



**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (G)
CUSTOMS BROKER SECTION, III FLOOR,
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI – I
Email Id: cbsec.nch@gov.in CONTACT: 022-22757891**

F. No. S/6-36/2004 Admn. /P

Date: 14.02.2020

PUBLIC NOTICE NO. 11 /2020

**Subject: Issuance of H, G and Self category customs pass/card
under regulation 13 of the CBLR 2018 – reg.**

It is hereby notified for information of all the Customs Brokers/IEC Holders and their employees that the following documents are required for issuance of H category card (Fresh/Transfer/Renewal/Duplicate), G category card (Fresh/Transfer/Renewal/Duplicate) and Self category card (Fresh/Transfer/Renewal/Duplicate).

All the applications should be addressed to 'The Asst. /Deputy Commissioner of Customs, CB Section, New Custom House'.

(I) FRESH 'H' CARD

The customs broker shall submit following documents:-

- a) Request letter from CB affixed with Rs. 5/- court fee stamp.
- b) Single copy of attestation form (A/F) affixed with photographs in original, signatures of concerned employee and particulars of previous employments (**Annexure I & II**).
- c) Duly filled in form H in prescribed format as mentioned in CBLR 2018.
- d) Self attested copy of H.S.C. (12th) or equivalent passing certificate of the concerned employee from recognised board/university **duly verified by the concerned CB /IEC holder in accordance with Rule 13 of CBLR 2018.**
- e) Copy of Aadhar Card and PAN card of the concerned employee.

- f) ICEGATE Registration copy of the CB.
- g) For CB, whose parent Commissionerate is Mumbai Customs,
 - i. Copy of CB license book showing **renewal history** and **validity**.
- h) For CB, whose parent Commissionerate is not Mumbai Customs,
 - i. Copy of form 'C' intimation under rule 7(3) of CBLR 2018 and Public Notice copy.
- i) Appointment letter of the concerned employee.
- j) List of existing Customs pass holders.
- k) Volume of Business/Work for last four years (financial year wise).
- l) GST registration copy of the CB.
- m) Proof of residential address of the concerned employee such as copies of Ration Card or Rent Agreement or Bank Passbook or Electricity Bill or Passport (self attested) [if address is different from the one mentioned in Aadhar card or the address mentioned is of outside Mumbai].
- n) Undertaking by the CB that they, for the said employee, have never applied for a Customs pass before and undertaking by the Employee that he/she has never applied for a Customs pass before.
- o) Police verification/CID verification of the concerned employee obtained from website pcs.mahaonline.gov.in or through offline channel from the concerned police station.

(II) TRANSFER H CARD

The customs broker shall submit following documents:-

- a) All documents as required from a) to m) of **(I)**.
- b) Cancellation letter from old CB/IEC holder along with the copy of old pass.
- c) In case where the gap between leaving the old CB/ IEC holder and joining new CB is more than six months,
 - i. An affidavit on Rs. 100/- stamp paper duly notarized giving valid reasons for the gap.

- ii. Police verification/CID verification obtained from website pcs.mahaonline.gov.in or through offline channel from the concerned police station.

(III) RENEWAL H CARD

The customs broker shall submit following documents:-

- a) All documents as mentioned from Serial a) to h) of **(I)**.
- b) The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(IV) DUPLICATE H CARD

The customs broker shall submit following documents:-

- a) FIR Copy in case of lost card.
- b) Old pass in case of damaged pass.
- c) All documents as mentioned from Serial a) to h) of **(I)**.

(V) FRESH G CARD

The customs broker shall submit following documents:-

- a) Self attested copy of G category exam result.
- b) All documents as mentioned from Serial a) to n) of **(I)**.

(VI) TRANSFER G CARD

The customs broker shall submit following documents:-

- a) All documents as mentioned from Serial a) to m) of **(I)**.
- b) Self attested copy of G category exam result.
- c) Cancellation letter from old CB along with the copy of old pass.
- d) In case where the gap between leaving the old CB and joining new CB is more than six months,
 - i. An affidavit on Rs. 100/- stamp paper duly notarized giving valid reasons for the same.
 - ii. Police verification/CID verification obtained from website pcs.mahaonline.gov.in or through offline channel from the concerned police station.

(VII) RENEWAL G CARD

The customs broker shall submit following documents:-

- a) All documents as mentioned from Serial a) to h) of **(I)**.
- b) Self attested copy of G category exam result.

- c) The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(VIII) DUPLICATE G CARD

The customs broker shall submit following documents:-

- a) FIR Copy in case of lost card.
- b) Old pass in case of damaged pass.
- c) All documents as mentioned from Serial a) to h) of (I).

(IX) FRESH SELF CARD

The IEC holder shall submit following documents:-

- a) Request letter from IEC Holder affixed with Rs. 5/- court fee stamp.
- b) Single copy of attestation form affixed with photographs in original, signatures of concerned employee and particulars of previous employments (Format enclosed).
- c) Self attested copy of H.S.C. (12th) or equivalent passing certificate of the concerned employee from recognised board/university duly verified by the IEC holder.
- d) Copy of aadhar Card and PAN card of the concerned employee.
- e) ICEGATE Registration copy of the IEC holder.
- f) Copy of IEC registration and [Memorandum of article (if applicable)].
- g) Appointment letter of the concerned employee.
- h) List of existing Customs pass holders.
- i) Volume of Business/Work for last four years (financial year wise)
- j) GST registration copy of the IEC holder.
- k) Proof of residential address of the concerned employee such as copies of Ration Card or Rent Agreement or Bank Passbook or Electricity Bill or Passport (self attested) [if address is different from the one mentioned in Aadhar card or the address mentioned is of outside Mumbai].
- l) Undertaking by the IEC that they, for the said employee have never before applied for a Customs pass and undertaking by the Employee that he/she has never before applied for a Customs pass.

m) Police verification/CID verification of the concerned employee obtained from website pcs.mahaonline.gov.in or through offline channel from the concerned police station.

(X) TRANSFER SELF CARD

The IEC holder shall submit following documents:-

- a) All documents as mentioned from a) to k) of **(IX)**.
- b) Cancellation letter from old IEC holder/CB along with copy of old pass.
- c) In case where the gap between leaving the old IEC holder/CB and joining new IEC holder is more than six months,
 - i. An affidavit on Rs. 100/- stamp paper duly notarized giving valid reasons for the same.
 - ii. Police verification/CID verification obtained from website pcs.mahaonline.gov.in or through offline channel from the concerned police station.

(XI) RENEWAL SELF CARD

The IEC holder shall submit following documents:-

- a) All documents as mentioned from Serial a) to f) of **(IX)**.
- b) The application for renewal must be submitted at least 30 days prior to the expiry of pass.

(XII) DUPLICATE SELF CARD

The IEC holder shall submit following documents:-

- a) FIR Copy in case of lost card.
- b) Old pass in case of damaged pass.
- c) All documents as mentioned from Serial a) to f) of **(IX)**.

(XIII) Upon receipt, the above mentioned documents shall be thoroughly scrutinized. A deficiency memo will be issued within 15 working days of receipt of application in the CBS Section, in case of any deficiency; else, the card will be issued within 45 working days of receipt of the application.

(XIV) Transfer of employee from CB to IEC holder and vice versa shall be treated as transfer application.

(XV) The photo identity card issued shall be valid only for a period of 05 (Five) years for H category, G category, Self category and till the validity of the CB license for G with P/A and F card.

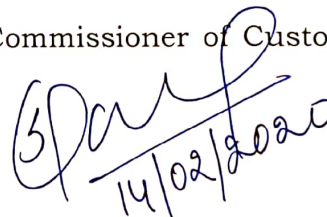
(XVI) The CB/IEC holder shall ensure that they surrender the F/G/H/Self card to CB section, New Custom House immediately, on termination/ resignation from the employment, of the concerned employee for any reason, without fail. Any misuse of the F/G/H/Self card noticed will be viewed seriously and action shall be initiated under CBLR 2018, against the CB/IEC holder who had initially applied for the F/G/H/Self card of that particular employee.

(XVII) All type of applications shall be received between 1100 hours and 1700 hours from Monday to Thursday in Sevottam Section, Gr. Floor, New Custom House.

(XVIII) All document copies must be legible and all documents must be in the same order as mentioned under respective heading.

(XIX) All type of passes shall be collected between 1500 hours and 1700 hours from Monday to Friday from Pass Section, CBS, Third Floor, New Custom House after making an entry in the prescribed register.

This issues with the approval of Principal Commissioner of Customs (General).

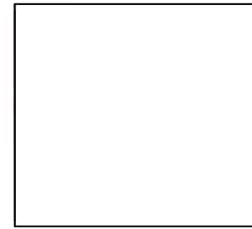


(SUMITY GARG)

Dy. Commissioner of Customs
CB Section, New Custom House

ATTESTATION FORM

(Affix recent passport size photograph)

**WARNING:**

The furnishing of false Information or suppression of any factual Information in the Attestation Form would disqualify the candidate for Issue of Custom Pass. If the fact that the false Information has been furnished or there has been suppression of any information in the Attestation Form and if the same comes to notice at any time, his pass would be liable to be withdrawn in addition to any other action that may be taken as per the law in force.

		SURNAME	NAME
1. Name in full (In block capitals with aliases).If any, (Please Indicate if you have added or dropped at any stage any part of your name or surname)			
2. Present address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town)			
3. a) Permanent address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town)			
b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union			
4. Particulars of Places (with periods of residence) where you have reside for more than one year at a time during the preceding five years. In case of any abroad (including Pakistan) particulars of all places where candidate has resided for more than one year.			
From	To	Residential address in full. (i.e. village, Thana & District, House No. Lane/Street/Road and Town)	Name of the Dist. Head Quarters of the place mentioned in the preceding column
5. Fathers name in full with aliases, if any:			
6. If you have at any time, been employed, give details:			
Designation of post held	Period From To	Name & Full Address of Office, Firm or Institution	Reason of leaving the service

7. (a) Have you ever been prosecuted, kept under detention or bound down / fined convicted by a court of law of any offences?

(b) Is any case pending against you in any court of law at the time of filling up this attestation form?

(c) If answer is "YES" full particulars of the case detention, fine, conviction sentence, etc. should be given.

8. (a) I certify that foregoing information is correct and complete to the best of my knowledge and belief.

(b) I hereby certify that I have never applied or have been in possession of a customs pass (for fresh passes only).

Age of the Candidate:

(Signature of the Candidate)

Date of Birth:

Date:

9. (a) I/we hereby certify that I/we have, in past never applied for a customs pass for the said employee (if yes, please specify).

(b) I/We certify that information filled in Attestation form by the employee is correct and complete to the best of my knowledge and belief.

Date:

Name/Signature/Stamp of
Proprietor/Partner/Authorized Signatory

ANNEXURE –II

PASS CATEGORY APPLIED FOR	(G/H/SELF) : _____ (FRESH/TRANSFER/RENEWAL/DUPLICATE): _____
NAME OF CONCERNED EMPLOYEE	
DATE OF EMPLOYMENT	
DESIGNATION	(DIRECTOR/PARTNER/ PROPRIETOR/EMPLOYEE) : _____
AADHAR NO.	
PAN NO.	
NAME OF THE CUSTOM BROKER	
CB NO.	
PAN BASED CB NO.	
TYPE OF CUSTOM BROKER	(PARTNERSHIP/PROPRIETOR/COMPANY): _____
LICENCE VALID UPTO	
NAME OF THE PREVIOUS EMPLOYER (CB)	
CB NO. OF PREVIOUS EMPLOYER	
DATE OF SURRENDER/ CANCELLATION OF OLD PASS	
CARD/KARDEX NO.	

(Signature of the Candidate)

Date:

Name/Signature/Stamp
Proprietor/Partner/Authorized Signatory

Date: