



प्रधान आयुक्त / आयुक्त) सामान्य (सीमाशुल्ककार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER / COMMISSIONER OF CUSTOMS (GENERAL)
कस्टमब्रोकरअनुभाग, नवीनसीमाशुल्कभवन,
CUSTOMS BROKER SECTION, NEW CUSTOM HOUSE,
बेलार्डइस्टेट, मुंबई - I
BALLARD ESTATE, MUMBAI ZONE - I

F. No. Gen/CB/PN/1/2020-CBS

Date: 04.09.2023

PUBLIC NOTICE NO. 31/2023

Subject: Issuance of H, G and Self category customs pass/card under regulation 13 of the CBLR 2018 — reg.

In suppression of guidelines contained in public Notice No. 11/2020 dated 14.02.2020, the following revised guidelines are issued for information and compliance of all the Customs Brokers/IEC Holders and their employees.

The functionalities of Customs Broker License Management Systems (CBLMS) is to be used for filing applications for various categories of Customs passes. The documents required to be submitted for issuance of H category card (Fresh/Transfer/Renewal/Duplicate), G category card (Fresh/Transfer/Renewal/ Duplicate) and Self category card (Fresh /Transfer/ Renewal/ Duplicate) are as follows:

(I) FRESH H CARD

The customs broker (CB) shall submit following documents: -

- a. Single copy of attestation form (A/F) affixed with photographs in original, signatures of concerned employee and particulars of previous employments (Annexure I).
- b. Self-attested copy of H.S.C. (12th) or equivalent passing certificate of the concerned employee from recognized board/university duly verified by the concerned CB in accordance with Rule 13 of Customs Broker Licensing Regulations (CBLR), 2018.
- c. Copy of Aadhar Card and PAN card of the concerned employee.

- d. Proof of residential address of the concerned employee: - copy of Ration Card or Rent Agreement or Bank Passbook or Electricity Bill or Passport (self-attested), if address is different from the one mentioned in Aadhar card or the address mentioned is of outside Mumbai.
- e. ICEGATE registration copy of the CB.
- f. Appointment letter of the concerned employee.
- g. List of existing Customs' pass holders.
- h. Volume of Business/Work during last four financial years.
- i. Undertaking by the CB that for the said employee, they have never applied for a Customs pass before and undertaking by the Employee that he/she has never applied for a Customs pass before.
- j. Police verification/CID verification of the concerned employee obtained from website **pcs.mahaonline.gov.in** or through offline mode from the concerned police station.

(II) TRANSFER H CARD

The customs broker shall submit following documents: -

- a. All documents as required from (a) to (h) of (I).
- b. Cancellation letter from old CB along with the copy of old pass.
- c. In case where the time gap from resigning the old CB and joining new CB is more than six months: -
 - i. An affidavit on Rs.100/-stamp paper duly notarized giving valid reasons for such gap.
 - ii. Police verification/CID verification obtained from website **pcs.mahaonline.gov.in** or through offline mode from the concerned police Station.

(III) RENEWAL H-CARD

The customs broker shall submit following documents: -

- a. All documents as mentioned from Serial (a) to (e) of (I).
- b. The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(IV) DUPLICATE H CARD

The customs broker shall submit following documents: -

- a. FIR Copy in case of lost card.
- b. Old pass in case of damaged pass.
- c. All documents as mentioned from Serial (a) to (e) of (I).

(V) FRESH G CARD

The customs broker shall submit following documents: -

- a. Self-attested copy of G category exam result.
- b. All documents as mentioned from Serial (a) to (i) of (I).

(VI) TRANSFER G CARD

The customs broker shall submit the following documents: -

- a. All documents as mentioned from Serial a) to h) of (I).
- b. Self-attested copy of G category exam result duly countersigned by the Customs Broker **and /or** old "G" Card.
- c. Cancellation letter from old CB along with the copy of old pass.
- d. In case where the time gap from resigning the old CB and joining new CB is more than six months: -
 - i) An affidavit on Rs. 100/- stamp paper duly notarized giving valid reasons for the same.
 - ii) Police verification/CID verification obtained from website pcs.mahaonline.gov.in or through offline mode from the concerned police station.

(VII) RENEWAL G CARD

The customs broker shall submit following documents: -

- a. All documents as mentioned from Serial (a) to (e) of (I).
- b. Self-attested copy of G category exam result duly countersigned by the Customs Broker **and /or** old "G" Card.

- c. The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(VIII) DUPLICATE G CARD

The customs broker shall submit following documents: -

- a. FIR Copy in case of lost card.
- b. Old pass in case of damaged pass.
- c. All documents as mentioned from Serial (a) to (e) of (I).

(IX) FRESH SELF CARD

The IEC holder shall submit following documents: -

- a. Single copy of attestation form (A/F) affixed with photographs in original, signatures of concerned employee and particulars of previous employments (Annexure I).
- b. Self-attested copy of H.S.C. (12th) or equivalent passing certificate of the concerned employee from recognized board/university duly verified by the IEC holder.
- c. Copy of Aadhar Card and PAN card of the concerned employee.
- d. Proof of residential address of the concerned employee: - Ration Card or Rent Agreement or Bank Passbook or Electricity Bill or Passport (self-attested) [if address is different from the one mentioned in Aadhar card or the address mentioned is of outside Mumbai.
- e. ICEGATE registration copy of the IEC holder.
- f. Copy of IEC registration and Memorandum of article (if applicable)].
- g. Appointment letter of the concerned employee.
- h. List of existing Customs pass holders.
- i. Volume of Business/Work during last four financial years.
- j. GST registration copy of the IEC holder.
- k. Undertaking by the IEC holder that for the said employee, they have never before applied for a Customs pass and undertaking by the Employee that he/she has never before applied for a Customs pass.

1. Police verification/CID verification of the concerned employee obtained from website **pcs.mahaonline.gov.in** or through offline mode from the concerned police station.

(X) TRANSFER SELF CARD

The IEC holder shall submit following documents: -

- a. All documents as mentioned from (a) to (j) of (IX).
- b. Cancellation letter from old IEC holder/CB along with copy of old pass.
- c. In case where the time gap from resigning the old IEC holder/CB and joining new IEC holder is more than six months: -
 - i) An affidavit on Rs. 100/- stamp paper duly notarized giving valid reasons for the same.
 - ii) Police verification/CID verification obtained from website **pcs.mahaonline.gov.in** or through offline mode from the concerned police station.

(XI) RENEWAL SELF CARD

The IEC holder shall submit following documents: -

- a. All documents as mentioned from Serial (a) to (e) of (IX).
- b. The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(XII) DUPLICATE SELF CARD

The IEC holder shall submit following documents: -

- a. FIR Copy in case of lost card.
- b. Old pass in case of damaged pass.
- c. All documents as mentioned from Serial (a) to (e) of (IX).

(XIII) On receipt of the application, if any deficiency found, a deficiency memo will be issued within 15 working days of receipt of application in the CBLMS, else, the card will be issued within 45 working days of receipt of the application.

(XIV) Transfer of employee from CB to IEC holder and vice versa shall be treated as "Transfer" application.

(XV) The CB/IEC holder shall ensure that they surrender the F/G/H/Self card to CB section, New Custom House immediately, on termination/resignation of the concerned employee, without fail. Any misuse of the F/G/H/Self card will be viewed seriously and action shall be initiated under CBLR 2018, against the concerned CB/IEC holder.

(XVI) All type of applications shall be received between 11:00 hours and 17:00 hours from Monday to Thursday in Sevottam Section, Gr. Floor, New Custom House.

(XVII) All document copies must be legible and all documents must be in the same order as mentioned under respective heading.

(XVIII) All type of passes shall be collected between 15:00 hours and 17:00 hours from Monday to Friday from Pass Section, CBS, Third Floor, New Custom House after making an entry in the prescribed register.

This issues with the approval of the Principal Chief Commissioner of Customs, Mumbai Zone I



(अफाक अहमद गिरी)
सीमा शुल्क उपायुक्त,
सीमा शुल्क ब्रोकर अनुभाग
एनसीएच, मुंबई -1

Copy to:

1. The Pr. Chief Commissioner of customs, Mumbai Zone-I.
2. All India Importer/Exporter Association.
3. All India Liquid Bulk Importer Exporter Association.
4. Federation of Freight Forwarders Association in India (FFFAI).
5. Brihanmumbai Customs Broker Association.
6. DC/EDI for uploading on the website.
7. Notice Board.
8. Guard File.

ATTESTATION FORM

(Affix recent passport size photograph)

**WARNING:**

The furnishing of false information or suppression of any factual information in the Attestation Form would disqualify the candidate for issue of Custom Pass. If the fact that the false information has been furnished or there has been suppression of any information in the Attestation Form and if the same comes to notice at any time, his pass would be liable to be withdrawn in addition to any other action that may be taken as per the law in force.

		SURNAME	NAME
1.	Name in full (In block capitals with aliases). If any, (Please indicate if you have added or dropped at any stage any part of your name or surname)		
2.	Present address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town)		
3.	a) Permanent address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town) b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union		
4.	Particulars of Places (with periods of residence) where you have reside for more than one year at a time during the preceding five years. In case of any abroad (including Pakistan) particulars of all places where candidate has resided for more than one year.		
From	To	Residential address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town) Name of the Dist. Head Quarters of the place mentioned in the preceding column	
5. Fathers name in full with aliases, if any:			
6. If you have at any time, been employed, give details:			
Designation of post held	Period From To	Name & Full Address of Office, Firm or Institution	Reason of leaving the service

7. (a) Have you ever been prosecuted, kept under detention or bound down / fined convicted by a court of law of any offences?

(b) Is any case pending against you in any court of law at the time of filling up this attestation form?

(c) If answer is "YES" full particulars of the case detention, fine, conviction sentence, etc. should be given.

8. (a) I certify that foregoing information is correct and complete to the best of my knowledge and belief.

(b) I hereby certify that I have never applied or have been in possession of a customs pass (for fresh passes only).

Age of the Candidate:

(Signature of the Candidate)

Date of Birth:

Date:

9. (a) I/we hereby certify that I/we have, in past never applied for a customs pass for the said employee (if yes, please specify).

(b) I/We certify that information filled in Attestation form by the employee is correct and complete to the best of my knowledge and belief.

Date:

Name/Signature/Stamp of
Proprietor/Partner/Authorized Signatory