STANDING ORDER NO. 08/2014 dated 08.05.2014

Sub: Examination norms concerning Import & Export through Courier mode-reg.

Attention is invited to the Board’s Circular No. 23/2006 Cus dated 25.08.2006 regarding the examination norms to be followed with respect to import and export of goods through courier mode. The Board has prescribed following examination norms for import and export of Courier consignments.

(a) 100% screening of import/export consignments (documents and all types of cargo) required to be done through X-ray or other NII techniques. Wherever possible the facility of X-ray machines available with Customs could be used; otherwise the airlines or AAI’s screening facility may be resorted to for such screening. Further wherever feasible such screening by multi-agencies could be combined to reduce the time taken and avoid duplicity.

(b) Physical examination of export documents (covered by customs declarations CBEx-I and CSB-I), gifts, samples and export goods (covered by customs declarations CBEx-II, CSB-II,) limited upto a maximum of 10% of the total courier consignments or specific intelligence. The consignments so selected to be examined 100%.

(c) Physical examination of import documents (covered under customs declarations CBE-III, CBE-VIII), gifts, samples (covered under customs declarations CBE-IV, CBE-IX) and dutiable goods (covered under customs declarations CBE-V, CBE-X) limited upto a maximum of 10% of the total courier consignments. The consignments so selected to be examined 100%.

(d) Selection of consignments for (b) & (c) above would be based on the various parameters such as nature of goods, value, weight, status of importer etc.

(e) However the Commissioner of Customs in respective port can exercise the discretion of random examination of goods, on specific parameter such as country of import/export, nature of goods as presently provided in the present EDI System.

2. While reiterating the above said guidelines issued by the Board, the following further guidelines are issued for guidance of the officers and compliance:

(A) All Import and Export consignments are 100% X-ray screened by officers posted at the Courier Terminal. A consignment selected for examination should be examined by the officer who had X-ray screened the same.
(B) While marking any import or export consignment for examination, the Assessing Officer should clearly indicate the consignment so selected on the Courier Bills of Entry or the Shipping Bills, as the case may be, at the time of assessment and endorse the detailed examination order on the reverse of the CBE/CSB for the Examin ing Officer to follow who in turn will endorse the detailed examination report. The indicative template for the examination order, for both exports and imports, is as under:

Please scan the documents/consignments 100%. Examine as per the following instructions. Inspect lot. Check marks and No.s. Open and examine 100%. Check description and quantity as per the invoice.

It will be the duty of the Assessing Officer to indicate/add additional parameters/factors which may be merited in a given case. In other words, the above template is only indicative in nature and it will be the duty of the Assessing Officer to add additional parameters/factors which, in his view, are required to be verified in examination of a given consignment.

(C) Examination of Export Documents/Consignments:

While selecting the export consignments for examination, due consideration may be given to the following:

Nature and description:

In the case of documents, the examination may be required to rule out objectionable content. In case of export goods, examination may be ordered, inter alia, in following cases:

- If exporter is a first time exporter, or the goods are new for export, i.e., not noticed earlier;
- If the description of the goods is vague;
- If the description of the goods and unit quantity declared are not correlatable;
- If a single item is noticed;
- If there is a difficulty in correlating the declared weight of the consignment with the declared quantity (Nos.) of goods.

Value:

Value declared is doubtful. The examination may also be resorted to in the cases of commodities which are prone to over-valuation/manipulation of value.

Weight:

Any document declared/found to be weighing abnormally heavy should be taken up for examination, specifically to rule out any concealment.

In case of the export goods, the examination may be ordered, inter alia, in following cases:

- Where weight is not commensurate with the description and value.
- If the freight is not commensurate with the declared weight and value of the goods.

**Status of the Exporter:**

Examination may be resorted to in the following cases:

- Where the name of the exporter and address appears to be incomplete or incorrect;
- Where the exporter is a foreign national - based on profiling;
- Where the consignment is originating from a unit/exporter/area which has come to adverse notice in the past.

**Country/Port of destination:**

When the documents or export consignments are consigned to sensitive countries/ports.

**D) Examination of Import Documents/Consignments:**

While selecting the Import documents and import consignments for examination, following parameters/criteria may be duly considered:

**Nature and description**

In the case of the import documents the examination may be done to rule out the possibility of any objectionable content.

In the case of import goods, examination may be ordered in the following cases:

- Where the importer or import goods are first timers/new;
- Where the description of the goods is vague;
- Where the description of the goods and unit quantity declared are not correlatable;
- Where a single item is noticed;
- If there is a difficulty in correlating the declared weight with the declared quantity (Nos.) of the goods.
- If not confirming with CCRs.

**Value**

Value declared is doubtful. Examination may be ordered in cases of commodities prone to undervaluation. In this regard, NIDB data and Valuation Alerts issued by DG(Valuation)/DGRI may be gainfully utilized to take an informed view.

**Weight**

Any document declared/found to be abnormally heavy should be taken up for examination, specifically to rule out any concealment.

In the case of goods, examination may be ordered:-

- If the weight is not commensurate with the description and value;
- If the freight is not commensurate with the weight and the value of the goods.

**Status of the importer:**

Due consideration may be given to the ACP status while eliminating any documents/goods from examination. In the case of the import consignments, examination may be ordered in the following cases:

- If the Importer is a foreign national - based on profiling;
- Where the address of the Importer appears to be incomplete or incorrect;
- If the consignment appears to be addressed to a firm/company in a primarily residential area.

**Country/Port of import:**

When the documents or import consignments have been consigned from sensitive countries/ports.

3. It is clarified that the guidelines indicated at para 2 (B) to (D) above are only illustrative/indicative in nature and it is the responsibility of the Assessing Officers to take into consideration all parameters relevant to a specific case while selecting/eliminating any consignments for examination and while endorsing the examination order. The Examining Officers should strictly comply with the examination order and any unusual factors noticed should be necessarily brought out in the examination report. The officers should also remain alert to the trends in import/export and bring any unusual activity/trend to the notice of their superior officer for necessary action.

4. Difficulties, if any, in implementation may be brought to the notice of this office immediately.

(Sandeep Prakash) (Sandeep Prakash)

आयुक्त / Commissioner

**Copy to:**
1. The Additional Commissioner of Customs, ACC, Bangalore.
2. The Joint Commissioner of Customs, ACC, Bangalore.
3. The Assistant Commissioner of Customs, Courier Cell, ACC, Bangalore.

K: Bangalore Customs website.

**Copy submitted to:**
The Chief Commissioner of Customs, Bangalore Zone, Bangalore.