



## **LIST OF DOCUMENTS REQUIRED FOR CLEARANCE OF CONSIGNMENTS**

- 1. Authority letter & Freight Certificate from Importer**
  - a) Authorization for clearance of shipment                      Format is enclosed
  - b) To CHA with acceptance of clearance quotation              Format is enclosed
  - c) Airlines/Consolidation agent                                      Format is enclosed
  - d) Declaration    Format is enclosed
  - e) Declaration Form (ANNEXURE 1)                                  Format is enclosed
  
- 2. Original B/L or AWB**
- 3. Original Commercial Invoice**
- 4. Original Packing List**
- 5. Original Certificate of origin**
- 6. Original Insurance certificate**
- 7. Original Freight certificate**
- 8. Copy of L/C, Purchase order**
- 9. Copy of Import Export Code Certificate**
- 10. GATT & Importer Declaration (Will be signed by Importer)**
- 11. "N" Form & Undertaking (Will be Signed by Importer)**
- 12. Self Certified copy of valid SSI/Factory Lic.**
- 13. Chartered Eng. Certificate (For second hand machinery)**
- 14. Catalogue (For machinery & Spare parts)**
- 15. Literature/Analytical report (For chemicals Raw material / food ingredient / flavours etc.)**
- 16. Original Exemption certificates**

**(TO BE TYPED ON IMPORTER'S LETTERHEAD ONLY)**

**Date-**

**To,**

**The Deputy Commissioner of Customs,  
Custom House/ I.G.I.A/ICD-TKD/ICD-PPG/ ACTL/JNPT /Sahar Air Cargo Complex  
Delhi/Mumbai**

<b>Ref: MBL/MAWB No.:</b>	<b>Dtd.:</b>
<b>        HBL/HAWB No. :</b>	<b>Dtd.:</b>
<b>        Invoice No.:</b>	<b>Dtd.:</b>
<b>        VESSEL / FLT. NO.</b>	<b>Dtd.</b>

**Sub: Authorization for clearance of shipment**

Sir,

I / we authorize **M/s. I C S Cargo** CHA License no. for **Delhi - R – 037/97(AABFI0434KCH001) / Mumbai – 11/1248 (AABFI0434KCH002)** to be our clearing agent for the above noted consignment.

I / we undertake the entire responsibility of any risky or objectionable goods or variation in the Invoice / Airway Bill found in the consignments at the time of examination by the Customs.

You are requested to kindly allow them to do the needful on our behalf.

Thanking you,

Yours faithfully

For

**Sign:**

**Name:**

**Designation:**

**(TO BE TYPED ON IMPORTER'S LETTERHEAD ONLY)**

**Date :**

**To ,  
ICS Cargo  
GH-9/129,Paschim Vihar,  
New Delhi-110087.**

**Sub : Letter of Authority.**

Sir,

This is to certify that we have accepted your quotation and authorize you as our clearing agents to custom clear our Import consignment containing \_\_\_\_\_ arrived from under \_\_\_\_\_

**MBL / MAWB No.:**

**Dtd.:**

**HBL / HAWB No:**

**Dtd.:**

**INVOICE NO:**

**Dtd.:**

**VESSEL / FLT. NO.**

**Dtd.**

Thanking You,

Yours faithfully,

For

**Signature:**

**Name:**

**Designation:**

**(TO BE TYPED ON IMPORTER'S LETTERHEAD ONLY)**

**Date:**

**To,**

**[Air/Shipping line/Agent]  
Delhi/Mumbai**

**Dear Sir,**

<b>Ref:</b>	<b>MBL/MAWB NO.:</b>	<b>Dtd.:</b>
	<b>HBL/HAWB NO.:</b>	<b>Dtd.:</b>
	<b>INVOICE NO.:</b>	<b>Dtd.:</b>
	<b>VESSEL/FLT. NO.:</b>	<b>Dtd.:</b>

**Sub: Issue the Delivery Order & Other Documents**

Sir,

Our clearing agents for the above consignment are **M/s. ICS Cargo, GH-9/129 Paschim Vihar, New Delhi-110087** or **Ideal Trade Centre,402, 4th Floor, Plot No. 64, Sector-11, CBD Belapur, Navi Mumbai-400614**

You are requested to kindly issue them the Delivery Order & Other Documents on our behalf.

Thanking You,

Yours faithfully

For

**Sign :**

**Name:**

**Designation:**

**DECLARATION**

DECLARATION TO BE SIGNED BY AN IMPORTER CLEARING GOODS WITH THE HELP OF A CUSTOM HOUSE AGENTS

1. I/We declare to the best of my/our knowledge and belief that the contents of **Invoice(s) No(s)**.  
..... **dated** : ..... **M/s(Shipper Name)** and of other documents relating to the goods covered by the said invoice(s) and presented herewith are true and correct in every respect.
2. I/We declare that I/We have not received & do not know of any other documents or information showing price, value, quantity or description of the said goods and that if at any hereafter I/We discover any information showing different state of facts I/We will immediately make the same known to the controller of custom.
3. I/We declare that goods covered by the bill of entry have been imported on an out-right purchase/consignment account.
4. I/We am/are not connected with the supplier/manufacturer as:
  - (a) Agents/Distributors/indenter/branch subsidiary concessionaire and
  - (b) Collaborator entitled to the use of trade mark, patent or design,
  - (c) Otherwise than as ordinary importers or buyers.
5. I/We declare the method of invoicing has not changed since the date on which my/our books of accounts and/or agreement with the suppliers examined previously by customs house.

N.B. – Strike out whichever is applicable.

Thanking You,

Yours faithfully

For

**Sign :**

**Name:**

**Designation:**

## DECLARATION FORM

(See Rule 10 of Customs Valuation Rules, 1988)

**NOTE :** This declaration shall not be required for goods imported as Passengers Baggage, goods imported for personal use upto value of Rs. 1000/- samples of No commercial value, or where the goods are subject to specific rate of duty.

1. Importer's Name and Address :
2. Supplier's Name and Address :
3. Name and Address of the agent, if any :
4. Description of Goods :
5. Country of Origin :
6. Port of Shipment :
7. AWB/BL Number and Date :
8. IGM Number and Date :
9. Contract Number and Date :
10. Nature of Transaction :
11. Invoice Number and Date :
12. Invoice Value :
13. Terms of Payments :
14. Currency of Payments :
15. Exchange Rate :
16. Terms of Delivery :
17. Relationship between Buyer and Seller [Rule 2(2)] :
18. If related, what is the Basis of Declared Value :
19. Conditions or Restrictions attached with sale [Rule 4(2)] :
20. Valuation Method applicable [See Rule 4 to 8] :
21. Cost and Services not included in the Invoice Value [Rule 9] :
  - a. Brokerage and Commission :
  - b. Cost of Containers :
  - c. Packing Cost :
  - d. Cost of goods and services supplied by the buyer :
  - e. Royalties and license fees :
  - f. Value of proceeds which accrue to seller :
  - g. Freight :
  - h. Insurance :
  - i. Loading, Unloading, Handling charges :
  - j. Landing charges : **1%**
  - k. Other payments, if any :
22. Assessable Value in Rs. :
23. Previous Imports of Identical/Similar goods, if any :
  - a. Bill of Entry Number and Date :
  - b. IGM Number and Date :
24. Any other relevant information (Attach separate sheet, if necessary)

**DECLARATION**

1. I/We hereby declare that the information furnished above are true, complete and correct in every respect
2. I/We also undertake to bring to the notice of proper officer any particulars which subsequently come to my/our knowledge will have a bearing on valuation.

Place: **New Delhi**

Date:

Signature of Importer

**FOR CUSTOM HOUSE USE**

1. Bill of Entry Number and Date :
2. Valuation Method Applied (See Rules 4 to 8) :
3. If declared value not accepted, brief reasons :
4. Reference number and date of any previous decision(s) / ruling :
5. Value Assessed. :

**Authorized Signatory.**

A.O. Assistant Commissioner