

कार्यालय, अपर महानिदेशक (प्रणाली), पश्चिमी क्षेत्र इकाई
Office of the Additional Director General (Systems), West Zonal Unit

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Subject: Processing of Special Economic Zone (SEZ) export consignments through the courier mode.

1. The Central Board of Indirect Taxes and Customs (CBIC) has consistently undertaken initiatives to enhance trade facilitation, promote ease of doing business, enable paperless processes, and minimize touchpoints through streamlined Customs procedures. In line with this objective, all stakeholders—including Customs formations, DG Systems, SEZs (including SEZ units), RBI, GST field formations, airlines, couriers, custodians, and exporters —are hereby informed that a functionality has been implemented to enable the processing of Special Economic Zone (SEZ) export consignments through the courier mode using an integrated ECCS–ICEGATE–ICES system.
2. Under this initiative, the ICEGATE–ICES system shall facilitate the filing of shipping bill, assessment ,ETP filing by SEZ Unit, declaration and transmission of relevant shipment data pertaining to SEZ consignments, which shall thereafter be processed through ECCS.The ECCS system shall undertake the operational processing of courier export shipments, covering arrival scan and weight record, followed by X-ray Scanning. Further, couriers shall continue to move shipments through their hub-and-spoke model in accordance with their existing procedures.
3. The following tasks shall be undertaken by the respective stakeholders for the processing of Special Economic Zone (SEZ) export consignments:

3.1 SEZ Unit

Task	Owner	System Involved	Action to be taken
Creation of Courier Warehouse	System Manager, SEZ Customs	ICES	SEZ Customs to create a Courier Warehouse in ICES (One time activity)
Warehouse code configuration	SEZ Customs	ICES	SEZ Customs officer holding 'CusAdm' role to map warehouse code
Shipping Bill filing	SEZ Unit	ICEGATE	SEZ Units to incorporate HAWB number (if available) while filing and select "Merchant Exporter Courier - C" or "Manufacturer

			Exporter Courier - D" in the Exporter Class field.
Goods Registration	SEZ Unit	ICES	Once attendance is marked in courier warehouse, then perform goods registration
'Let Export Order' (LEO)	SEZ Customs	ICEGATE	SEZ Customs to perform assessment/examination and grant LEO
ETP Filing	SEZ Unit	ICEGATE	SEZ Unit will file the ETP including HAWB details (Mandatory) and MAWB details for export consignments through the ICEGATE system.
ETP Approval	SEZ Customs	ICEGATE	SEZ Customs (Preventive Officer) to provide approval post ETP job submission

3.2 ICT Custodian

Task	Owner	System Involved	Action to be taken
Arrival Scan and weight record	ICT Custodian	ECCS	ICT Custodian to perform Arrival Scan & Weight record for SEZ shipments similar to CSB IV / V.

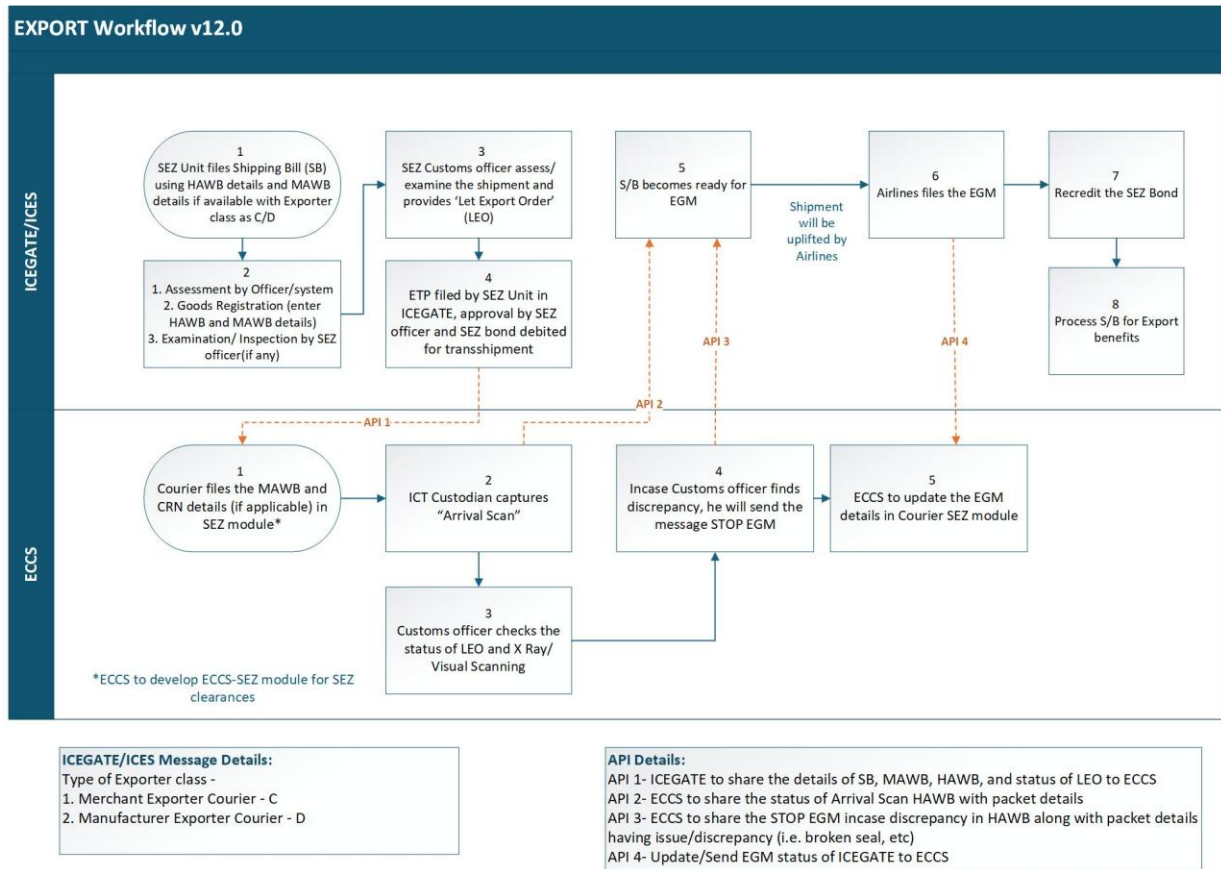
3.3 ICT Customs Officer

Task	Owner	System Involved	Action to be taken
X-Ray/Visual Check	ICT Customs Officer	ECCS	ICT Customs officer to do X-Ray/Visual check of the SEZ shipments and provide "X-Ray clear" in the Export Menu -> View ->SEZ (X-Ray Scan)
STOP EGM	ICT Customs Officer	ECCS	ICT officer to send STOP Message if any discrepancy is noticed in HAWB along with packet details having issue/discrepancy(like broken seal) or during X-ray.

3.4 Airlines

Task	Owner	System Involved	Action to be taken
Filing of Export General Manifest (EGM)	Airlines	ICEGATE	Airlines to note during EGM filing in ICEGATE, to select shipment type as "C"

4. The Process Workflow for Export module in the SEZ automation is as follows:



Based on the above advisory, all International Courier Terminals and Special Economic Zones are requested to issue appropriate public notices for the information and guidance of Customs and SEZ officers, SEZ units, and trade stakeholders.

Any issues or difficulties faced by the trade may be emailed at the below mentioned email ids:

System	Helpdesk Support Email
ECCS	eccs.helpdesk@icegate.gov.in
ICEGATE	icegatehelpdesk@icegate.gov.in : Trade saksham.seva@icegate.gov.in : Officers

Abhijit L. Thorat
Joint Director

To,

1. The Pr. Director General, Directorate General of Systems & Data Management.
2. All Principal Commissioner/ Commissioner of Customs at all ICTs by email
(viz. Ahmedabad, Bengaluru, Cochin, Chennai, Delhi, Hyderabad, Kolkata, Mumbai).
3. The Joint Secretary , Department of Commerce, Ministry of Commerce & Industry,
Government of India with a request to share this with all Development Commissioners of
Special Economic Zones.
4. The Commissioner, GST Policy Wing.
5. The Additional Director General, Directorate General of Export Promotion.
6. EICI with a request to kindly inform all the Couriers.
7. The Custodians at all ICTs by email (viz. Ahmedabad, Bengaluru, Cochin, Chennai, Delhi,
Hyderabad, Kolkata, Mumbai)
8. ECCS website.