



सीमा शलुक् (निवारक) के आयकुत् 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, Industrial Estate, Autonagar, Vijayawada – 520007  
फोन: 0866-2551261 फैक्स: 0866-2551156  
Phone : 0866-2551261 Fax : 0866-2551156

C. No. VIII/09/01/2017-Cus.Tech

Date: 16.01.2018

**PUBLIC NOTICE No. 03/2018-Cus.**

**Subject: - Know Your Customer (KYC) Norms- Regarding.**

\*\*\*

Attention of all the Importers, Exporters, Customs Brokers, Steamer Agents Custodians/Customs Cargo Service Providers, Trade Associations/Chamber of Commerce, Members of the RAC/PGC and the public is invited to the Boards Circular No. 02/2018-Cus dated 12.01.2018 issued from F.No.450/178/2015-Cus-IV on the above subject.

2. Your attention is invited to Board's Circular Nos. 07/2015-Cus dated 12.02.2015 and 13/2016- Cus dated 26.04.2016 on the above subject

3. In line with the KYC norms stipulated by the Reserve Bank of India, Board had decided that two documents, one for proof of identity and other for proof of address are required for KYC verification. However, in case of individuals, if any one documents listed in the board Circular No. 09/2010- Cus dated 08.04.2010 contains both proof of identity and proof of addresses, the same would suffice for the purposes of KYC verification. Aadhaar card had also been recognised as one of the document for individuals. Board had further relaxed KYC norms for individuals, in view of the problem being faced by individuals who possess proof of identity in the form of prescribed document but their address of present stay is not mentioned in the proof of identity, Moreover, many a times, it is difficult for individuals to produce present/current proof of address. For such cases, it was decided that proof of identity collected by the representative of the authorized courier at the time of delivery of

such consignments to an individual consignee along with recording of address of the place where such consignments would be delivered to the consignee by the authorized courier companies, would suffice for KYC verification [Circular No. 13/2016-Cus dated 26.04.2016 refers]. In order to bring in more clarity, in this regard, Board has decided that in case of import or export through courier by an individual, either Aadhaar card or Passport or PAN card or Voter-ID card shall suffice for KYC verification however recording of address of place of delivery, as mentioned above, would continue.

4. Board has also decided to simplify the norms of KYC verification in the light of introduction of Goods & Services Tax (GST) and in view of the emphasis of government on adoption of a unified identifier. Accordingly, in modification of the earlier instructions, in the case of import or export through courier by a firm, company, institution, registered under the GST laws, GSTIN shall suffice as the document for the purpose of KYC verification. In cases where the firm, company or institution is not registered under GST laws, Unique Identification Number (UIN) or PAN shall serve as the document for KYC verification. Further, packages containing letter or document shall be exempt from requirement of KYC verification. However, it shall be the responsibility of the Authorised Courier that all such packages are subjected to x-Ray to ensure that the packages do not contain any item other than letters or documents.

5. Action to be taken in terms of decision taken in this Public Notice should be considered as **Standing Order** for the purpose of officers and staff of Commissioner of Customs(Preventive), Vijayawada.

  
(SUDHA KOKA)  
COMMISSIONER

To  
Importers, Exporter and Customs Brokers of Customs Preventive Commissionerate,  
Vijayawada (Through the Joint Commissioner of Customs, Krishnapatnam /  
Kakinada, Customs House and Asst./Deputy Commissioner of Customs, ICD,  
Marripalem, Guntur).