



कार्यालय प्रधान आयुक्त, सीमा शुल्क (निवारक), नवीन सीमा शुल्क भवन,

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS PREVENTIVE**

निकट आई. जी. आई. हवाई अड्डा, नई दिल्ली- 110037

**NEW CUSTOMS HOUSE, NEAR I.G.I AIRPORT TRM..-3, NEW DELHI - 110037**

F. No. VIII (Cus. Prev.)Tech/EPC/28/2017/ 6005 TO 6016

Date: 07.09.2021

DIN: 20210975 NI 000000F 553

**PUBLIC NOTICE NO.01/2021**

**Subject: 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 Board's Circular No.26/2017-Customs, dated 01.07.2017, 36/2017-Cusoms, dated 28.07.2017 and Circular No. 41/2017-Customs, dated 30.10.2017 regarding self-sealing of export containers and also to the Public Notice No. 1/2018 dated 12.01.2018 issued by this office regarding formation of 'Export Promotion Circles (EPCs) and their jurisdictions under the Principal Commissioner of Customs (Preventive), Delhi.

2. It has come to the notice of this office that the Export Promotion Circles (EPCs) in the jurisdiction of this Commissionate are observing different practices/procedures in the subject matter and the exporters are facing certain difficulties in filing the Applications for Self-sealing, and some exporters are not following the procedure as prescribed in Board's Circulars mentioned above, which results in delay in issuance of Self Sealing Permissions in the prescribed time frame. In view of this, the present Public Notice is being issued for uniformity in the matter and for Trade facilitation.

3. Those exporters who are already operating under the self-sealing procedure need not approach the Department for a fresh self-sealing permission.

4. The procedure for seeking self-sealing permission of export containers is prescribed as below:

4.1 The exporters shall

4.1.1. File application in **Annexure -I** 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 Export Promotion Circle (EPC), duly signed by the Exporter. **Copy of the**



**Board Resolution (in case of a Company)/authorisation letter to the authorised representatives of company/firm/LLP and copy of partnership deed in case of partnership firm shall be attached with the application.** 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. The copies of PAN card and Aadhar card of all the Directors/Partners/Owner duly attested by the signatory to the application shall be submitted. 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-I(i)].

4.1.2. Be registered under the GST and should be filing GSTR-I and GSTR-3B and submit the copies of GST Registration Certificate, GSTR-1 / GSTR-3B duly attested by the Exporter.

4.1.3. Submit therewith a list of persons [he / she shall be permanent / regular employee of the exporter], (maximum three persons), 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-II]. [Specimen Signatures & Photos of the authorised persons shall be attested by the Exporter in Duplicate]. Separate Annexure-II 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-II(i)].

4.1.4. 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-II(ii)].

4.1.5. Submit a copy of the IE Code issued by D.G.F.T and a copy of Factory Licence, if any duly attested by the authorised signatory to the Application.

4.1.6. Submit legible copies of ownership documents of the premises/factory or rental / lease agreement of the premises along with layout plan of the site where stuffing of the export goods into containers is to be done. All the documents shall be duly attested by the authorised signatory to the Application.

5. The intimation, along with its enclosures, would be received by the jurisdictional Export Promotion Circle (EPC) and its receipt should be acknowledged to the Exporter. The Inspector or Superintendent shall inspect the premises with regard to the viability of stuffing containers in the premises within 07 working days, the location of the premises as per site layout provided with the application and availability of adequate infrastructure for load/stuff of export Container in the



premises. The documents submitted with the Application as ID/Address Proofs and all relevant copies submitted with Application may be verified with original documents during Inspection. If any deficiencies in the Application and its enclosures are noticed by the officers of the Export Promotion Circle, a letter be issued to the exporter mentioning the deficiencies. For the sake of convenience and quick processing of Application, a check list is prescribed covering the points and is annexed to this Public Notice [Annexure-II(iii)], 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.

6. **Amendments:** It has been observed that some applications are received for amendment of Legal name of Company or Constitution of Business. Such amendments would be considered only if same GSTIN continues after the change. As per CGST/SGST Act, 2017, application for amendment of GST registration would not be permitted when there is change in PAN or Constitution of Business resulting in the change of PAN. If the Exporter submitted an Application in the prescribed format for deletion or addition of authorised persons for self-sealing, after following the procedure prescribed, an amendment to the Self Sealing Permission already granted to the Exporter, will be given in the format 'Annexure-III' as annexed to this Public Notice.

7. The Self- Sealing Permission (SSP) will be valid for:

- (i) Exports made from all Customs Stations/Ports in the country;
- (ii) All export goods, whether or not such goods are taxable, except 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";
- (iii) All exports under export promotion schemes;
- (iv) All exports under 'Free Shipping Bills'.

8. The SSP granted for particular premises shall be valid unless withdrawn by the Principal Commissioner of Customs (Preventive), Delhi, if non-compliance to law, rules and regulations is noticed. In case of any change in the approved premise(s), permission shall be taken afresh as per the procedure prescribed in this Notice.

9. Subsequently, the exporter shall intimate the shipment / self-sealing particulars to the jurisdictional Deputy/Assistant Commissioner in-charge of EPC one day in advance to the planned stuffing as per format enclosed as Annexure-IV. The intimation can be sent by e-mail first and hard copy through registered post/speed post/courier. The intimation in this regard shall clearly mention the place and address of approved premises, description of export goods and whether or not any incentive is being claimed.

10. Transport document for movement of self-sealed container by an exporter from factory or warehouse shall be same as the transport document prescribed under the GST laws.



11. Where the visit report of the jurisdictional Inspector and Superintendent of Customs regarding viability of the stuffing at the factory/ premises is not favourable, the exporter shall bring the goods to the container Freight Station/Inland Container Depot/Port for sealing purposes.

12. Where exporter is not a GST registrant, he shall bring the export goods to a container Freight station/Inland Container Depot/port for stuffing and sealing of container.

13. The exporter shall seal the container with "RFID tamper proof one\_time\_bolt seal", each bearing a unique serial number. The exporters shall be responsible for procuring the seals at their own cost for use in self-sealing. Each seal shall be a one-time-bottle-seal bearing a unique serial number and brand of the vendor in the format ABCD XXXX XXXX, where ABCD stands for the brand of the vendor and X(8 digit) is a numerical digit from 0-9. The RFID seal shall conform to ISO 17712:2013(H) and ISO/IEC 18000-6 Class 1 Gen 2 which is globally accepted in industrial applications and can be read with the use of UHF (i.e., 860 MHz to 960 MHz) Reader-Scanners. The manufacturer or vendor, as the case may be, shall be in possession of certifications required for conformance of the ISO standard ISO 17712:2013(H).

14. The exporter shall provide the data / information such as IEC (Importer Exporter Code), Shipping Bill Number, Shipping Bill Date, e-seal number, Date of sealing, Time of sealing, Destination Customs Station for export, Container Number, Trailer-Truck Number. The information need not be mounted "in the electronic seal" but tagged to the seal using a 'web / mobile application' to be provided by the vendor of the RFID seals. Data once uploaded by the exporter should not be capable of being overwritten or edited.

15. The aforementioned revised procedure detailed in this Public Notice is for Self-sealing registration only for Electronic Sealing as approved by the Board vide Board Circular No.41/2017-Customs, dated 30.10.2017 read with Board Circular No.26/2017-Customs, dated 01.07.2016 and 36/2017-Customs, dated 28.08.2017.

16. The jurisdiction of five Export Promotion Circles under the jurisdiction of this Commissionerate, as per Public Notice No. 01.2018 dated 12.01.2018 issued by this office, is with following territorial jurisdiction:

S. N.	EPC	Officer Address	Territorial Jurisdiction
1	Delhi	Office of the Pr. Commissioner of Customs (Preventive), New Customs House, Near IGI Airport, New Delhi - 110037	<b>Delhi East:-</b> Areas falling under the following postal pin codes in the jurisdiction of part of Revenue Districts namely, East Delhi, South Delhi, New Delhi, North East Delhi, Shahdara and South East Delhi in the Union Territory of Delhi. 110003, 110013, 110014, 110019, 110024, 110025, 110031, 110032, 110044, 110049, 110051, 110053, 110065, 110090, 110091, 110092, 110093, 110094, 110095, 110096,



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			110098, 110099.  <b>Delhi North:-</b> Areas falling under the following postal pin codes in the jurisdiction of part of Revenue Districts namely, Central Delhi, North Delhi and North West Delhi in the Union Territory of Delhi. 110002, 110005, 110006, 110007, 110009, 110033, 110035, 110036, 110039, 110040, 110042, 110054, 110055, 110060, 110082, 110084, 110088.  <b>Delhi South:-</b> Areas falling under the following postal pin codes in the jurisdiction of part of Revenue Districts namely, New Delhi, South Delhi, South East Delhi and South West Delhi in the Union Territory of Delhi. 110001, 110004, 110010, 110011, 110012, 110016, 110017, 110020, 110021, 110022, 110023, 110028, 110029, 110030, 110037, 110038, 110043, 110045, 110046, 110047, 110048, 110050, 110057, 110061, 110062, 110066, 110067, 110068, 110069, 110070, 110071, 110072, 110073, 110074, 110075, 110076, 110077, 110078, 110079, 110080, 110097.  <b>Delhi West:-</b> Areas falling under the following postal pin codes in the jurisdiction of part of Revenue Districts namely, North Delhi, West Delhi, Central Delhi and North West Delhi in the Union Territory of Delhi. 110008, 110015, 110018, 110026, 110027, 110034, 110041, 110052, 110056, 110058, 110059, 110063, 110064, 110081, 110083, 110085, 110086, 110087, 110089.
2	Faridabad	Office of the Commissioner of GST Faridabad, Block D, New CGO Complex, N.H-IV, Faridabad, Haryana-124001	Districts namely Faridabad, Palwal, Mewat, Rewari and Mahendergarh in the State of Haryana.
3	Gurugram	Office of the Commissioner of GST Gurugram, Ground Floor, Plot No. 36 & 37, Sector-32, Opposite Medanta Hospital, Gurugram, Haryana-122001	Revenue District of Gurugram in the State of Haryana.
4	Panchkula	Office of the Commissioner GST Panchkula, SCO No. 407-408, Sector-8, Panchkula, Haryana-134109	Revenue Districts namely Panchkula, Panipat, Yamuna Nagar, Ambala, Karnal, Kaithal and Kurukshetra in the State of Haryana.
5	Rohtak	Office of the Pr. Commissioner of Customs (Preventive), New Customs House, Near IGI Airport, New Delhi - 110037	Districts namely Rohtak, Jhajjar, Bhiwani, Charkhi Dadri, Jind, Hisar, Sirsa, Fatehabad and Sonepat in the State of Haryana.



17. Difficulties faced, if any, in the implementation of this Public Notice may be brought to the notice of officers as per table below, immediately:

Sr. No.	Name of Officer	Designation	Email ID/Telephone No.	EPC
1	Shri G. S. Sinha	Additional Commissioner	gs.sinha@gov.in / 011-25656055	Delhi, Panchkula & Rohtak
2	Dr. Ajay Kumar	Joint Commissioner	ajay.chikara@nic.in / 011-25656038	Gurugram & Faridabad

*S. K. RAHMAN*  
(S. K. RAHMAN)  
Principal Commissioner  
Customs (Preventive) New Delhi

F. No. VIII (Cus. Prev.) Tech/EPC/28/2017/

Dated: 07.09.2021

DIN: 20210975NI000000F553

Copy to: -To All the members of the Trade.

Copy forwarded to:

1. The Chief Commissioner of Customs (Preventive), Delhi Zone, New Customs House, New Delhi.
2. All Additional /Joint Commissioners of Customs (Preventive), New Delhi.
3. All Deputy/Assistant Commissioners of Customs (Preventive), New Delhi.
4. Notice Board.
5. Guard File.

*M. N. Sharma*  
(M. N. Sharma)  
Assistant Commissioner (Technical)  
Customs (Preventive) New Delhi

### ANNEXURE -I

[TO Public Notice NO.1/2021]

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

[In Duplicate]

Dated:

To

The Deputy/Assistant Commissioner of Customs,  
Export Promotion Circle – Delhi/Gurugram/Faridabad/Rohtak/Panchkula.

Sir,

With reference to Public Notice 1/2021 dated ..... , I / We hereby intimate that we propose to avail the facility of Self-Sealing procedure for our exports. Our details are as below:

1.	Name of the Applicant (Exporter) :	
2.	Address of Applicant(Exporter): (Registered Office in case of Companies/Head Office in case of other)	
3	IEC No.: { Enclose attested copy}	
4.	GSTIN : { Enclose attested copy}	
5.	Details of AEO , if any : { Enclose attested copy}	
6.	Latest GSTR-3B and GSTR-1 : { Enclose attested copies}	
7.	Registration No. under factories Act or any other Act, if any : { Enclose attested copy}	
8.	Phone/Fax/ Mobile Number:	
9.	eMail :	
10.	Type of Exporter: (Manufacturer / Merchant / Manufacturer cum Merchant Exporter)	
11.	Name & CTH of the export goods: (Export Goods names and corresponding CTH)	
12.	Details of the premises from where self-sealing is to be done: GSTIN, Name, Address, Phone & email of the premises where stuffing(Self Sealing) is to be done: Whether the premises is owned or rented/leased? : {Enclose attested copies of relevant documents as proof, with signature & stamp/seal of Applicant Exporter}	
i.)		
ii)		
iii)		

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 authorized person with seal

**Annexure-I(i)**

[To Public Notice No.1/2021]

[Details of Directors/Partners/Proprietor of Exporter Firm]  
(In duplicate)

Dated:

1.	Name of the Applicant (Exporter) :			
2.	Address of the Applicant(Exporter):			
3.	GSTIN :			
	IEC Number:			
4.	Type of Firm : [Proprietorship/Partnership/LLP/Private Limited/Public Limited/PSU/Others]			
5.	Details of Directors/Partners/Proprietor of the Exporter Firm :			

Sr. No.	Name	Residential Address of the Person	Aadhar Number & PAN	Designation/Position held in the Export firm	Contact Number & email

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

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

**Annexure-II**

[Details of Persons who have been authorized for self-sealing on behalf of the Exporter]  
(In duplicate)

Dated:

1.	Name of Applicant (Exporter) :	
2.	Address of the premises where self-sealing is to be done :	
3.	GSTIN : {Enclose attested copy}	
4.	Details of Persons who have been authorized for self-sealing on behalf of the Exporter :	

Sr. No.	Name & Aadhar Number	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
1.					1)
					2)
2.					1)
					2)
3					1)
					2)

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

Name & Designation of the Exporter or authorized person with seal

**Authorised Signatory:**

- 1.) He/She should be a regular employee of the Exporter.
- 2.) The authorized signatory should be owner, the working partner/partners, the Managing Director, or the Company Secretary of the export company/firm or a person duly authorized by such owner, the working partner, or the Board of Directors, as the case may be.

**ANNEXURE-II(i)**

[To the Public Notice No. 1/2021]

[Bio Data Format for the Persons authorized for self-sealing]  
(In duplicate)

1.	Name in full :	
2.	Gender :	
3.	Date of Birth :	
4.	Aadhar Number :	
5.	PAN :	
6.	Father's/Husband's Name	
7.	Languages Known :	
8.	Residential Address :	
9.	Contact( Phone/Mobile) Number :	
10.	Email id :	
11.	Details of Bank Account : [ Name of Bank, Branch & IFC, Account Number]	
12.	Position held in the Export Company/firm :	
13.	Date since working in the Export firm :	

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Individual

Attested by

Name & Designation of Exporter  
or authorized signatory  
with stamp & seal

### Annexure-II(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 or W/o \_\_\_\_\_

residing at \_\_\_\_\_

PAN Number (as per Bank Records)

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Is holding the following account in our bank and branch

Bank Name \_\_\_\_\_

Branch Name \_\_\_\_\_

Bank A/c Number:

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A/c Type (Tick): Savings / Current/NRE/NRO/FCNR/Others.

MICR Code (9 digits):

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IFSC Code (11 digits):

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Signature of the above A/C holder as per Bank's records :	
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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	

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Annexure- II(iii)**

[To Public Notice Number 1/2021]

**[CHECK LIST FOR SELF SEALING PERMISSION TO BE ENCLOSED TO THE APPLICATION]**

Sr. No.	Public Notice 1/2021 Para Ref	Information/Documents to be submitted	Yes/ No	Page Number	Remarks, if any
1	4.1.1	Application in Annexure- duly signed by Applicant(Exporter)			
2	4.1.2	Copy of GSTIN Registration duly attested by Applicant(Exporter)			
3	4.1.2	Copy of latest GSTR-1 and GSTR-3B duly attested by Applicant(Exporter)			
4	4.1.3	Annexure-II in duplicate, duly signed by authorized persons and attested by the Applicant(Exporter)			
5	4.1.3	Bio-data containing details of authorized persons, position in the firm, Bank account numbers, addresses, email ids, Contact Numbers & Addresses, duly signed by individuals and attested by the Applicant(Exporter)			
6	4.1.1	Copy of Aadhar Card & PAN of all Directors/Partners/Proprietor of the Applicant Company/Firm(Exporter) duly attested by the Applicant(Exporter)			
7	4.1.4	Copy of Identity proofs of Authorised Signatory to Application duly attested by the Applicant(Exporter)if applicant other than Directors/Partners/Proprietor of the Applicant Company/Firm [PAN and Aadhar card]			
8	4.1.4	Copy of PAN / Bank Pass Book with photo/voter Id and Aadhar card/passport Card of persons authorized for Self Sealing by the Applicant(Exporter) duly attested by the Applicant(Exporter)			
9	4.1.4	Certificate of verification/attestation of Details of Bank accounts and signatures of all authorized persons by a Scheduled Bank with name, designation & employee id number of the Bank Officer(Original)			
10	4.1.5	Copy of IEC attested by the Applicant (Exporter) & copy of Factory Licence, if any, attested by Applicant (Exporter).			
11	4.1.6	Copy of Lease Deed/Ownership documents of the Premises where self-sealing is to be done, duly attested by Applicant(Exporter)			
12	4.1.6	Copy of Layout of the Site (Premises) where self-sealing is to be done, duly attested by Applicant(Exporter)			

Signature of Exporter or authorized signatory

**Annexure-III**

**AMENDMENT TO SELF SEALING PERMISSION (SSP)**

**[FOR INCLUSION/DELETION OF AUTHORISED PERSONS FOR SELF SEALING]**

C.No. \_\_\_\_\_ Dated: \_\_\_\_\_

Self-Sealing Permission (SSP) No.: \_\_\_\_\_, 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 Self Sealing Permission No. \_\_\_\_\_, dated \_\_\_\_\_, may be read as :

GSTIN & Address of Factory/Warehouse from where Self-sealing is done	Details of Authorised Persons for Self-Sealing

This issues with the due approval of the Competent Authority.

Deputy/Assistant Commissioner of Customs (Preventive)  
Export Promotion Circle (EPC), Delhi/Gurugram/Faridabad/Rohtak/Panchkula.

To

M/s \_\_\_\_\_

Copy to : The Additional Director General, Risk Management Division, Central Board of Indirect Taxes & Customs, 13, Sir, Vithaldas Thackersey Marg, Opp. Patkar Hall, New Marine Lines, Mumbai-400 020 - for necessary action with reference to para9(ix) of CBEC Circular No.26/2017-Cus., dated 01.07.2017.

**Annexure-IV**

[To the Public Notice No.1/2021]  
(In duplicate)

Dated:

To

The Deputy Commissioner of Customs (Preventive)  
Export Promotion Circle (EPC), Delhi/Gurugram/Faridabad/Rohtak/Panchkula.

Sir,

With reference to Public Notice No. ...., dated ...., I/we hereby intimate the details of our export programme, the goods that we propose to export, the premises from which we have planned and the Customs station from which the goods are to be exported, as under:

- 1.) LoSSP No. & Date :
- 2.) Address of the premises from where self-sealing is done :
- 3.) Description of goods to be stuffed and exported :
- 4.) Whether any incentive is being claimed :
- 5.) Customs station from which the goods are to be exported :

Yours faithfully,

Name & Designation of the  
Authorised person of the Exporter