



GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPTT. OF REVENUE
OFFICE OF THE COMMISSIONER OF CUSTOMS: JODHPUR
HQRS. : N.C.R. BUILDING, STATUE CIRCLE, 'C' SCHEME, JAIPUR-05

DIN-20210875NJ000000B2DE

PUBLIC NOTICE NO. 12/2021 dated 04.08.2021

Subject: Procedure for Issuance/Renewal of Courier Licence and Outsourcing Permission to the Courier Agent –reg.

Attention of all concerned is invited towards relevant regulations of Courier Imports & Export Regulations (CIER), 2010 pertaining to Courier licence. The following comprehensive notice prescribing the procedure is being issued, with immediate effect, for issuance/renewal of courier licence and outsourcing permission to the courier agent.

All the documents as per this Notice must be addressed to the Deputy / Assistant Commissioner of Customs, Technical Section, Customs Commissionerate Jaipur, NCRB, Statue Circle, Jaipur 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 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, Jodhpur, Hqrs at Jaipur, NCRB, Statue Circle, Jaipur" having validity of 2 years.
- (f) Copy of Address Proof of proposed local office which will deal the import/export work with Customs office (Registered Lease Deed/Rent Agreement, if not registered, then notarized rent agreement along with documentary evidence like latest Electricity Bill in proof of ownership of premise)
- (g) Copies of ITRs for the last 3 FYs, if applicable.
- (h) Details of proposed G-Card holder(s) along with below documents :-
 1. Request Letter by Courier Agent
 2. Duly filled in Form 'G', in original.

3. Copy of Aadhar Card of the proposed G-Card holder.
 4. Residence Proof (if address is other than the one mentioned in Aadhar).
 5. Copy of license of Courier Agent after registration.
 6. Copy of Salary certificate/slip of the proposed G-Card holder
 7. Bio-Data of the proposed G-Card holder
 8. Bond by the Courier Agent
 9. Undertaking by the Courier Agent specifying that they have never applied for an 'G'- Card in respect of the proposed G-Card holder.
 10. Undertaking by the proposed G-Card holder that he/she has never applied for / possessed an 'G'- Card through any other Courier Agent.
 11. Copy of Educational Certificate and copy of the result of the proposed G-Card holder.
 12. Original Character Certificate issued by an MP/MLA/Gazetted Officer.
 13. Business Statement on letter head of Courier Agent.
 14. List of Card holders on letter head of Courier Agent
 15. Earlier 'G' Card Surrender Letter and NOC from previous Courier Agent/CB.
- (i) Undertaking that applicant will be held responsible for all the acts of omission and commission committed by the said 'G' Card holder.
 - (j) 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.
 - (k) 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.
 - (l) 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.
 - (m) 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.
- (n) 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.

(II) Renewal of Authorised Courier Agent Licence

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

(III) 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.

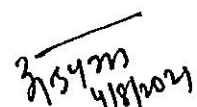
2. Any difficulties, in this regard, may be brought to the notice of the Additional Commissioner, Office of the Commissioner of Customs (Prev.), Jodhpur.


(Rahul Nangara)
Commissioner

MAILING LIST (Public Notice No. 12/2021 dated 04/08/2021)

Dated: 04/08/2021

1. Chief Commissioner of Customs (Prev.), Delhi Zone, New Custom House, Near IGI Airport, New Delhi-110037.
2. The Joint Commissioner, O/o the Additional Commissioner of Customs, Jodhpur.
3. Joint Director, Directorate General of Foreign Trade, 3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.
4. The Deputy Commissioner of Customs, Systems, O/o the Customs Commissionerate Jaipur.
5. The Managing Director, M/s The Thar Dry Port, Pal-Barmer Road, village-Pal, Jodhpur-342008.
6. The Assistant/ Deputy Commissioner of Customs, ICD Concor Jaipur, Jodhpur, Kota, Kathuwas (Alwar), ICD Rajsico Jaipur, Jodhpur, ICD TDP Jodhpur, Air Cargo Complex Sanganer, JGSE, Diggi House, Jaipur, FPO Jaipur.
7. The Assistant/ Deputy Commissioner, Customs Division, Jodhpur/Bikaner/Jaisalmer/Barmer/Sriganganagar.
8. Hony. Secretary General, Rajasthan Chamber of Commerce & Industry, Rajasthan Chamber Bhawan, M.I. Road, Jaipur.
9. President, Federation of Rajasthan Trade & Industry (FORTI), Flat No.302, Coral Castle, Subhash Marg, Opp. Nazz Drycleaner, C-scheme, Jaipur.
10. President, Federation of Rajasthan Exporters, B-4, Basement, Damodar Parle Alligance,, Plot No.16, Diggi House Road, Jaipur.
11. President, Rajasthan Customs House Agent Association, FF-3, Tirupati Trade Centre, 4 Sansar Chandra Road, Jaipur.
12. President, Federation of Rajasthan Handicraft Exporters, A-1, Sheel Mohar Plaza, 2nd Floor, Tilak Marg, Opp. Udyog Bhawan, Jaipur.
13. Hony. Secretary General, Mewar Chamber of Commerce & Industries, Bhilwara Mewar Chamber Bhawan, Nagori Garden, Bhilwara.
14. General Manager, RSIC Limited, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.
15. General Manager, Jaipur Gem Stone Exchange, 15, Diggi House, Jaipur.
16. The Secretary, Jodhpur Handicraft Exporters Association, Common Facility Center, SLP/OI, Basni Phase-I, Near Reliance Communication, Jodhpur-342005.
17. Notice Board / Guard File.


Assistant Commissioner (Tech.)