



सीमा शुल्क आयुक्त का कार्यालय
सीमा शुल्क गृह, पणंबूर, मंगलूर - 10

**OFFICE OF THE COMMISSIONER OF CUSTOMS
NEW CUSTOM HOUSE; PANAMBUR; MANGALORE – 10**

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Dated: 4.3.2010

Public Notice No. 03/ 2010

**Sub: Verification/ updation of Carrier Agencies and CHA Directories
for implementation in ICES 1.5**

It is brought to the notice of all Carrier Agencies (Shipping Lines, Mainline Agents, Sub-line Agents, Freight Forwarders, Consol Agents, Airlines and other carriers) and CHAs that as part of implementation of the centralised version of the Indian Customs EDI System (ICES 1.5), the existing CHA directory details are to be verified, to enable creation of an updated CHA directory at the data centre. In a similar manner, a centralised Carrier Agency directory is also being created, based on verification of local directories and verified additional data from existing/ new ICES 1.5 locations.

2. A separate interface for central updation is being developed by the Directorate of Systems which is to be activated after all existing sites have migrated to ICES 1.5.

3. In the interim, separate arrangements have been made for compilation and correction of certain existing directories in ICES 1.0. These arrangements would meet the requirements not only of the sites currently working on ICES 1.0 but also sites which have since migrated to ICES 1.5 and new locations where ICES 1.5 is being rolled out for the first time.

4. The corrections are to be carried out at any of the 19 ICES 1.0 locations listed in Annexure 1.

4.1 It may be noted that this process of correction is essential to create uniform central directories since the relevant details provided against PAN numbers have been found to vary across the ICES 1.0 databases at different locations. The process of correction of incorrect particulars is being undertaken on the basis of

details obtained from Income Tax Department (CBDT). A comparison of these details has established several discrepancies in the PAN records available in ICES 1.0. The discrepancies include incorrect PAN numbers, mismatch in names of persons, agencies, addresses etc.

4.2 During correction of records already available at ICES 1.0 locations, if discrepancies with respect to PAN No. or Name of the Agency are observed the incorrect records will not be deleted but rather these entries will be closed in the system by the designated officers. Modification of address or contact person details however, can be carried out. The correct entries will be added after due physical verification of relevant documents provide by the concerned agencies. Necessary software for carrying out these changes has already been provided by NIC. One set of attested photocopies of the documents submitted for verification will be retained for record.

4.3 If required, the correctness of the PAN may also be checked by the designated officers using the utility available at <http://incometaxindiaefiling.gov.in/portal/knowpan.do>, by entering the relevant details to confirm the PAN. Accordingly, agencies are advised to confirm their particulars from this website before approaching the designated officers for verification.

4.4 It may be noted that during the verification process, no change is permitted in the PAN and the name of the entity as confirmed from CBDT. Changes in other parameters would based on verification of documents provided viz. Agency Certificates, PAN cards etc. In case the PAN is incorrect, fresh registration in the system would be required.

4.5 In case of new applicants, the same process would be followed for registration. The details are to be provided to the policy section in any of the locations listed in Annexure 1.

NOTE 1: Even if no discrepancy is observed in the particulars already registered, the details still have to be reconfirmed in the system so that the record can be included in the new centralised directory.

NOTE 2: In case the agencies do not get their particulars verified/ re-registered, they would not be able to transact business after implementation of the corrected directories in ICES 1.5. However, they will continue to be able to work in ICES 1.0 till such time as the record is closed after examination of relevant documents.

NOTE 3: At the time of verification, checklists would be generated to confirm the particulars being entered in the system.

NOTE 4: In case of proprietorship concerns, on satisfaction of identity of the proprietor by the designated officer, though the name of the proprietor as indicated by CBDT may be different, the registration request will be accepted. In such case, the Proprietor Name will be appended to the Agency Name in the ICES database.

NOTE 5: The provision to register or amend certain details is also available in respect of policy section locations which were earlier working on ICES 1.0 but have since migrated to ICES 1.5. For this purpose, PCs are available at the sites to connect to the appropriate server in the Directorate of Systems, CR Building, New Delhi, where the updation is being handled.

NOTE 6: In case of unregistered Airlines which do not have a PAN. the re-verification process only requires confirmation of the IATA code/Prefix code and the details of the handling airline.

5. After registration/ verification, the particulars can be viewed on the web at:

CHA - <http://www.icegate.gov.in/CHAReport/index.html>

Carrier Agencies - <http://www.icegate.gov.in/CarrierReport/index.html>

6. Problems in respect of accessing these links can be reported to the ICEGATE helpdesk at:

1. Phone Numbers- (011) 23379020, 23370133.
2. Email - icegatehelpdesk@icegate.gov.in

7. Carrier Agencies

In respect of carrier agencies, the following may be noted:

1. The PAN itself is the registration number in the system.
2. The same PAN number can be used to register for different business activities e.g. Shipping Lines, Shipping Agents etc.
3. Registration at a single policy location is sufficient to enable the agencies to operate at any EDI location in the country.
4. After registration at a particular location, the particulars may be updated at any of the 19 policy locations.

8. CHAs

For registration of CHAs at existing ICES 1.0 locations, detailed instructions have already been issued earlier .

9. The following points may be noted in respect of the existing ICES 1.0 system:

1. The registration number is a 15 digit PAN based number.
2. In terms of regulation 9(2) of the CHA Licensing Regulations, 2004, the CHAs who wish to operate in the jurisdiction of more than one policy section will have to register intimation in each of the concerned policy sections.
3. Registration at a policy section would enable the CHA to operate at any of the locations which have been mapped to the concerned policy section. New locations which work on ICES 1.5 have also been mapped to these policy locations as indicated in Annexure 1.
4. There is also a provision to amend the policy section indicated earlier.
5. At the time of registration, details of the existing registration (EDI/ non-EDI) are also required to be provided.
6. The concerned policy section would also confirm the validity of the CHA license.

10. *The following officer(s) are nominated for verification/ registration of Carrier Agency Code directory/ CHA directory*

<i>Name</i>	<i>Designation</i>
Sh. E. Sukumaran	Deputy Commissioner

11. The process of registration/verification is scheduled be completed by 12.3.2010.

12. Any difficulties may be brought to the notice of Sh. Ajazuddin , Additional Commissioner.

Sd/-04.03.2010

Commissioner of Customs

Annexure

1. List of ICES locations and their respective policy sections.
2. Copy of DoS instructions dated 22.11.06
3. CHA Registration Form
4. Carrier Agency Registration Form