



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)**  
55-17-3, सी-14, 2 तल, औद्योगिक एस्टेट, ऑटो नगर, विजयवाड़ा – 520 007  
55-17-3, C-14, 2nd Floor, Road No.2, Industrial Estate, Autonagar, Vijayawada – 520 007  
फोन / Phone : 0866-2551261 फैक्स / Fax : 0866-2551156

C. No. VIII/48/136/2017-Cus.Tech.

Date: 04.04.2018

### **STANDING ORDER No. 07/ 2018 - Customs**

Subject: Customs – Handling of the applications received in respect of permission for Self Sealing of Containers sought by the exporters – Certain guidelines for compliance - Regarding.

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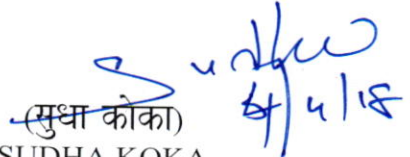
Attention of all the Customs Officers of Trade Facilitation Cell, Hqrs. Office, CC(P), Vijayawada and the Officers working in field formations i.e. Custom Division, Visakhapatnam, Kakinada and Tirupati is invited to this office Trade Facilitation Circular No. 01/2017 dated 06.09.2017 regarding procedure for obtaining Self Sealing permission by the exporters.

2. The procedure prescribed in the Trade Facilitation Circular No. 01/2017 dated 06.09.2017 shall be followed scrupulously. For this, the following instructions are issued for strict compliance:

- i. Date of receipt of application for self sealing permission shall be recorded on the application and duly entered in the I/c register of the formation.
- ii. The Customs Division shall put date stamp on the application immediately on receipt of the same and send acknowledgement through email to the exporter with a copy to Trade Facilitation Cell, Hqrs. Office at the following mail id **ssphqrsuja@gmail.com**.
- iii. The application shall be checked as per the guidelines / instructions of TFC No. 01/2017 dated 06.09.2017 as per the checklist enclosed. [Annexure – I]
- iv. If there are any deficiencies, a Defect Memo shall be issued immediately on the day of receipt itself in the format enclosed, through mail with a copy to TFC, Hqrs. Office, at the following mail id **ssphqrsvjagmail.com**. [Annexure – II]

- v. The details of application shall be entered in a register in the enclosed format  
[Annexure – III]
  - vi. The physical verification shall be done immediately on First In First Out (FIFO) method.
  - vii. The verification report along with application and checklist shall be forwarded immediately after completion of verification by mail to the Hqrs. Office to the following mail id : **ssptfcvja@gmail.com** and a original shall be sent by speed post by name to the Assistant Commissioner of Customs (TFC), Hqrs. Office, CC(P), Vijayawada, duly numbered and arranged in the order mentioned in check list.
  - viii. The check list should also contain the following info :
    - (a) Date of application
    - (b) Date of receipt
    - (c) IC Register No.
    - (d) Defect memo date, if any
    - (e) Date of receipt of complete information
    - (f) Date of visit to the premises
    - (g) Date of dispatch of report to Hqrs. Office
3. The entire process shall be completed within three working days at Divisional level.
4. The Trade Facilitation Cell of Hqrs. Office shall process the applications within one working day and put up the same for approval of the Commissioner. The Hqrs. TFC shall also maintain a register in the format enclosed. [Annexure – IV]
5. The Deputy / Assistant Commissioner (TFC), Hqrs. Office, Vijayawada and the Deputy / Assistant Commissioners of Customs, Customs Division, Visakhapatnam, Kakinada and Tirupati are directed to sensitize the officers under their charge for foolproof compliance with the above directions.
6. All the Customs Officers of Trade Facilitation Cell, Hqrs. Office, CC(P), Vijayawada and the Officers working in field formations i.e. Custom Divisions,

Visakhapatnam, Kakinada and Tirupati are directed to follow the above guidelines scrupulously for providing hassle free processing of the applications for permission for self sealing of containers by exporters, in the interest of promoting exports. Violation / deviation, if any, from the above guidelines by the officers will be viewed seriously and appropriate action is being initiated against such officers.

  
(सुधा कोका)  
SUDHA KOKA  
आयुक्त  
COMMISSIONER

Copy submitted to the Chief Commissioner of Customs and Central Tax, Visakhapatnam Zone, Port Area, Visakhapatnam.

To

The Additional Commissioner of Customs, Hqrs. Office, CC(P), Vijayawada

The Joint Commissioner of Customs, Krishnapatnam Custom House, Mutukuru, S.P.S.R. Nellore District.

The Joint Commissioner of Customs, Kakinada Custom House, Kakinada, E. G. District.

The Assistant Commissioner of Customs, Trade Facilitation Center, Vijayawada (for Krishna, Guntur and Prakasam Districts)

The Deputy / Assistant Commissioner of Customs, Customs Divisions, Tirupati, Kakinada and Visakhapatnam.

Copy to Notice Board

✓ Copy to Computer section, CC(P), Hqrs. Office, Vijayawada to upload into website.

## Annexure-I

CHECK LIST FOR SELF SEALING PERMISSION TO BE ENCLOSED TO THE VERIFICATION REPORT				
Sl.No	Para / Pont No of Standing Order 01/2018, dated /03/2018	Information to be submitted	Data	Remarks if any
<b>PART -1</b>				
1	[2] (viii) (a)	Date of Application		
2	[2] (viii) (b)	Date of receipt of application by TFC		
3	[2] (viii) (c)	IC Register No		
4	[2] (viii) (b)	Date of Acknowledgement		
5	[2] (viii) (d)	Defect Memo Date		
6	[2] (viii) (b)	Date of Revised Application		
7	[2] (viii) (e)	Date of receipt of Complete information by TFC		
8	[2] (viii) (b)	Date of Visit to the premises		
9	[2] (viii) (a)	Date of Despatch of Verification Report to HQrs. Office		

<b>PART-2</b>					
Sl.No	TFC 1/2017	Information / Documents to be	Yes / No	Page	Remarks if
10	3.1.1	Application in Annexure-A duly signed			
11	3.1.2	Copy of GSTIN Registration duly attested by exporter			
12	3.1.2	Copy of GSTR-1 / GSTR-2 /GSTR-3B			
13	3.1.3	Annexure-B, duly signed attested by the Applicant			
14	Annexure-B	Bio-datas containing details of authorised person, position in the firm, Bank account numbers, addresses, mail, phone no & addressess, duly signed and attested by exporter			
15	3.1.4	Copy Id proofs of Authorised signatories duly attested by the exporter [PAN]			
16	3.1.4	Copy of Address proof of Authorised signatories duly attested by the exporter [Aadhaar / Passport]			
17	3.1.4	Certificate of verification / attestation of Details of Bank A/c & Signatures of all Authorised Persons by a Scheduled Bank with name & desigantion of the Bank officer [Original]			
18	3.1.5	Copy of IE code attested by exporter			
19	3.1.6	Copy of Consent Letter / Lease Deed / Ownership documents of Premises where self sealing taken place duly attested by exporter			
20	4	Verification report by Supdt			
21	5	Verification report by AC/DC, TFC			

INSPECTOR

SUPERINTENDENT



सीमाशुलक (निवारक) के आयुक्तका कार्यालय  
OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS (PREVENTIVE)

C. No. VIII/48/ /YYYY-Cus.TFC

Date: DD.MM.YYYY

DEFICIENCY MEMO

To  
The Exporter (Name of the Exporter),  
Address of the Exporter

Gentlemen,

**Sub:** Customs- Request to ensure submission of documents in terms of Trade Facilitation Circular No.01/2017-Regarding.

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Please refer to your application vide your letter Ref No. \_\_\_\_\_ dated DD.MM.YYYY for self sealing of containers for export of goods submitted to this office.

2. On Verification of your application, it is observed that the following documents/Information is not submitted properly as required vide Trade Facilitation Circular No.01/2017:

- (a)
- (b)
- (c)

Therefore, it is requested to submit the above mentioned document(s) and submit the application again.

3. It is further requested to ensure compliance with all the procedure/furnishing documents as per para 3.1 to 3.1.6 of TFC No.01/2017 for verification of the application of self sealing by exporters.

भवदीय,  
Yours faithfully,

सहायक आयुक्त (टेक-टी एफ सी)  
Asst. Commissioner (Tech-TFC)

Annexure - III

SELF SEALING PERMISSION REGISTER FOR CUSTOMS DIVISION

Name of the Formation:

Year:

Sl.No.	File No.	Name of Applicant	Address of Applicant	City / District	PIN	IEC	GSTIN	Names & Designation of Authorised Signatories for Exporter	Email of the applicant	Phone Nos of Authorised persons	Address of the Premises where self sealing is done
1	2	3	4	5	6	7	8	9	10	11	12

Date of Application	Date of Receipt in TFC	Date of Defect Memo issued by TFC	Date of Revised Application	Date of receipt of Revised Application by TFC	Date of Visit by the Officers	Date of Verification Report the Division/TFC	Names of the Officers who visited the premises	SSP No. allotted	Date of Issue of SSP	No of Days Taken by TFC	AEO No.
13	14	15	16	17	18	19	20	21	22	23	24

Annexure-IV

SELF SEALING PERMISSION REGISTER FOR HQRS CC[P]

Year:

Sl.No.	File No.	Address of TFC	Name of Applicant	Address of Applicant	City / District	PIN	IEC	GSTIN	Names & Designation of Authorities for Exporter	Email of the applicant	Phone Nos of Authorised persons	Address of the Premises where self sealing is done
1	2	3	4	5	6	7	8	9	10	11	12	13

Date of Application	Date of Receipt in TFC	Date of Visit by the Officers	Date of disposal by TFC	Date of receipt in HQRS	Date of Defect Memo issued by HQRS	Date of revised Application from TFC	Date of receipt of Revised Application by HQRS	Date of Submission by TF Cell of HQrs	SSP No. allotted	Date of Issue of SSP	No of Days Taken by TFC	No of Days Taken by HQRS	AEO No.
14	15	16	17	18	19	20	21	22	23	24	25	26	29