



STANDARD OPERATING PROCEDURE (SOP)

FOREIGN POST OFFICE (FPO), NEW DELHI

(As on 1st November, 2017)

Office of the Commissioner of Customs ACC (Export)

New Custom House, Delhi-110037

1. Background:

Import and Export clearance through postal mode is manual (Non-EDI) and is being handled jointly by the Postal authorities and Customs. The present Standard Operating Procedure (SOP) has been finalized in consultation with the Postal Authorities, the Custodians of the mails/parcels, and aims to clearly indicate the areas of responsibilities of Customs and Postal Authorities handling the clearance of inward and outward bound shipments. The institutional arrangement shall be followed scrupulously by each agency after introduction of this SOP.

2. This SOP shall come into force from 1.11.2017

3. Legal Provisions:

Items, which are exempt from the prohibitions under the FTP or the Customs Act, 1962, can be imported by postal mode on payment of applicable customs duties. Personal use items imported through post are classified under Chapter 9804 of the Customs Tariff, Act 1975. As per S.No. 610 of notification 50/2017-customs (Tariff) dated 30.06.2017 as amended, goods imported through post parcels, packets and letters, having CIF value up to Rs.1000 attract NIL rate of duty. Similarly, as per the same notification S. No. 608A bonafide gifts imported by post or air up to CIF value Rs. 5000 attract NIL rate of duty. Therefore, Import shipments valued more than Rs. 1000 CIF or bonafide gifts above Rs 5000 CIF attract duties aggregating 41.184% (Basic Customs Duty @10%, Education Cess @ 0.3%, IGST @28%).

4. Type of Parcels at FPO:

For the ease of handling, identification and weight of the parcel, the postal department has following categories of parcels at FPO, Delhi.

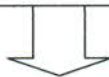
S. No.	<u>Import</u>	<u>Export</u>
1	Documents/letter/mail	Documents/letter/mail
2	Speed Post	Speed Post
3	Registered Parcel less than 02 Kg.	Registered Parcel less than 02 Kg.
4	Registered Parcel between 02 Kg. to 20 Kg.	Registered Parcel between 02 Kg. to 20 Kg.
5	Unregistered (Normal) Parcel	Unregistered (Normal) Parcel

Broadly these 10 categories of parcels at FPO are to be cleared by Customs also after levy of Customs Duty and IGST, if any, as per the procedure laid down.

5. PROCEDURE (SOP) FOR IMPORT

5.1 Import Clearance Procedure (SOP) for Letter mail/ordinary Mail:

After arrival, the bags will be opened in presence of Customs Officers and as and when it has to be opened, Customs Officer shall be called by the Postal Authorities. The Customs Officer shall sign each manifest available inside the bag, as a token of having supervised the opening of the bag.



Bags shall not be closed without proper inspection/Examination by the Customs Officer. The Customs Officer shall normally inspect/examine the bags between 4 PM and 6 PM on all working days.



Customs Officer shall randomly select mails/articles from the bags for X-ray. After X-ray, if the contents are found as per declaration or not dutiable or not prohibited, the same shall be handed back to the Postal Authority for onward dispatch. The Customs Officer shall segregate suspicious articles for detailed examination.



List of such selected letter mail/ ordinary mail items shall be prepared by the Postal Authorities and handed over to the Customs Officer for necessary action. After determining the duty, if any, the letter mail/article shall be handed over by the Customs Officer to the Postal Authorities for onward dispatch.

5.2 Import Clearance Procedure (SOP) for Speed Post/Registered/Unregistered Parcel

All the parcel bags shall be opened in the presence of Customs Officers at 10 AM on all working days (Monday to Saturday). In case the Customs Officer concerned is not available at the start time of 10 AM, the Postal Authority shall open the bag at 10.15 AM to avoid delay. An intimation of such opening of the bag without the presence of Customs Officer shall be given in writing to the Assistant Commissioner in charge of FPO.

All parcels shall be put through the X-ray by Customs officers

No suspicion on X-Ray

Handover to postal authorities for further clearance procedure

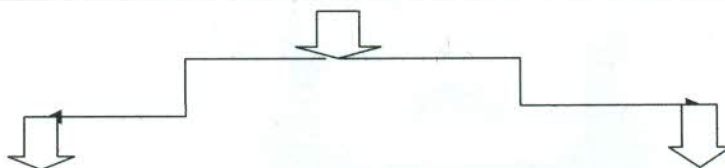
Discrepancy found in X-ray/ on suspicion

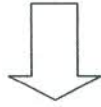
Segregate the parcels for detailed Examination

Presentation of all items: Postal Authority shall present all parcels to Customs Officer along with bag manifest (2 copies) indicating the number of parcels in each bag.

Counting: The Customs Officer shall randomly check to ensure that all parcels have been presented as per the list. He shall ensure that all parcels mentioned in the list are available before him. He shall sign both copies of the above list as a token of proof that all parcels were presented before him by Postal Authorities. He shall retain one copy of list for record and handover the second copy to Postal Authority.

Inspection and Sorting: The Customs Officer shall inspect all the parcels presented and select packets for detailed opening and examination of the shipment for levy of duty.

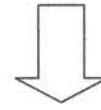




If Value less than 5000 (bonafide gift)

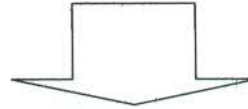
If Value less than 1000 (Any other item)

Handover to postal authority for release.



If Value more than 5000 (bonafide gift)

If Value more than 1000 (Any other item)
Selection for levy of duty/examination



Inspection (Based on Declaration & X-ray)

In case of No contravention on Inspection

In case of contravention

Only inspection:

Levy customs duty without opening the parcel on the basis of declaration and value declared on parcel. Thereafter, Customs Officer shall mention the amount in front of each such item of the list and release the parcel.

Inspection & Examination both

1. Declaration of value is not proper/no declaration of value and description to decide the quantum of duty.
2. Mis-declaration of Value of item.
3. Restricted/Prohibited item suspected.

Goods Detained for further clarification with approval of AC/DC. D-Call Letter to be written to the receiver for clarification. (D-Call letter: Document call letter)

A list of all such cases shall be kept by Customs on day to day basis.

Satisfactory clarification received

Levy duty on the basis of received documents or as per reassessment and release the parcel.

No clarification received in 30 days OR Prohibited item

1. Issue Show Cause Notice as per Customs law and procedure.
2. List of such cases shall be shared with postal authority.

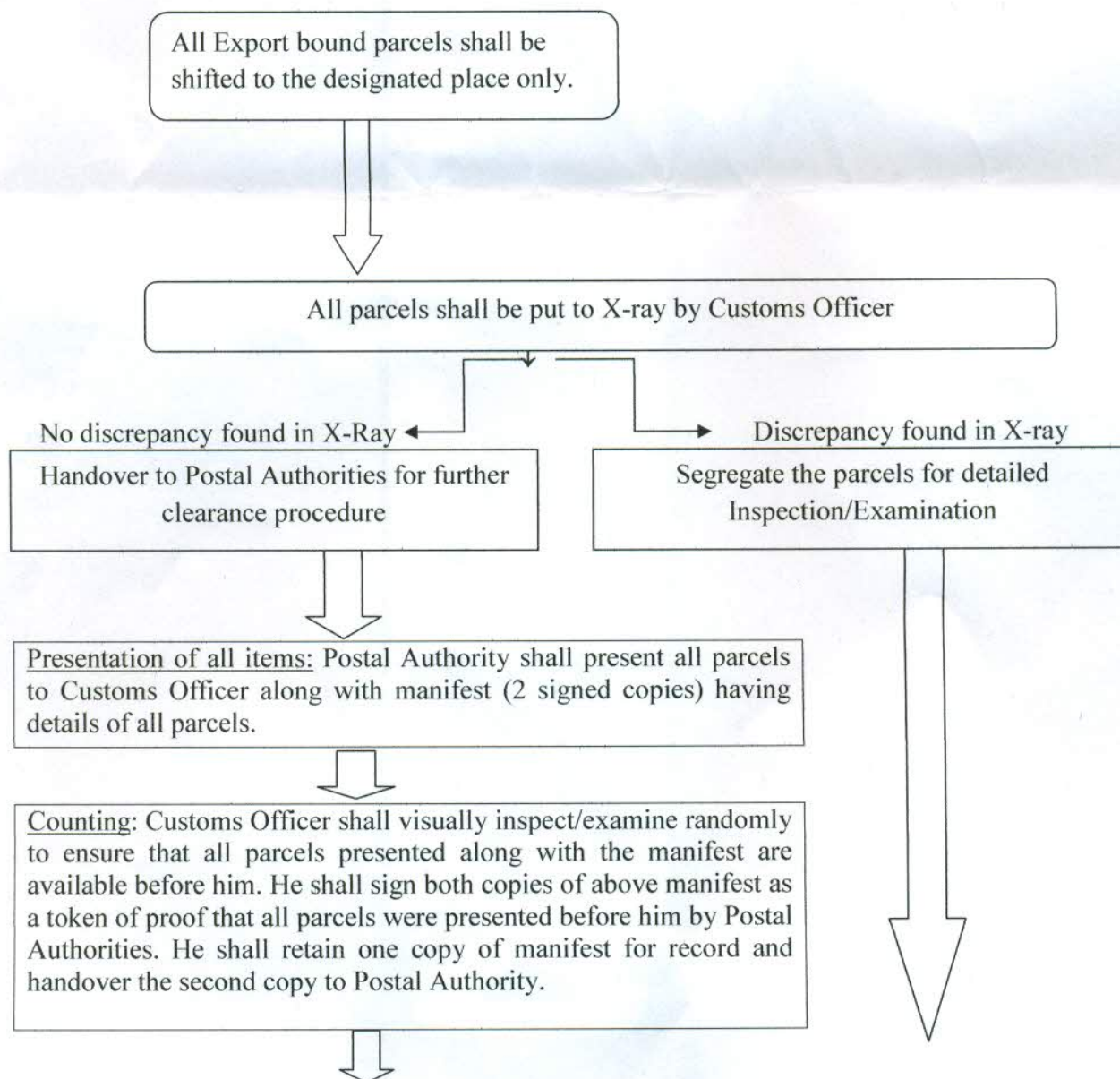
6. PROCEDURE (SOP) FOR EXPORT

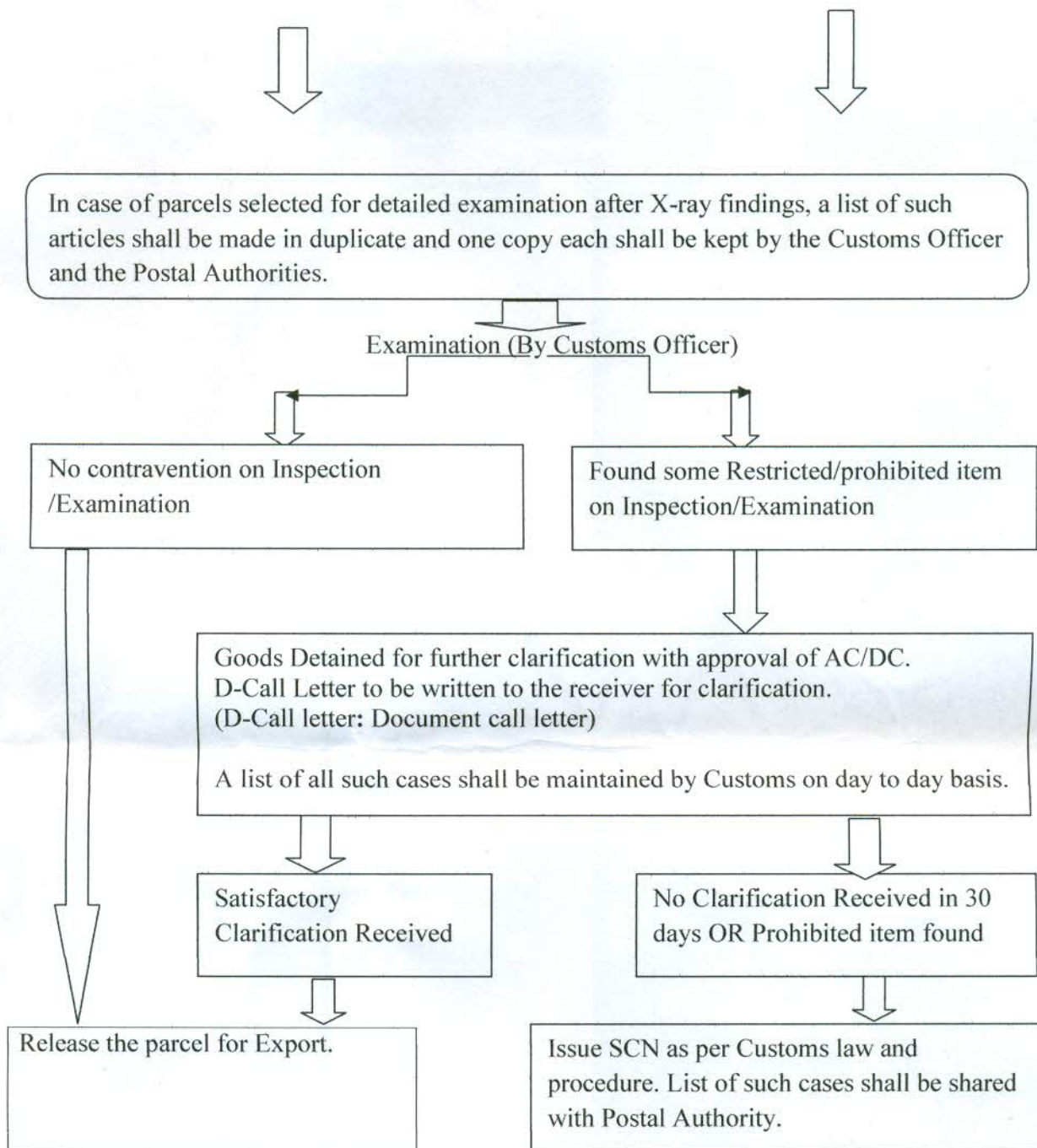
6.1 Clearance of Export Documents/letter/mail:

In all cases, X-ray shall be mandatory and no further sorting and examination shall be done except in cases where the shipment is suspected to contain contraband etc.

6.2 Proposed SOP for Clearance of Speed post/ Registered parcels/Unregistered Parcels in Export:

Export clearance procedure shall be the same for these categories of parcels other than documents/paper/mail letter etc. The procedure shall be as under:-





At the close of business hours, it will be incumbent upon the Assistant Commissioner of Customs to convey to the Additional/Joint Commissioner of Customs at the Commissionerate by e-mail the details of post parcels which have been retained for clearance including the reasons thereof. Further, the Assistant Commissioner shall also reconcile with the Postal Department the details of post parcels which have been cleared by the Customs for further action by the Postal Department.
