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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
55-17-3, C-14, 2nd Floor, Road No.2, Industrial Estate, Autonagar
विजयवाड़ा - 520 007 Vijayawada - 520 007

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

Date: /06/2018

TRADE FACILITATION CIRCULAR No. 02/2018

Sub : Customs - Procedure for grant of Self sealing permission to the Exporters in GST regime consequent to CBEC Circular No.26/2017-Customs, dated 01/07/2017 - reg.

* * *

Attention of the Importers, Exporters, General Trade, Custom Brokers, Custodians, Shipping Liners / Shipping Agents, Container Freight Stations (CFSs) / Inland Container Depot and all concerned are invited to the Trade Facilitation Circular No. 1/2017, dated 06/09/2017 and Trade Facilitation Circular No.2/2017, dated 27/12/2017 issued by this office and the Board's Circular No.26/2017-Customs, dated 01/07/2017 and 36/2017-Cusoms, dated 28/07/2017, regarding self sealing of export containers and also to the Public Notice No.41/2017, dated 05/12/2017 issued by this office regarding formations in the jurisdiction of the Commissioner of Customs [Preventive] Vijayawada.

2. It came to notice of this office, the exporters are facing certain difficulties in filing the Applications for Self-sealing and some exporters are not following the procedure as prescribed in the said Trade Facilitation Circulars, which resulted in delay in issuance of Self Sealing Permissions in the prescribed time frame. In view of this, Trade Facilitation Circular No.1 & 2 /2017 partially modified to the extent as detailed hereunder:

3.1. The exporters shall

- 3.1.1. File application in **Annexure -A** [in revised format] to this notice along with required documents for availing self sealing procedure to export goods from the factory premises or warehouse **at least 15 days before the first planned export** with the Jurisdictional Deputy / Assistant Commissioner of Customs in-charge of Customs Division, duly signed by the Exporter. Copy of the authorisation letter to the authorised representatives of company / firm /LLP and copy of partnership deed in case of partnership firm. The authorised signatory should be owner, the working partner/s, the Managing Director, or the Company Secretary of the export concern or a person duly authorised by such owner, the working partner, or the Board of Directors, as the case may be as per the Companies Act or any other act applicable to them. A single application is sufficient for various locations from where the self sealing is done. Submit the details of the Partners / Directors of the export firm as per the format enclosed [**Annexure-A(i)**].
- 3.1.2. Be registered under the GST and should be filing GSTR-1 and GSTR 3B and submit the copies of GST Registration Certificate, GSTR-1 / GSTR-3B duly attested by the Exporter.
- 3.1.3. Submit therewith a list of persons [he / she shall be permanent / regular employee of the exporter], (maximum three), along with their specimen signatures, who are authorised on behalf of the exporter to do the self sealing and self-certification as per format enclosed [**Annexure-B** in revised format]. [Specimen Signatures & Photos of the authorised persons shall be attested by the Exporter in triplicate]. Separate Annexure-B shall be submitted for each such premise from where self sealing is to be done, if the authorised persons are different for each premise. Submit the Bio-Data of all authorised signatories in prescribed format duly signed by the individuals and attested by the Exporter. [**Annexure-B(i)**].
- 3.1.4. Submit copies of their identity proof (with photograph- PAN / Bank Pass Book with photo / Voter Id) and address proof (Copies of / Aadhar Card / Passport /) of each individual authorised signatory, attested by the exporter along with a Certificate of signature verification from any of the Scheduled Commercial Banks in the prescribed format. [**Annexure-B(ii)**].
- 3.1.5. Submit a copy of the IE Code issued by D.G.F.T and a copy of Factory Licence, if any duly attested by Exporter.

3.1.6. Submit legible copies of ownership documents of the premises / factory or rental / lease agreement / Consent letter / No Objection Certificate in the prescribed format [**Annexure-B(iii)**]. [Where stuffing of the export goods into containers is to be done. [Ensure the address mentioned in these documents shall tally with the address mentioned in the Application and all the documents duly attested by the Exporter].

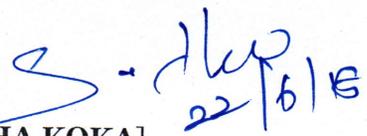
4. The intimation, along with its enclosures, will be received by the jurisdictional Officer in - charge of Customs Division and an acknowledgment [**Annexure-B (iv)**] shall be given to the exporter. The Superintendent / Inspector shall inspect the premises with regard to the viability of stuffing containers in the premises and submit a report to the jurisdictional Deputy / Assistant Commissioner within 48 hours. If any deficiencies in the Application and its enclosures are noticed by the officers of the Customs Division, they shall issue a defect memo to the exporter. For the sake of convenience and quick processing, a check list is prescribed covering the points as per the Trade Facilitation Circulars issued so far, is annexed to this Trade Facilitation Circular, [**Annexure-B(v)**], which shall accompany with Application. However, if any other documents other than those mentioned in the checklist are required after scrutiny of the application, the same shall also be furnished immediately.

5. The jurisdictional Deputy / Assistant Commissioner in-charge of Customs Division shall forward the verification report to the Commissioner of Customs (Preventive), Vijayawada in format **Annexure E** as annexed to the Trade Facility Circular No.1/2017, within 24 Hours, after receipt of original application / revised application with complete information from the exporter, who would consider the request for self sealing of export containers at the required premises and a one-time Self Sealing Permission (SSP) in the format '**Annexure-F**', as annexed to this Trade Facilitation Circular, will be issued, subject to fulfilment of the requirements detailed therein. If the Exporter submitted an Application in the prescribed format for deletion or addition of authorised persons / premises from where self sealing is to be done, after following the procedure prescribed, an amendment to the Self Sealing Permission already granted to the Exporter, will be given in the format '**Annexure-F(i)**' as annexed to this Trade Facilitation Circular.

6. It is observed that the applications for Self Sealing Permission are being filed at eleventh hour without proper documents. The Board, vide Circular No.26/2017-Cus, dated 01/07/2017 has prescribed 15 days time for proper verification and issuance of

Self Sealing Permission, before first planned export. Henceforth, it is directed that all stakeholder shall submit the required documents well in advance for grant of Self Sealing Permission.

6. Details of the Self Sealing Permissions given by Commissioner of Customs, Vijayawada will be posted on the website : www.apcustoms.gov.in, regularly on weekly basis for the benefit of Exporters as well as officers of the Customs.
7. All other procedure prescribed in the Trade Facilitation Circular No.1/2017 & 2/2017 shall be followed.
8. Action to be taken in terms of decisions taken in this Trade Facilitation Circular should be considered as Standing Order for the purpose of officers and staff.
9. Any difficulties, experienced in the implementation may be brought to the notice of the undersigned immediately.


[SUDHA KOKA]
COMMISSIONER

To
Importers, Exporters, General Trade, Custom Brokers, Custodians, Shipping Lines / Shipping Agents of Customs Preventive Commissionerate, Vijayawada (Through Joint Commissioners of Customs, Kakinada Custom/ KP Port & Asst Commissioner of Customs, ICD, Guntur)

Copy Submitted to:

The Chief Commissioner of Customs, Central Excise & Central Tax, Visakhapatnam Zone, Visakhapatnam.

Copy to:

1. The Joint Commissioners of Customs, Kakinada Custom House,
2. The Deputy Commissioner of Customs, ICD, Murrupalem, Guntur
3. All Customs Preventive Divisions of Commissioner of Customs (Preventive), Vijayawada.
4. The Principal Commissioner / Commissioner of Central Excise, Guntur / Visakhapatnam / Tirupathi Commissionerate
5. The Superintendent, Computer section, Commissioner of Customs (Preventive), Hqrs. Office, Vijayawada for upload into website.
6. The joint commissioner of custom, Krishnapatnam custom house.
7. Copy to notice Board.

ANNEXURE 'A'
[TO TRADE FACILITY CIRCULAR NO.2/2018]
[Application for one time approval for self-sealing of export containers]
[in Duplicate]

Date of Application: _____

To
The Deputy / Assistant Commissioner
Customs Division,
Tirupathi / Kakinada / Visakhapatnam / Vijayawada.

Sir,

With reference to Trade Facilitation Circular No.1/2017, dated 06/09/2017, No.2/2017, dated 27/12/2017 and No.2/2018, dated 22/06/2018, I / We hereby intimate that we propose to avail the facility of Self-Sealing procedure for our exports. Our details are as below:

01.	Name of the Enterprise :	
02.	Address of the Enterprise: <i>(As per GSTIN / Registered office in case of Companies / Head Office in case of others)</i>	
03.	IEC No: <i>[Enclose attested copy]</i>	
04.	GSTIN: <i>[Enclose attested copy]</i>	
05.	Details of AEO, if any: <i>[Enclose attested copy]</i>	
06.	Latest GSTR 3B & GSTR -1 <i>[Enclose attested copies]</i>	
07.	Registration No. under factories Act or any other Act, if any: <i>[Enclose attested copy]</i>	
08.	Phone / Fax / Mobile	
09.	eMail:	
10.	Type of Exporter: <i>(Manufacturer / Merchant / Manufacturer cum Merchant Exporter)</i>	
11.	Name some of the export goods:	
12.	Details of the premises from where self sealing is done:	
	GSTIN, Name, Address including Door No. & Survey No., Phone, Fax & email of the stuffing premises: <i>[Enclose attested copies GSTIN & SSP if any]</i>	Whether the premises is owned / leased / other: <i>[Enclose attested copies of appropriate documents, with signature, stamp & seal of exporter]</i>
(i)		
(ii)		
(iii)		
(iv)		
(v)		

I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or withheld there from.

Yours faithfully,

Name & Designation of the Exporter
or authorised person with seal.

ANNEXURE 'B'
[TO TRADE FACILITY CIRCULAR NO.2/2018]

[Application for one time approval for self-sealing of export containers]
[in Triplicate]

Date of Application: _____

01.	Name of the Enterprise :	
02.	Address of the Self Sealing Premises:	
03.	GSTIN: [Enclose attested copy]	
04.	Details of Persons who authorised for self sealing on behalf of the Exporter:	

Sl.No.	Name & Aadhaar No	Residential Address of the person	Passport size photograph attested by the Exporter	Designation / Position held in the Export firm	Specimen signatures of the person authorised
01.					1]
					2]
02.					1]
					2]
03.					1]
					2]

I hereby undertake that in case of any deviation is detected / offence case booked and in case the authorised signatory is left the firm / missing / absconding, then I will be held responsible for the same.

Name & Designation of the Exporter
or authorised person with seal.

Authorised signatory:

1. He / She should be a regular employee of the concern.
2. The authorised signatory should be owner, the working partner/s, the Managing Director, or the Company Secretary of the export concern or a person duly authorised by such owner, the working partner, or the Board of Directors, as the case may be.

ANNEXURE 'A (i)'
[TO TRADE FACILITY CIRCULAR NO.2/2018]

[Details of Directors / Partners of Exporter Firm]
[in Duplicate]

Date of Application: _____

01.	Name of the Enterprise	:	
02.	Address of the Exporter:	:	
03.	GSTIN / IEC	:	
03.	Type of firm [Proprietor / Partnership / LLP / Private Limited / Public Limited / PSU / Others	:	
04.	Details of Directors / Partners of the Exporter Firm:		

Sl.No.	Name	Residential Address of the person	Aadhaar No & PAN	Designation / Position held in the Export firm	Phone & email

I hereby declare that the above particulars or correct as per the records of the company and to the best of my knowledge.

Name & Designation of the Exporter
or authorised person with seal.

ANNEXURE-B(i)
[TO TRADE FACILITY CIRCULAR NO.2/2018]

BIO DATA FORMAT FOR THE PERSONS AUTHORISED FOR SELF SEALING [in duplicate]

01.	Name in full	:	
02.	Gender	:	
03.	Date of Birth	:	
04.	Aadhaar No.	:	
05.	PAN	:	
06.	Fathers Name	:	
07.	Languages known	:	
08.	Residential Address	:	
09.	Phone	:	
10.	Email	:	
11.	Details of Bank Account [A/c No., Branch, Bank & IFC]	:	
11.	Position held in the Export Firm	:	
12.	Date since working in the Export firm	:	

Place:

Date:

Signature of the Individual

ATTESTED BY

Name & signature of Exporter
Or authorised signatory
With stamp & seal.

ANNEXURE-B(ii)
Bank Certificate for
Confirmation of Bank Details with Signature Attestation
from Bank Branch Manager

<To be given on Bank's Letter Head> or with <Bank Branch seal, employee name and number seal>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that

Mr. / Ms. (#) _____

S/o or D/o: _____

residing at _____

PAN Number (as per Bank Records

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

is holding the following account in our bank and branch

Bank Name _____

Branch Name _____

Bank A/c No. _____

A/c Type (✓)

- Savings
 Current
 NRE
 NRO
 FCNR
 Others.....

MICR Code (9 digit)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IFSC Code (11 digit)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature of the above A/c holder
as per Banks's records

--

Signature of the Bank Manager

(verifying the Signature and above mentioned particulars of the account holder as per bank records)

--

Bank & Branch Seal

With employee name and number

--

Date : _____

Place: _____

(#) = Name of the unit holder

ANNEXURE-B(iii)
[TO TRADE FACILITY CIRCULAR NO.2/2018]

TO WHOMSOEVER IT MAY CONCERN

Consent Letter or No Objection Letter for Use of Premises

I, Mr / Mrs. / Ms. _____, Partner, Director / authorised signatory of
M/s. _____, do
solemnly declare that the premises situated at Door No. _____, Survey No _____,
_____ [Street] _____ [Area], _____ Mandal /
Taluq _____ [District] of Andhra Pradesh, PIN _____, is owned by us / taken
under lease. We are engaged in the manufacture of _____ and having
GSTIN _____ and Self Sealing Permission No. _____.

I do hereby confirm that we have no objection for loading of containers & sealing of the
same by M/s. _____,
having GSTIN _____ & IEC No. _____, at our premises as
mentioned at above address for the period from _____ to _____.

Place:

Date:

Name & Signature of Proprietor / Partner
/ Director or authorised signatory of the firm

Seal & Stamp of the firm

ANNEXURE-B(iv)
[TO TRADE FACILITY CIRCULAR NO.2/2018]

**OFFICE OF THE DEPUTY / ASSISTANT COMMISSIONER OF CUSTOMS
(PREVENTIVE)**

_____ **DIVISION**

Phone No.

Fax No.

email:

ACKNOWLEDGMENT

Your application, dated _____ for Self Sealing Permission along with its enclosures in duplicate is received by this office on _____.

Name of the Exporter:

GSTIN:

IEC No.:

Date of Acknowledgment:

Name & Signature of the Officer

ANNEXURE-B (v)
[TO TRADE FACILITY CIRCULAR NO.2/2018]

CHECK LIST FOR SELF SEALING PERMISSION TO BE ENCLOSED TO THE APPLICATION

Sl.No	TFC Circular 2/2018 Para Ref	Information / Documents to be submitted	Yes / No	Page Number	Remarks if any
1	3.1.1	Application in Annexure-A duly signed			
2	3.1.2	Copy of GSTIN Registration duly attested by exporter			
3	3.1.2	Copy of Latest GSTR-1 or GSTR-3B duly attested by exporter			
5	3.1.3	Annexure-B in triplicate, duly signed by authorised persons & attested by the Applicant / exporter			
7	3.1.3	Bio-data containing details of authorised persons, position in the firm, Bank account numbers, addresses, mail, phone no & addresses, duly signed by individuals and attested by exporter			
8	3.1.4	Copy of Identity proofs of Authorised signatories duly attested by the exporter [PAN / Voter Id / Bank Pass Book with photo]			
9	3.1.4	Copy of Address proof of Authorised signatories duly attested by the exporter [Aadhaar / Passport]			
10	3.1.4	Certificate of verification / attestation of Details of Bank A/c & Signatures of all Authorised Persons by a Scheduled Bank with name, designation & employee id no. of the Bank officer [Original]			
11	3.1.5	Copy of IE code attested by exporter & Factory Licence if any			
12	3.1.6	Copy of Consent Letter / Lease Deed / Ownership documents of Premises where self sealing taken place duly attested by exporter			

Signature of Exporter or authorised signatory

Annexure-F

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 विजयवाड़ा - 520 007 Vijayawada - 520 007

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

Date: ____/____/____

SELF SEALING PERMISSION (SSP)

This Self Sealing Permission (SSP) is hereby granted to M/s. _____ [Name & Address of the Exporter], having IEC No. _____, issued by DGFT and GST Registration No. _____ issued by the Government of India and Government of Andhra Pradesh, on the basis of the application of the Exporter vide letter dated _____ received in this office for the self-sealing of export goods, in the premises specified herein.

2. This SSP is **ONE TIME** permission valid for:

- Export from all Customs Stations/Ports of the Country.
- All export goods, whether or not such goods are taxable, except the prohibited goods as defined in sub section 33 of Section 2 of the Customs Act 1962 thereby meaning "any goods the import or export of which is subject to any prohibition under the Customs Act or any other law for the time being in force", and
- All export schemes, subject to the fulfilment of the conditions herein prescribed.

SSP No.: CC(P)VJACUS 119/2018

Details of Self- Sealing Premises & Authorised Signatories:

GSTIN & Address of Factory / Warehouse from where Self sealing is done	Details of Authorised Signatories

[SUDHA KOKA]
 COMMISSIONER OF CUSTOMS (PREVENTIVE),
 VIJAYAWADA

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

Date: ____/____/____

CONDITIONS:

1. This SSP is valid for the premises and purposes specified in the application.
2. This SSP is not transferable.
3. This SSP is valid for all goods, except prohibited goods, under all applicable schemes.
4. No correction/changes/amendment in the SSP will be valid unless the request for any correction/change/amendment is applied for and approved by the competent authority.
5. This SSP shall remain valid till the permission holder carries on the activity for which it has been issued or surrenders it or till it is revoked / suspended by the competent authority. In case, something adverse is noticed against the exporter, the customs station concerned shall promptly intimate the customs house which has granted the factory stuffing permission, which will, in turn, withdraw suspend/hold in abeyance the permission accorded, and inform all customs houses concerned.
6. The grant of this permission shall be without prejudice to any other action that may be taken by such other agencies over the premises or purpose to which such agencies may require to enforce such laws to be complied by the Unit.

[SUDHA KOKA]
COMMISSIONER OF CUSTOMS (PREVENTIVE)
VIJAYAWADA

To
M/s.

Copy to the Assistant Commissioner of Customs,
Trade Facilitation Cell, Customs Division _____

Annexure-F(i)

फोन/ Phone : 0866-2551261

फैक्स/ Fax : 0866-2551156

ssptfcvja@gmail.com

www.apcustoms.gov.in



सीमा शुल्क (निवारक) के आयुक्त का कार्यालय
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 55-17-3, C-14, 2nd Floor, Road No.2, Industrial Estate, Autonagar
 विजयवाड़ा - 520 007 Vijayawada - 520 007

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

Date: ____/____/____

AMENDMENT TO SELF SEALING PERMISSION (SSP).
[For inclusion / deletion of premises & authorised signatories]

SSP No. : CC(P)VJACUS ____/____, Dated: ____

The details of Exporter & Self- Sealing premises appearing in Self- Sealing Permission (SSP) granted to M/s._____[Name & Address of the Exporter], having IEC No._____, issued by DGFT and GST Registration No. _____ issued by the Government of India, vide SSP No. CC(P)VJACUS ____/____, dated _____, may be read as :

GSTIN & Address of Factory / Warehouse from where Self sealing is done	Details of Authorised Signatories

[SUDHA KOKA]
 COMMISSIONER OF CUSTOMS (PREVENTIVE),
 VIJAYAWADA

To
 M/s. S. B. Petrochem Industries, 110/7, Rajendra Lakra School Marg,
 Mundka, Delhi - 110041.

Copy to the Assistant Commissioner of Customs, Customs Division, Visakhapatnam for information.