. BIS Registration Certificate where goods fall under the mandatory requirement of BIS.
4. LMPC Certificate under the Legal Metrology Act, 2008 and Legal Metrology (Packaged Commodity) Rules, 2011, for the goods falling under the purview of LMPC Rules, 2011.
5. Essentiality Certificate/ Undertaking in case of benefit taken under Sr.no.404 of Not.no.50/2017.
7. Order-in-Original, Investigation Report issued by SVB, in case buyer and supplier are related.
8. Copy of the Shipping Bill and challan and calculation regarding reversal of export benefits claimed at the time of export where re-import notification benefit is claimed.
9. High Seas Sales Agreement along with Sale Invoice wherever such sale has occurred.
10. Extended Producer Responsibility (EPR) from CPCB, wherever applicable.
11. In the case of old and used Capital goods:-
 - a) Inspection / Appraisal Report issued by Chartered Engineer, or their equivalent based on country of sale; or
 - b) Inspection/ Appraisal Report issued by locally empaneled Chartered Engineer, in absence of above and certificate issued by the Institute of Chartered Engineers which qualifies the CE to perform such appraisal/ inspection along with Customs House letter/Public Notice of his empanelment.
12. Re-import/Repair and return cases:-
 - a) Export Invoice and Shipping Bills
 - b) Proof of Inspection/ Appraisal Report issued by locally empaneled Chartered Engineer in case of availed notification No. 153/95-Cus. (for import of goods of foreign origin for repairs and return basis)
 - c) Product Sales Catalogue, Technical literature / Write-up on nature of goods.