

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & CUSTOMS :
N-5 : TOWN CENTRE : CIDCO : AURANGABAD – 431 030

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Aurangabad the 8th Mar 2010

Public Notice No. 1 / 2010

Sub: Verification/ updation of Carrier Agencies and CHA Directories for implementation in ICES 1.5 reg

It is brought to the notice of all Carrier Agencies (Shipping Lines, Mainline Agents, Sub-line Agents, Freight Forwarders, Consol Agents, Airlines and other carriers) and CHAs that as part of implementation of the centralised version of the Indian Customs EDI System (ICES 1.5), the existing CHA directory details are to be verified, to enable creation of an updated CHA directory at the data centre. In a similar manner, a centralised Carrier Agency directory is also being created, based on verification of local directories and verified additional data from existing/ new ICES 1.5 locations.

2. A separate interface for central updation is being developed by the Directorate of Systems which is to be activated after all existing sites have migrated to ICES 1.5.

3. In the interim, separate arrangements have been made for compilation and correction of certain existing directories in ICES 1.0. These arrangements would meet the requirements not only of the sites currently working on ICES 1.0 but also sites which have since migrated to ICES 1.5 and new locations where ICES 1.5 is being rolled out for the first time.

4. The corrections are to be carried out at any of the 19 ICES 1.0 locations listed in Annexure 1.

4.1 It may be noted that this process of correction is essential to create uniform central directories since the relevant details provided against PAN numbers have been found to vary across the ICES 1.0 databases at different locations. The process of correction of incorrect particulars is being undertaken on the basis of details obtained from Income Tax Department (CBDT). A comparison of these details has established several discrepancies in the PAN records available in ICES 1.0. The discrepancies include incorrect PAN numbers, mismatch in names of persons, agencies, addresses etc.

4.2 During correction of records already available at ICES 1.0 locations, if discrepancies with respect to PAN No. or Name of the Agency are observed the incorrect records will not be deleted but rather these entries will be closed in the system by the designated officers. Modification of address or contact person details however, can be carried out. The correct entries will be added after due physical verification of relevant documents provide by the concerned agencies. Necessary software for carrying out these changes has already been provided by NIC. One set of attested photocopies of the documents submitted for verification will be retained for record.

4.3 If required, the correctness of the PAN may also be checked by the designated officers using the utility available at <http://incometaxindiaefiling.gov.in/portal/knowpan.do>, by entering the relevant details to confirm the PAN. Accordingly, agencies are advised to confirm their particulars from this website before approaching the designated officers for verification.

4.4 It may be noted that during the verification process, no change is permitted in the PAN and the name of the entity as confirmed from CBDT. Changes in other parameters would based on verification of documents provided viz. Agency Certificates, PAN cards etc. In case the PAN is incorrect, fresh registration in the system would be required.

4.5 In case of new applicants, the same process would be followed for registration. The details are to be provided to the policy section in any of the locations listed in Annexure 1.

NOTE 1: Even if no discrepancy is observed in the particulars already registered, the details still have to be reconfirmed in the system so that the record can be included in the new centralised directory.

NOTE 2: In case the agencies do not get their particulars verified/ re-registered, they would not be able to transact business after implementation of the corrected directories in ICES 1.5. However, they will continue to be able to work in ICES 1.0 till such time as the record is closed after examination of relevant documents.

NOTE 3: At the time of verification, checklists would be generated to confirm the particulars being entered in the system.

NOTE 4: In case of proprietorship concerns, on satisfaction of identity of the proprietor by the designated officer, though the name of the proprietor as indicated by CBDT may be different, the registration request will be accepted. In such case, the Proprietor Name will be appended to the Agency Name in the ICES database.

NOTE 5: The provision to register or amend certain details is also available in respect of policy section locations which were earlier working on ICES 1.0 but have since migrated to ICES 1.5. For this purpose, PCs are available at the sites to connect to the appropriate server in the Directorate of Systems, CR Building, New Delhi, where the updation is being handled.

NOTE 6: In case of unregistered Airlines which do not have a PAN. the re-verification process only requires confirmation of the IATA code/Prefix code and the details of the handling airline.

5. After registration/ verification, the particulars can be viewed on the web at:

CHA - <http://www.icegate.gov.in/CHAReport/index.html>

Carrier Agencies - <http://www.icegate.gov.in/CarrierReport/index.html>

6. Problems in respect of accessing these links can be reported to the ICEGATE helpdesk at:

1. Phone Numbers- (011) 23379020, 23370133.
2. Email - icegatehelpdesk@icegate.gov.in

7. Carrier Agencies

In respect of carrier agencies, the following may be noted:

1. The PAN itself is the registration number in the system.
2. The same PAN number can be used to register for different business activities e.g. Shipping Lines, Shipping Agents etc.
3. Registration at a single policy location is sufficient to enable the agencies to operate at any EDI location in the country.
4. After registration at a particular location, the particulars may be updated at any of the 19 policy locations.

8. CHAs

For registration of CHAs at existing ICES 1.0 locations, detailed instructions have already been issued earlier .

9. The following points may be noted in respect of the existing ICES 1.0 system:

1. The registration number is a 15 digit PAN based number.
2. In terms of regulation 9(2) of the CHA Licensing Regulations, 2004, the CHAs who wish to operate in the jurisdiction of more than one policy section will have to register intimation in each of the concerned policy sections.
3. Registration at a policy section would enable the CHA to operate at any of the locations which have been mapped to the concerned policy section. New locations which work on ICES 1.5 have also been mapped to these policy locations as indicated in Annexure 1.
4. There is also a provision to amend the policy section indicated earlier.
5. At the time of registration, details of the existing registration (EDI/ non-EDI) are also required to be provided.
6. The concerned policy section would also confirm the validity of the CHA license.

10. The process of registration/verification is scheduled be completed by 12.3.2010.

11. Any difficulties may be brought to the notice of Shri. Ch. Venkat Reddy , Additional Commissioner, (Systems Manager) Aurangabad or Shri. S.R.Rajurkar, Superintendent C. Excise, 0240-2486526. (ch.reddy@icegate.gov.in or sumesh.rajurkar@icegate.gov.in)

Annexure

1. List of ICES locations and their respective policy sections.
2. Copy of DoS instructions dated 22.11.06
3. CHA Registration Form
4. Carrier Agency Registration Form



Commissioner 0/3/10

Customs & C. Excise,
Aurangabad.

Copy as per Mailing list

	Designated Policy Locations for CHA/Carrier Directories	UNLOCODE	Existing Location	UNLOCODE	Name of the New location	UNLOCODE
1	Ludhiana (Amritsar customs)	INLDH6	ICD (Concor) Ludhiana	INLDH6	CFS Amritsar	INASR6
			CFS (OWPL) Ludhiana		ACC Amritsar	INATQ4
			CFS (KCM) Ludhiana		LCS Rail Cargo Attari	INATT2
					LCS Road Cargo Attari	INATRB
					ICD Jalandhar	INJUC6
2	NCH Delhi	INDEL4	ACC Delhi	INDEL4	ICD Chakeri, Kanpur	INCPC6
			ICD Tuglakabad	INTKD6	ICD JRY Kanpur	INKNU6
			ICD Patparganj	INPPG6	ICD Agra	INBLJ6
			ICD Ballabgarh	INFBD6	ICD Moradabad	INMBD6
			ICDs (CONCOR) Dadri	INDER6	ICD Loni	INLON6
			CGM Dadri	INCPL6	ICD Rewari	INREA6
			CFS Albatross, Dadri	INAPL6	ICD Ghari Harsaru	INGHR6
			CFS Startrack, Dadri	INSTT6	ICD Panipat	INPNP6
			CFS Trident, Dadri	INTTP6	ICD Patli	INPTL6
3	Mumbai CH	INBOM1	NCH Mumbai	INBOM1	ICD Chinchwad, Pune	INCCH6
			ICD Mulund	INMUL6	ICD Talegaon, Pune	INTLG6
			JNCH	INNSA1	ICD Dighi, Pimpri	INDIG6
			ACC Sahar	INBOM4	ICD Waluj, Aurangabad	INWAL6
					ICD Maliwada	INMWA6
					CFS Nasik	INNSK6
					ICD Janori	INJNR6
					ICD Bhusawal	INBSL6
4	Chennai Sea	INMAA1	Custom House Chennai	INMAA1	ICD Karur	INKAR6
			ACC Chennai	INMAA4	ICD Arakkonam	INAJJ6

	Designated Policy Locations for CHA/ Carrier Directories	UNLOCODE	Existing Location	UNLOCODE	Name of the New location	UNLOCODE
					ICD Thudiyalur	INTDE6
					Ennore port	INENR1
					ACC Coimbatore	INCJB4
					ICD Irugur	INIGU6
					ICD Singanallur	INSL6
					ICD Rakkiyalayam(Tirpur)	INTUP6
					ICD Chettipalayam (Tirpur)	INCHE6
					ICD Veerappandi	INTHO6
					ICD Pulichappallam	INPNY6
					Custom House Pondicherry	INPNY1
					Nagapattinam port	INNPT1
5	Tuticorin	INTUT1	Custom House Tuticorin	INTUT1		
			ICD Tuticorin	INTUT6		
6	Cochin CH	INCOK1	Custom House Cochin	INCOK1	ACC Cochin	INCOK4
					ACC Calicut	INCCJ4
7	Trivandrum Central Excise		ACC Trivandrum	INTRV4		
8	Vizag CH	INVTZ1	Custom House Vizag	INVTZ1	Paradeep Port	INPRT1
			Custom House Kakinada	INKAK1	Gangavaram Port	INGGV1
9	Kolkata CH	INCCU1	Custom House Kolkata	INCCU1	ICD Jamshedpur	INIXW6
			ACC Kolkata	INCCU4	LCS Dawki,Meghalaya	INDWKB
			LCS Petrapole	INPTPB	LCS Sutarkandi,Assam	INSTRB
					LCS Moreh, Manipur	INMREB
					LCS Agartala Tripura	INAGTB

	Designated Policy Locations for CHA/Carrier Directories	UNLOCODE	Existing Location	UNLOCODE	Name of the New location	UNLOCODE
10	Bangalore CH	INBLR4	ACC Bangalore	INBLR4		
			ICD Bangalore	INWFD6		
11	Hyderabad CH	INHYD4	ACC Hyderabad	INHYD4		
			ICD Hyderabad	INSNF6		
12	Mangalore CH	INNML1	Custom House Mangalore	INNML1		
13	Indore (Pithampur ICD)	ININD6	ICD Pithampur	ININD6	ICD Malanpur	INMPR6
					ICD Nagpur	INNGP6
					ICD Raipur	INRAI6
					ICD Mandideep	INMDD6
					ACC Indore	INIDR4
14	Ahmedabad Customs	INSBI6	ICD Ahmedabad	INSBI6	ICD Surat	INSTV6
			ACC Ahmedabad	INAMD4	ICD Vapi	INVPI6
					ICD Dashrath, Vadodra	INBRC6
					Magdala port	INMDA1
					Sikka Port	INSIK1
					Dahej Port	INDAH1
					Bedi Port	INBED1
					Pipavav Port	INPAV1
					Vadinar Port	INVAD1

	Designated Policy Locations for CHA/ Carrier Directories	UNLOCODE	Existing Location	UNLOCODE	Name of the New location	UNLOCODE
15	Kandla Customs	INIXY1	Custom House Kandla	INIXY1		
16	Jamnagar Customs (Mundra)	INMUN1	Custom House Mundra	INMUN1		
17	Jaipur	INJAI6	ICD Jaipur	INJAI6	ACC Jaipur	INJAI4
					ICD Bhilwara	INBHL6
					ICD Bhiwadi	INBWD6
					ICD Thar Dry Port, Jodhpur	INTHA6
					ICD RAJSIICO, Bansi	INJUX6
					ICD Concor Jodhpur	INBGK6
					LCS Rail Rajasthan	INMNB2
					ICD Concor Kanakpura,Jaipur	INKKU6
					ICD Kota	INKTT6
18	Goa CH	INMRM1	Custom House Goa	INMRM1	ACC Goa	INGOI4
19	Raxual	INRXLB	LCS Raxaul	INRXLB	LCS Jogbani, Bihar	INJBNB
					LCS Jaynagar,Bihar	INJAYB
					LCS Berni, UP	INBNYB
					LCS Tikonia, UP	INTKNB
					LCS Bhimnagar, Bihar	INBNRB

	Designated Policy Locations for CHA/ Carrier Directories	UNLOCODE	Existing Location	UNLOCODE	Name of the New location	UNLOCODE
					LCS Bairgania, Bihar	INBGUB

Site Created in Pre-production & System Manager's Role granted



Site Created in Pre-production



Site is in Production & working



CHA Registration Form

A CHA Details

1	PAN	
2	Custom House where License is Issued	
3	CHA No	
4	CHA Name	
5	Registration Date	
9	Expiry Date	

B Details to be provided separately for each branch office

1	Address	
2	State	
3	Pin	
4	Phone	
5	Email	
6	Message Transfer Email*	
7	ICEGATE Registration ID*	

C Branch Contact Person(s) More than one name can be given

1	Contact Person Name	
2	Designation	
3	Phone	
4	Mobile	
5	Email	

D List of policy Sections/Customs Houses where already registered**

S.No	Customs House Location Code	Custom House Name	Old CHA No. if any***
1			
2			
3			
4			
5			

* Optional if registered with ICEGATE

** Please note that registration with one policy section enables registration with all customs location attached with the same policy section as per Annexure 1 of PN.

*** Please give details of any other manual CHA registration no. issued.

List of attested documents attached:

1. PAN Card of CHA
2. Proof of Address (Please specify)
3. Letter of authority in favour of authorized person on letter head
4. PAN card of authorized person (Optional)
5. Any other Please specify

(Authorized Person's Signature)

Name of Authorized Person

Place:

Date:

Carrier Agency Registration Form

Shipping Agents , Shipping Lines, MLOs, Freight Fowrarders, Transporters, Consol Agents and Airlines

A. Agency Details

PAN Number	
Agency Type (Tick one)	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited <input type="checkbox"/> Public Limited
Name of the Agency	
Name of the Proprietor (In case of Proprietorship only)	
Existing PAN No registered in ICES Agency Directory *	
ICEGATE Registration ID**	

B. Particulars of Airline***

Airline 2-character IATA Code	
Airline 3-digit Prifix- Code(Numeric)	
If Non IATA Airline, Specify Code	

C. Particulars of Airline Providing Ground Handling Facility****

Airline Name	Airline 2-character IATA Code	Airline 3-digit Prifix- Code	IATA(Yes/No)

D. Registered Address Particulars

Address	
City	
State	
Pin	
Telephone	
Email ID	

E. Category of Agency

Category of Agency (Tick one)	<input type="checkbox"/> Consol (CN) <input type="checkbox"/> Airlines(AL) <input type="checkbox"/> Shipping Lines(SL) <input type="checkbox"/> Shipping Agent(SA) <input type="checkbox"/> Main Line Operator(ML) <input type="checkbox"/> Transporter(TR)
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F. Details to be provided separately for each branch office

Branch	
1	Address
2	State
3	Pin
4	Phone
5	Email
6	Message Transfer Email*****

G. Branch Contact Person(s). More then one Contact person can be given

1	Contact Person Name	
2	Designation	
3	Phone	
4	Mobile	
5	Email	

* This information must be provided in order to link the different agency codes in already registered in case the earlier PAN Number was incorrect.

** Optional if registered with ICEGATE

*** Information in Para B & C required for airlines only

**** To be given in case the airline is unregistered and does not have PAN

***** Optional

List of attested documents attached:

1. PAN Card of the carrier Agency
2. Proof of Address (Please specify)
3. Letter of authority in favour of authorized person on agency letter head
4. PAN card of authorized person (Optional)
5. Any other, Please specify

(Authorized Person's Signature)

Name of Authorized Person

Place:

Date:

Instructions In Respect Of The Verification/Updation Of Carrier Agencies And CHA Directories For Implementation Of ICES 1.5

1. As part of implementation of the centralised version of the Indian Customs EDI System (ICES 1.5), the CHA directory which was already centralized, is to be updated before being ported at the data centre, while a centralised Carrier Agency directory is now being created, based on local directories and additional data from various locations.
2. This process also involves document based verification /amendment of existing data regarding CHAs and Carrier agencies available at existing ICES 1.0 locations. It may be noted that this process of correction is essential to create uniform central directories since the relevant details provided against PAN numbers have been found to vary across the ICES 1.0 databases at different locations.
3. The process of correction of incorrect particulars is being undertaken on the basis of details obtained from Income Tax Department (CBDT). A comparison of these details has established several discrepancies in the PAN records available in ICES 1.0. **The details were verified a few months ago from the CBDT database. Hence some more discrepancies may be observed during the local re-verification process.** The discrepancies include incorrect PAN numbers, mismatch in names of persons, agencies, addresses etc. Details have been elaborated in the draft Public Notice.
4. **A soft copy of the details in ICES 1.0 tallied with those available in the CBDT data, relevant for each of the relevant Policy sections, is also being forwarded to the respective System Managers.** (Carrier details are being provided policy location wise.)
5. A separate interface for central updation is being developed by the Directorate of Systems; to be activated after all existing sites have migrated to ICES 1.5.
6. For the present, until all ICES 1.0 locations have migrated to ICES 1.5, the facility for updating these directories will be handled from the 19 ICES 1.0 locations which already had been identified as Policy Sections for the purpose of creating the centralized CHA Directory (list attached as annexure 1 of the draft PN). The designated officers at these 19 locations already have the facility of updating the contents of the CHA Directory. A

similar facility is now being provided at these locations for updating the Carrier Agency Directory.

NOTE: Even after an ICES 1.0 location has migrated to ICES 1.5, provision has been made for a selected number of PCs to retain access to the appropriate server at Central Revenue Building, New Delhi, where these Directories are created/ maintained before being transmitted to Data Centre. The data collected from CBDT is also available on this server for validating details.

7. In respect of the CHA Directory detailed instructions had earlier been issued by the Directorate of Systems vide F. No IV(26)/30/2004 – Systems dated 22.11.06. A copy of these instructions is being enclosed for ease of reference for locations at which ICES is being implemented for the first time (Appendix A).
8. As regards the Carrier Agencies, a copy of relevant screenshots of the new software is also attached for reference as Appendix B. The local NIC officers would provide necessary assistance in this task.

NOTE: In case of unregistered Airlines which do not have a PAN. the instructions contained in the public notice pertaining to the precondition of PAN for registration shall not be applicable. The registration/ re- verification process only requires confirmation of the IATA code and Prefix code as well as the details of the handling airline. However, while entering the particulars in the system the details of the handling airline shall not be entered.

9. For handling of the CHA directory the user ids are already available at each of the 19 policy locations. For the Carrier directory 2 user ids for each location are being created. The user ids and password would be provided by the ICEGATE team. Clarifications may be obtained from dhirender.singh@icegate.gov.in

10. Since the data is relevant for new ICES 1.5 locations, as also the locations which are migrating from ICES 1.0 to ICES 1.5, it is necessary that the task be completed on priority else the concerned agencies may find operational issues when working on ICES 1.5. However, there would be no impact as regards their working in ICES 1.0 unless the existing records are closed.