भारतसरकार / Government of India
वित्तमंत्रालय / Ministry of Finance
राजस्वविभाग / Department of Revenue

दूरभाष / Telephone: 22560406
ईमेल/Email:pcommr7acc-cuschn@gov.in

प्रधान आयुक्त सीमा शुल्क का कार्यालय (विमानमाल)
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIR CARGO)
नवीन सीमाशुल्क भवन, विमान माल परिसर,मीनमबाक्कम, चेन्नई, 600 016
NEW CUSTOM HOUSE, CHENNAI-VII COMMISSIONERATE,
AIR CARGO COMPLEX, MEENAMBAKKAM, CHENNAI 600 016

File No.: CUS/APR/ASS/1818/2025-GR 5A दिनांक/Date: As e-Signed
DIN: **20251073MU000000DB10**

PUBLIC NOTICE No : 16 /2025

Subject: Streamlining and Expediting Assessment in Faceless Assessment Groups-reg.

Kind attention of Importers, Custom Brokers and all other stakeholders is invited to the provisions of Section 17 of the Customs Act, 1962 which casts the responsibility on the Importer to self-assess the duty liability correctly and to make available all information and supporting documents at the time of filing the Bill of Entry. Further, CBIC Circular No. 45/2020-Cus dated 12.10.2020 also provides guidelines for faceless assessment and emphasizes the need for trade to furnish complete and correct information in the first instance to avoid queries and delays in clearance.

2. A query analysis exercise was carried out by National Assessment Centre (NAC) Electrical Machineries in respect of the queries raised. This was done in the spirit of trade facilitation so that the query percentage could be kept to a minimum during the process of assessment. In this exercise, it was observed that a large number of Bills of Entry were filed with only the Invoice, Packing List and Airway Bill/Bill of Lading, while mandatory supporting documents such as Purchase Orders, Freight Invoice, Remittance Copy, Special Valuation Branch Orders, Bureau of Indian Standards (BIS), Equipment Type Approval (ETA), Mandatory Testing and Certification of Telecommunication Equipment (MTCTE), Wireless Planning and Coordination (WPC), Licenses, Extended Producer Responsibility (EPR) Authorizations (for Plastic, Battery & E-waste) etc. were not uploaded. Thus, Assessing Officers are compelled to raise the queries for proper assessment. This results in a slower pace of assessment and clearance of the consignment.

3. In this regard, trade is advised to adhere to the following general instructions for faster assessment and clearance of the goods in Faceless Assessment:

- Ensure that legible copies of all supporting documents are uploaded in e-Sanchit.
- Ensure that after uploading the documents in eSanchit, they are properly linked with the concerned Bill of Entry, by tagging the Image Reference Number (IRN) with the corresponding Bill of Entry for all documents.
- As far as possible always upload the Catalogue/Technical Writeup/End use/Product data Sheet/User Manual etc. along with pictures of the goods which will help the FAGs in verification of self-assessment.
- Documents in support of declared value such as previous Bills of Entry, Purchase Order/Contract, Remittance copy etc. whichever are available, may be uploaded to assist the proper officer in verification of assessment.
- In respect of electric machinery components (e.g. fuses, relays, circuit breakers, transformers, motors etc.) specific parameters such as wattage, voltage, frequency and functionality may be clearly declared in the Bill of Entry to aid proper classification.

- Rate of Anti-dumping duty applicable on some items is determined on the basis of the manufacturer and therefore, importers are advised to upload documents containing manufacturer details.
- The description of the goods should not be very cryptic/technical or vague/incomplete. The 'generic description' column should contain the complete and clear description of the goods including intended use/application of the product. It should not repeat the contents i.e., technical features mentioned in the column 'Description of the Goods'. This makes it confusing to assess the Bill of Entry in the first instance and may lead to higher dwell time due to possible queries.
- Whenever duty exemption is claimed under any exemption notification, the conditions of duty exemption should be carefully studied and compliance documents must be uploaded as may be required to demonstrate compliance with the conditions. Also, it must be ensured that the goods squarely fall under the category of goods for which such exemption is allowed.
- If the importation of goods requires registration under certain Acts/rules, the same should be completed before filing the Bill of Entry and a copy of the required certificate should be uploaded in e-Sanchit.
- Compliance with BIS standards and uploading the necessary registration certificate is essential for safeguarding the country from the importation of spurious goods. Importers/CBs are requested to visit the website bis.gov.in and ensure that they have the necessary certification before filing BEs.
- The government has introduced a monitoring mechanism on the import of Steel, Chips, Non-ferrous metals, etc. The Importers and Customs Brokers are requested to submit the mandatory information on the designated websites before filing BEs and upload the documents in e-Sanchit.
- While uploading the documents on e-Sanchit, Trade and Customs Brokers are requested to select the correct code for the documents which is helpful in verification by the proper officer.
- Whenever a query is seeking specific information/document, it should be replied to with a relevant and specific answer providing the information/documents sought therein. Improper/misdirected replies result in repeated queries. The reply to the query raised should be exhaustive, covering all the points raised, and the Image Reference Number (IRN) should be mentioned in respect of the uploaded documents.
- While filing a Bill of Entry for Provisional assessment under Section 18 of the Customs Act, 1962, due to pending Special Valuation Branch investigation or for any other reason, it is requested that the proper reason for opting for provisional assessment must be mentioned.

4. The list of documents required to be uploaded varies as per the imported goods. Apart from the mandatory documents like Invoice, Packing list and Bill of lading, the documents generally required to be uploaded for Bills of Entry pertaining to Group 5A/5C/5M are as follows:

a. Purchase Order/Contract copy.
b. Freight Invoice.
c. Catalogue/Pictorial catalogue of each item.
d. Technical Writeup/Literature and End use of the goods.
e. Country of Origin Certificate.
f. Duly filled Section I, II and III of Form-I, if the preferential rate of duty is claimed based on Regional Value Content (RVC) of the originating goods.
g. Order in Original issued by Special Valuation Branch where buyer and supplier are related.
h. Copy of Shipping Bill and reversal of export benefits claimed during export wherein the re-import notification benefit is claimed.

i. Bureau of Indian Standards (BIS) registration certificate wherein goods fall under the mandatory requirement of BIS. The requirement of BIS for the applicable goods can be viewed at below mentioned link: https://www.bis.gov.in/product-certification/products-under-compulsory-certification
j. Mandatory Testing and Certification of Telecommunication Equipment (MTCTE) certificate wherein goods fall under the mandatory requirement of MTCTE. The requirement of MTCTE for the applicable goods can be viewed at below mentioned link: https://mtcte.tec.gov.in/phaseWiseproductsList
k. Wireless Planning and Coordination (WPC) Certification / Equipment Type Approval (ETA) for wireless products.
l. Legal Metrology Packaged Commodities (LMPC) Certificate under the Legal Metrology Act, 2008 and Legal Metrology (Packaged Commodity) Rules, 2011 for the goods falling under the purview of LMPC Rules.
m. High Sea sales agreement along with sale invoice wherever such sale has occurred.
n. Extended Producer Responsibility (EPR) Authorisation for Plastic, E-Waste and Battery related items.
o. Special Import Licence of Directorate General of Foreign Trade or any other concerned agency for restricted goods.
p. International Mobile Equipment Identity (IMEI) certificate for import of mobile devices.
q. Manufacturer's Declaration for goods subject to Anti-Dumping Duty, including PCBs and Ferrite Cores.

5. However, it may be noted that this list is not exhaustive and the Assessment Officer may ask for additional documents depending on the nature of the goods and the necessity of assessment.

This issues with the approval of the Principal Commissioner of Customs, Air Cargo Commissionerate, Meenambakkam, Chennai.

Digitally signed by
Sankaranarayanan
Date: 17-10-2025
16:45:47

अपर सीमा शुल्क आयुक्त
ADDITIONAL COMMISSIONER OF CUSTOMS
एसीसी, चेन्नई
ACC, CHENNAI

To
All Concerned.

Copy to:
1. The Chief Commissioner of Customs, Chennai Customs Zone.
2. The Principal Commissioner/Commissioner of Customs, Chennai-I/Chennai–II/ Chennai-III/Chennai-IV/ Chennai Audit Commissionerate
3. The Additional / Joint Commissioners of Customs, Chennai VII Commissionerate.
4. All Dy. /Asst Commissioners of Customs, Chennai VII Commissionerate.
5. The D.C. (EDI), ACC, Chennai for uploading the PN on Chennai Customs website.
6. The Supdt. CHS for notice board display purpose
7. Hindi Cell