



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS - I, III & V)**  
**JAWAHARLAL NEHRU CUSTOM HOUSE, POST: SHEVA,**  
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**F. No. S/22-Gen-04/2017-18 AM (I)**

**Date: 20.04.2017**

**Public Notice No.53/2017**

**Sub:- Implementation of Centralized KYC cell in Appraising Main (Import) for the first time importers - Reg.**

Attention of the Importers, Customs Brokers and the member of the Trade are invited to the Public Notice No.38/2009 JNCH dated 19.06.2009, Public Notice No.59/2009 JNCH dated 04.09.2009 and Public Notice No.06/2015 JNCH dated 21.01.2015 regarding submission of KYC documents and procedure to be followed in case of first time importers.

2. In this connection, it is informed that as a trade facilitation measure and in the spirit of 'Ease of Doing Business', this Custom House has established a 'Centralized KYC cell' in Appraising Main (Import). The first time Importer shall submit the required documents as mentioned in the earlier Public Notices in the concerned assessing group and the concerned assessing group will check and forward the same to the Deputy/Assistant Commissioner of Customs, Centralized KYC cell. These documents are as under:

- a) Copy of IEC.
- b) Copy of VAT/Sales Tax Registration Certificate.
- c) Certificate from the Bank with whom the Bank account is being maintained by the importer certifying the signatures, name and address of the importer.
- d) Proof of payment / remittance through the importers account.
- e) Balance sheet of the previous year if the firm was in existence in that year.
- f) Copy of the last Income Tax Return / VAT or Sales Tax Return filed if it is an existing firm.

3. The Deputy/Assistant Commissioner of Customs, Centralized KYC cell will send a list of above mentioned importers on fortnightly basis to the Deputy Commissioner of Customs, EDI for uploading the same on the JNCH website. The KYC cell may get, the details submitted by the importer, verified with the help of SIIB (I), on random basis. Earlier Public Notices issued in this regard as mentioned above stands amended to the above extent.

4. Difficulties, if any, faced in implementation of these instructions may be brought to the notice of the undersigned.

**-Sd/-**

**(SHRAWAN KUMAR)**

**Commissioner of Customs, NS-III**

Copy to:

1. The Pr. Chief Commissioner of Customs, Mumbai Zone-II.
2. The Pr. Commissioner/All the Commissioner of Customs, Mumbai Zone-II.
3. All Addl. /Joint Commissioner of Customs, Mumbai Zone-II.
4. All Deputy/Asst. Commissioner of Customs Mumbai Zone-II.
5. The DC/EDI for uploading on the JNCH Website.
6. Office Copy.