



ಭಾರತಸರ್ಕಾರ, ಹಣಕಾಸುವಿಭಾಗ, ಕಂದಾಯಇಲಾಖೆ
ಭಾರತಸರ್ಕಾರ,ವಿತ್ತಮಂತ್ರಾಲಯ,ರಾಜಸ್ವವಿಭಾಗ
Government of India, Ministry of Finance, Department of Revenue,
ಆಯುಕ್ತರಕಛೇರಿ, ನಗರಸೀಮಾಸಂಕ,
ಅಂಚೆಸಂ.5400, ಕೇಂದ್ರೀಯರಾಜಸ್ವಭವನ, ಕ್ಷೀನ್ಸರಸ್ತೆ, ಬೆಂಗಳೂರು
ಸೀಮಾಶುಲ್ಕಆಯುಕ್ತಕಾರ್ಯಾಲಯ, ಬೆಂಗಳೂರುಸಿಟಿಸೀಮಾಶುಲ್ಕಆಯುಕ್ತಾಲಯ, ಪಿ.ಬಿ.ಸಂ
5400,ಬೆಂಗಳೂರು
Office of the Commissioner of Customs, City Customs Commissionerate,
P.B. No. 5400, C.R. Building, Queen's Road, Bengaluru – 560 001

PUBLIC NOTICE NO: 30/2021 dated 19.08.2021

Subject:- Procedure for obtaining Self Sealing Permission(SSP) for Electronic Sealing of containerized cargo at factory or warehouse premises -reg.

Attention of the Exporters, Custom Brokers and all concerned are invited to the Board Circular No. 41/2017 dated 30.10.2017 read with Board Circular no. 26/2017 dated 01.07.2017, 36/2017 dated 28.08.2017 and 37 /2017 dated 27.09.2017. Attention is also invited to the Board Notification No. 99/2017 Customs (N.T.) dated 27.10.2017 read with Notification No. 82/2017 Customs (N.T.) dated 24.08.2017 pertaining with the jurisdiction of Principal Commissioner/Commissioner of Customs.

2. It came to notice of this office, the exporters are facing certain difficulties in filling the Applications for Self-sealing and some exporters are not following the procedure as prescribed in the said Circulars, which resulted in delay in issuance of Self Sealing Permissions in the prescribed time frame. In view of this, following guidelines are prescribed for filing the application of self sealing.

3. The exporters shall

3(a) File application in Annexure -A 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 Headquarters Deputy / Assistant Commissioner of Customs duly signed by the Exporter. Copy of the authorization letter to the authorized representatives of company/firm/LLP and copy of partnership deed in case of partnership firm. The authorized signatory should be owner, the working partner/s, the Managing Director, or the company Secretary of the export concern or a person duly authorized 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 within the jurisdiction of the Commissionerate from where

the self sealing is done. Submit the details of the Partners/Directors of the export firm as per the format enclosed [Annexure- B]

3(b) 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 for at least last six months duly attested by the exporter.

3(c) Submit therewith a list of persons [he / she shall be permanent/ regular employee of the exporter], along with their specimen signatures, who are authorized on behalf of the exporter to do the self sealing and self-certification as per format enclosed [Annexure-C]. [Specimen Signatures & Photos of the authorized persons shall be attested by the exporter]. Separate Annexure-D shall be submitted for each such premise from where self sealing is to be done, if the authorized persons are different for each premise. Submit the Bio-Data of all authorized signatories in prescribed format duly signed by the individuals and attested by the Exporter [Annexure-D].

3(d) Submit copies of their identity proof (with photograph- PAN / Bank Pass Book with photo / voter ID) and address proof (copies of/Aadhaar card /passport of each individual authorized signatory, attested by the exporter.

3(e) 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(f) Submit legible copies of ownership documents of the premises/factory or rental / lease agreement. [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].

3(g) The application and the enclosures be also sent to the email id: commrcity-cusblr@nic.in in PDF format less than 20mb size.

4. The Superintendent / Inspector shall inspect the premises with regard to the viability of stuffing containers in the premises and submit a report to the Deputy / Assistant Commissioner within 48 hours. If any deficiencies in the Application and its enclosures are noticed by the officers of the Customs, they shall issue a deficiency memo to the exporter. For the sake of convenience and quick processing, a check list is prescribed covering the points so far, is annexed to this Public Notice, [Annexure-E], 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. Self-Sealing permission once given shall be valid for export at all the Customs stations. However, the Self Sealing Permission granted shall be validated in EDI Systems of respective Customs Ports/ICDs by the exporters.

6. A single SSP will be granted to the Exporter for stuffing at a particular premises; and the Exporter will have to apply separately for each additional stuffing premise, in case SSP is sought for stuffing at multiple premises supervised by authorized persons at each particular premise, respectively.

7. The aforementioned procedure detailed in this Public Notice is for Self Sealing Permission only for Electronic Sealing as approved by the Board vide Circular No. 26/2017-Cus dated 01.07.2017, 36/2017-Cus dated 28.08.2017, 37/2017-Cus dated 20.09.2017 and 41/2017-Cus dated 30.10.2017.

8. Action to be taken in terms of decisions taken in this Public notice should be considered as Standing order for the purpose of officers and staff.

9. Difficulties faced, if any, in the implementation of this Public Notice may be brought to the notice of the undersigned immediately.

Encl: As above

(K. BALAMURUGAN)
COMMISSIONER

Copy to:

1. The Chief Commissioner of Customs, Bengaluru Zone for information.
2. The Joint Commissioner of Customs, ICD Bengaluru
3. Bengaluru Customs Website.
4. Notice Board

ANNEXURE 'A'

[TO PUBLIC NOTICE NO. 30/2021 dated 19.08.2021]

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

To, Date of Application:

The Deputy / Assistant Commissioner,
 Technical Section, City Customs Commissionerate,
 Bangalore

Sir,

With reference to PUBLIC NOTICE No. 30/2021 dated 19.08.2021, I / We hereby intimate that we propose to facility of Self-Sealing procedure for our exports. Our details are as below:

1.	Name of the Enterprise	
2.	Address of the Enterprise: <small>(As per GSTIN/ Registered office in case of Companies / Head Office in case of others)</small>	
3.	IEC No: <small>(Enclose attested copy)</small>	
4.	GSTIN No: <small>(Enclose attested copy)</small>	
5.	Details of AEO, if any: <small>(Enclose attested copy)</small>	
6.	Last six months copies of GSTR-3B & GSTR1 Return <small>(Enclose attested copies)</small>	
7.	Registration No. under factories Act or any other Act, if any: <small>(Enclose attested copy)</small>	
8.	Phone/Mobile	
9.	Email ID	
10.	Type of Exporter <small>(Manufacturer/Merchant Exporter/ Manufacturer cum Merchant Exporter attested copy)</small>	
11.	Name of some of export goods:	
12.	Details of the premises where self sealing is to be done	
13.	Details of cases under Customs/C. Ex/ST act or allied acts during past three years.	
14.	GSTIN, Name, Address including Door No. & Survey No., Phone & email of the stuffing premises: <small>(Enclose attested copies GSI/N & SSP if any)</small>	Whether the premises is owned / leased / other: <small>[Enclose attested copies of appropriate documents, with signature, stamp & seal of exporter]</small>
(a)		
(b)		

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 'B'

[TO PUBLIC NOTICE NO. 30/2021 dated 19.08.2021]

[Details of Directors/Partners of Exporter Firm]

Date of Application:

1.	Name of the Enterprise	
2.	Address of the Exporter	
3.	GSTIN No/IEC No.	
4.	Type of firm (Proprietor / Partnership / LLP / Private Limited / Public Limited / PSU / Others)	
5.	Details of Directors/Partners of the Exporter Firm:	

Sl. no.	Name	Residential address of the person	Aadhaar No. & PAN	Designation in the export firm	Mobile no. and Email ID
1.					
2.					
3.					
4.					
5.					
6.					

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

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

ANNEXURE 'C'

[TO TO PUBLIC NOTICE NO. 30/2021 dated 19.08.2021]

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

Date of Application:

1.	Name of the Enterprise	
2.	Address of the self sealing premises: (As per GSTIN/ Registered office in case Of Companies / Head Office in case of others)	
3.	GSTIN No: (Enclose attested copy)	
4.	Details of Persons who authorized for self sealing on behalf of the Exporter:	

Sl. no.	Name and Aadhaar no.	Residential address of the person	Passport size photograph attested by the exporter	Designation in the export firm	Specimen signatures of the authorized persons
1.					
2.					
3.					

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

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

Authorized signatory:

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

ANNEXURE ' D'

[TO PUBLIC NOTICE NO. 30/2021 dated 19.08.2021]

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

1.	Name (in Block Letters)	
2.	Gender	
3.	Date of Birth	
4.	Aadhaar No.	
5.	PAN No.	
6.	Father's name	
7.	Languages known	
8.	Residential Address	
9.	Phone number	
10.	Email ID	
11.	Name of some of export goods:	
12.	Position held in Export firm	
13.	Date since working in the export firm	

Place:

Date:

Signature of the individual

ATTESTED BY

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

ANNEXURE ' E'

[TO PUBLIC NOTICE NO. 30/2021 dated 19.08.2021]

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

Sl. no.	Information/documents to be submitted
1.	Application in Annexure-A duly signed
2.	Copy of GSTIN Registration duly attested by exporter
3.	Copy of Last six months of GSTR-1 or GSTR-3B duly attested by exporter
4.	Annexure-B, duly signed by authorised persons & attested by the Applicant exporter
5.	Bio-data containing details of authorised persons, position in the firm, addresses, mail, phone no & addresses, duly signed by individuals and attested by exporter
6.	Copy of Identity proofs of Authorised signatories duly attested by the exporter
7.	Copy of Address proof of Authorized signatories duly attested by the exporter
8.	Copy of IE code attested by exporter
9.	Copy of PAN Card of the company attested by exporter
10.	Copy of Rental Agreement/Sale Deed of the premises
11.	Export details of last three years
12.	List of port name from which export will be done.
13.	Brief of the company, goods manufacturing

Place:

Date:

Signature of the individual

ATTESTED BY

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