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11th March,2005

F.No.450/118/2004-CUS-IV

Government of India

Ministry of Finance

Department of Revenue

Central Board of Excise & Customs

Subject:- Filing of documents through ICEGATE- regarding.

The Board is considering to give impetus to the electronic filing of documents specially to those Custom House Agents, Exporters and Importers who clear goods themselves. The filing of documents through ICEGATE needs to be encouraged to those who have significant workload in terms of number of documents to be filed. The Indian Customs is gearing up to accept the global challenge and expected to be fully computerized in a few years and hence there is need to move forward towards e-filing progressively.

2. It has been decided by the Board that the Custom House Agents, Exporters and Importers who file more than five documents per day on an average at each place should be asked to file the documents through ICEGATE and not through service centers. The average number of documents would be calculated on the basis of total number of documents filed by them during the preceding three months at one place. This requirement can be implemented by taking a self-declaration from the persons using service center facility and there is no need to calculate exact number of documents filed by the Custom House Agent/ Exporter/ Importer. Thus for example if a Custom House Agent files a document at Mumbai and wants to use service center facility he will have to declare that he does not file more than five documents (Bill of Entry or Shipping Bill) per day at Mumbai (including Custom House, Air Cargo Complex, ICD located in Mumbai).

3. The above instructions may be brought to the notice of the Trade immediately through appropriate Public Notice.

4. Receipt of this Circular may kindly be acknowledged.

5. Hindi version will follow.

Yours faithfully

Anupam Prakash

Under Secretary to the Government of India

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