



**कार्यालय सीमा शुल्क आयुक्त (विमान पत्तन एवं सामान्य)**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (AIRPORT & GENERAL)**

नवीन सीमा शुल्क भवन, निकट इन्दिरा गांधी अंतर्राष्ट्रीय विमान पत्तन, नई दिल्ली - 110 037  
New Custom House, Near IGI Airport, New Delhi - 110 037

C. No. VIII(H)13/06/Admn./Policy/2015/Pt. 18134-18138 Dated 18/04/18

**Public Notice No. 07/Cus/Airport & General/2018**

Attention of all concerned is invited towards relevant regulations of CBLR, 2018 and CIER, 2010 pertaining to Customs Brokers licence and Courier licence. In supersession of all the previous Public Notices issued in this regard, the following comprehensive notice prescribing the procedures is being issued, with immediate effect, for issuance of CB licence, courier licence and G & H Cards, renewal of CB license, courier licence and G & H Cards and outsourcing permission to the courier agent.

All the documents as per this Notice must be addressed to the Deputy / Assistant Commissioner, Policy Section, Airport & General Commissionerate, New Custom House, New Delhi, and it must be ensured that all the photocopies must be self attested, all the bonds (on a Stamp paper of Rs. 100/-) and all the affidavits, declarations & undertakings (on a Stamp paper of Rs. 10/-) should be duly notarized.

**(I) Fresh Customs Broker Licence**

The applicant, within two months of passing oral examination, shall submit the following documents :-

- (a) Request letter.
- (b) Original Application in Form -A as prescribed in CBLR, 2018.
- (c) Copy of TR - 6 Challan for Rs. 5,000/- as proof of deposit of License Fees within 2 months from the date of declaration of result of CB exam.
- (d) Copy of Address Proof of business premises having current validity (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone landline bill/Electricity Bill in proof of ownership of premise)
- (e) Copy of GST Registration or Acknowledgment of application thereof or an undertaking that GST registration will be obtained as and when required under CGST/SGST/IGST Act.
- (f) A letter undertaking that the applicant shall apply for membership of Delhi Customs Clearing Agents Association and submit the membership proof within 3 months of grant of licence.
- (g) A certificate issued by a Scheduled Bank in terms of possession of assets of value of not less than five lakh rupees.

- (h) Duly filled Bond under Form – D (along with ID proofs of the witnesses) as specified in CBLR, 2018, along with a Bank Guarantee or a Postal Security or National Saving Certificate or a Fixed Deposit Receipt issued by a nationalised bank for an amount of five lakh rupees, in the name of "Commissioner of Customs, (Airport & General), New Customs House, New Delhi" having validity of 10 years.
- (i) Duly filled Bond under Form – E (along with ID proofs of the witnesses) as specified in CBLR, 2018, along with a Bank Guarantee issued by a nationalised bank or a Third Party Surety for an amount of five lakh rupees, in the name of "Commissioner of Customs, (Airport & General), New Customs House, New Delhi" having validity of 10 years. In case of Third Party surety, following additional documents of the Third Party Surety are also required :-
- (1) Copy of PAN Card
  - (2) Copy of Aadhar Card of Proprietor/Partners/Directors
  - (3) ITRs of last three financial years.
- (j) Documents with respect to the proprietor/partner/director who has passed the exam conducted under Rule 6 of CBLR, 2018 :-
- (1) Copy of PAN Card.
  - (2) Copy of Aadhaar Card
  - (3) Copy of result of exam conducted (under Rule 6 of CBLR) in the year of application.
  - (4) Copy of educational qualification
  - (5) Original Character certificate by an MP/MLA/Gazetted Officer.
  - (6) Original Police Verification certificate or copy of valid passport.
  - (7) Original Affidavit swearing about Indian citizenship, being of sound mind, no penalties levied under *the Customs Act, 1962, the Central Excise Act, 1944, the Finance Act, 1994, the Central Goods and Services Act, 2017 & Integrated Goods and Services Tax Act, 2017* and no conviction by any Court.
- (k) In case of firm/company, following documents are also required :
- (1) Copy of PAN Card of firm/company.
  - (2) In case of a Partnership Firm, copy of Partnership Deed and in case of a Company, copy of Certificate of Incorporation, Articles of Association and Memorandum of Association.
  - (3) List of all Directors/Partners along with copies of their PAN Card, Aadhar Card and Address Proof
  - (4) Declaration regarding authorised person for Customs matters.

## **(II) Renewal of Customs Broker Licence**

The application for renewal of CB licence may be submitted at least 90 days prior to the expiry of the licence along with the following documents :-

- (a) Request letter signed by the authorised person, along with details as specified in Form – A under CBLR, 2018.
- (b) Copy of existing CB Licence.
- (c) Copy of Address Proof of business premises having current validity (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone landline bill/Electricity Bill in proof of ownership of premise)
- (d) Copy of Aadhar Card(s) of CB firm proprietor/all partners/all directors/ F-Card
- (e) List of Customs Identity card holders on CB's letterhead.
- (f) Bond in Form-D as per CBLR, 2018/2013 or CHALR, 2004/1984, as may be applicable.
- (g) Surety Bond in Form-E as per CBLR, 2018/2013 or CHALR, 2004/1984, as may be applicable.
- (h) Bank Guarantee or a Postal Security or National Saving Certificate or a Fixed Deposit Receipt issued by a nationalised bank for the sum equivalent to the value as per CBLR, 2018/2013 or CHALR, 2004/1984, in the name of "Commissioner of Customs, (Airport & General), New Customs House, New Delhi" having validity of 10 years.
- (i) Bank Guarantee / Third Party Surety for the sum equivalent to the value as per CBLR, 2018/2013 or CHALR, 2004/1984. In case of Third Party surety, following additional documents of the Surety are also required :-
  - (1) Copy of PAN Card
  - (2) Copy of Aadhar Card of Proprietor/Partners/Directors
  - (3) Copies of ITRs of last three FYs.
- (j) Solvency certificate for the sum equivalent to that of the expiring solvency certificate.
- (k) Performance Summary Report on volume of work (i.e., Total no. of B/Es & S/Bs, Total Value, Total Duty / Cess) handled in Export / Import for the last 3 financial years. The same is to be furnished on the letterhead of the firm/ company, as the case may be.
- (l) TR-6 challan of Rs. 15,000/- for payment of renewal fee.
- (m) Copy of GST Registration, if not submitted earlier.

- (n) Self Attested copy of membership letter issued by the CB Association of Delhi for the current financial year.
- (o) Proof of qualification of authorized person(s), if any change.
- (p) Details of all ports where working under Regulation 7(3) of CBLR, 2018.
- (q) Declaration on CB's letterhead (stating that there was no change in the constitution / change in address of the Customs Broker; that there are no expired / inoperative cards in Form G, H, etc., pending for submission in the department; that they maintain all records and accounts as per Regulation 10 (k) & 10 (p) of CBLR, 2018; that no judicial / Quasi-Judicial cases having impact on renewal of the Customs Broker Licence, are pending in any Court; that there are no arrears of any amount payable to the Customs department).
- (r) Reasons for condonation of delay, if any.

**(III) Permission under Regulation 7(3)**

The application for obtaining permission under Regulation 7(3) may be submitted along with the following documents :-

- (a) Request Letter signed by the authorised person as declared in parent Commissionerate.
- (b) Original application in Form 'C', as specified in CBLR, 2018.
- (c) Copy of PAN Card of the CB firm.
- (d) Copy of CB Licence
- (e) Business Statement
- (f) Details of the F-Card holder of the CB firm including copy of his F-Card, PAN Card and Aadhar Card.
- (g) Declaration regarding authorised person who shall be operating under Regulation 7(3) at this Station for Customs matters.
- (h) Copy of Address proof, Aadhar Card, PAN card and educational qualification of the Authorized Person.
- (i) List of Partners / Directors, if any, along with copies of their PAN Card and address proof.
- (j) Copy of Address Proof of business premises in Delhi having current validity (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone landline bill/Electricity Bill in proof of ownership of premise)



**(IV) Fresh Authorised Courier Agent Licence**

The applicant shall submit the following documents :-

- (a) Request letter signed by the proprietor / authorised person.
- (b) Original application in Annexure 'I' as specified in CIER, 2010.
- (c) Copy of PAN Card of the applicant.
- (d) Solvency Certificate for Rs. 25 Lakh from a nationalized bank.
- (e) Duly Notarized Bond under Regulation 11, along with photos of two witnesses duly certified by the courier company and their photo identity and address proof attaching therewith a security of ten lakh rupees in the form of Cash Deposit or Bank Guarantee in the name of "Commissioner of Customs, (Airport & General), New Customs House, New Delhi" having validity of 2 years.
- (f) Copy of Address Proof having current validity in respect of Delhi office and all other branch offices in India (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone landline bill/Electricity Bill in proof of ownership of premise)
- (g) List of all employees of Delhi office and all other branch offices in India along with their address proofs & salary slips.
- (h) Copies of ITRs for the last 3 FYs, if applicable.
- (i) Details of proposed G-Card holder along with all the documents mentioned at Srl. No. (VII) (a) to (n) below along with earlier 'G' Card Surrender letter and NOC from previous CB.
- (j) Undertaking that applicant will be held responsible for all the acts of omission and commission committed by the said 'G' Card holder.
- (k) In case of firm/company, following documents are also required :
  - (1) In case of a Partnership Firm, copy of Partnership Deed and in case of a Company, copy of Certificate of Incorporation, Articles of Association and Memorandum of Association.
  - (2) List of all Directors/Partners along with copies of their PAN Card, Aadhar Card and Address Proof.
  - (3) Copy of Address proof, Aadhar Card, PAN card and educational qualification of the Authorized Person.
- (l) A brief write up of infrastructure in India and abroad in respect of storage space, transportation, staff, website with a tracking system, etc., so as to ensure speedy disposal of the courier consignments.

- (m) Details of vehicles along with copies of Registration Certificates of vehicles, if owned by the applicant company/copies of agreements and Registration certificates, if the vehicles are on rental basis.
- (n) Documents required with respect to related overseas entity :-
  - (1) Copies of Certificate of Incorporation, Trade licence and Commercial Licence in respect of related Overseas Entity.
  - (2) MOA/ AOA/ Partnership deed/ any other documents issued by a government authority in respect of related Overseas Entity to prove that it is a related entity of the courier company.
  - (3) Address proof of related Overseas Entity.
  - (4) Details of Directors/ Partners/ Prop. of related Overseas Entity including copies of their ID Proofs (passport).
  - (5) Authorization in favour of authorized person of related Overseas Entity doing agreement with the courier company along with his / her ID proof (Passport).
  - (6) Service Agreement between applicant and its related overseas company signed by the same authorised persons of both the entities as declared above.
  - (7) Sworn affidavit by the applicant swearing to own the responsibility of all the acts of omission & commission committed by its related Overseas Entity.
- (o) Original affidavit by the applicant swearing about Indian citizenship, being of sound mind, no penalties levied under *the Customs Act, 1962, Central Excise Act, 1944, Finance Act, 1994, Central Goods and Services Act, 2017 & Integrated Goods and Services Tax Act, 2017* and no conviction by any Court.

**(V) Renewal of Authorised Courier Agent Licence**

The applicant, shall submit all the documents mentioned at Srl. No. (IV) above at least 90 days prior to expiry of the licence, along with the self-attested copy of the licence already issued to them.

**(VI) Permission for outsourcing overseas operations**

The Courier Agent shall submit the following documents :-

- (a) Service Agreement between the courier agent and the Overseas Entity.
- (b) Authorization in favour of authorized person of the Overseas Entity doing agreement with the courier company along with his / her ID proof.
- (c) Affidavit from the courier agent swearing to own the responsibility of all the acts and conducts of the Overseas Entity.

**(VII) Fresh 'G' Card**

The Customs Broker shall submit the following documents :-

- (a) Request Letter by CB
- (b) Duly filled in Form 'G', in original.
- (c) Copy of Aadhar Card of the proposed G-Card holder.
- (d) Residence Proof, if address is other than the one mentioned in Aadhar.
- (e) Copy of CB Licence.
- (f) Copy of Salary certificate/slip of the proposed G-Card holder.
- (g) Bio-Data of the proposed G-Card holder
- (h) Bond by the CB
- (i) Undertaking by the CB specifying that they have never applied for a 'G'-Card in respect of the proposed G-Card holder.
- (j) Undertaking by the proposed G-Card holder that he/she has never applied for / possessed a 'G' - Card through any other CB.
- (k) Copy of Educational Certificate of the proposed G-Card holder.
- (l) Original Character Certificate by an MP/MLA/Gazetted Officer
- (m) Business Statement on letterhead of CB
- (n) List of Card holders on letterhead of CB
- (o) Copy of Result
- (p) Original 'H' Card surrender

**(VIII) Renewal of 'G' Card**

The application for renewal of G-Card may be submitted at least 30 days prior to its expiry along with all the documents mentioned at Srl No. (VII) (a) to (f) above.

**(IX) Transfer of 'G' Card**

The CB shall submit all the documents mentioned at Srl No. (VII) (a) to (n) above along with earlier 'G' Card Surrender letter and NOC from previous CB.

**(X) Fresh 'H' Card**

The Customs Broker shall submit the following documents :-

- (a) Request Letter by CB
- (b) Duly filled in Form 'H', in original.

- (c) Copy of Aadhar Card of the proposed H-Card holder.
- (d) Residence Proof, if address is other than the one mentioned in Aadhar.
- (e) Copy of CB Licence
- (f) Copy of Salary certificate/slip of the proposed H-Card holder
- (g) Bio-Data of the proposed H-Card holder
- (h) Bond by the CB
- (i) Undertaking by the CB specifying that they have never applied for a 'H'-Card in respect of the proposed H-Card holder.
- (j) Undertaking by the proposed H-Card holder that he/she has never applied for / possessed an 'H' – Card through any other CB.
- (k) Copy of Educational Certificate the proposed H-Card holder
- (l) Original Character Certificate by an MP/MLA/Gazetted Officer
- (m) Business Statement on letterhead of CB
- (n) List of Card holders on letterhead of CB

**(XI) Renewal of 'H' Card**


The application for renewal of H-Card may be submitted at least 30 days prior to its expiry along with all the documents mentioned at Srl. No. (X) (a) to (f) above.

**(XII) Transfer of 'H' Card**

The CB shall submit all the documents mentioned at Srl. No. (X) above along with earlier 'H' Card Surrender letter and NOC from previous CB.

2. Upon receipt, the above-mentioned documents shall be thoroughly scrutinized. A deficiency memo will be issued within 10 working days of receipt of application in the Policy Section, in case of any deficiency, else, the licence/card will be issued within 30 days of receipt of the application for matters pertaining to the Customs Brokers and within 45 days of receipt of the application for matters pertaining to the Authorised Courier.

3. In case of issuance of Deficiency Memo, the applicant will be required to furnish the desired information within a month, and the same timeline as prescribed in S. No. 2 above will be observed after the deficiency is rectified / fulfilled.

  
17/09/2018.  
**Commissioner of Customs**  
(Airport & General)  
NCH, New Delhi



Copy for information and necessary action to:-

1. The Chief Commissioner of Customs, Delhi Zone, NCH, New Delhi.
2. The Assistant Commissioner of Customs(EDI), ACC (Import) Commissionerate, New Customs House, New Delhi with a request to upload the Public Notice on the Departmental Website [www.delhicustoms.gov.in](http://www.delhicustoms.gov.in).
3. Delhi Customs Clearing Agent Association, 260-261, Anarkali Bazaar, Jhandewalan Extension, New Delhi-110055.
4. Notice Board.
5. Guard File.

  
Assistant Commissioner of Customs  
Policy Section

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