



सीमाशुल्ककेआयुक्तकार्यालय, जीएसटीभवन41/ए, ससूनरोड,पुणे411001-

OFFICE OF THE COMMISSIONER OF CUSTOMS, GST BHAVAN 41/A, SASSOON ROAD, PUNE-411001

Phone: 020-26051839, Fax: 020-26051849, e-mail: cuspune@gmail.com

STANDING ORDER NO. 09/2019 - CUSTOMS

Subject:- New Sea Cargo Manifest and Transshipment Regulations (SCMTR) - regarding.

Attention of officers is invited to Public Notice No.08/2019-Customs dated 05.03.2019 on the above subject. The new Sea Cargo Manifest and Transshipment Regulations (SCMTR), 2018 notified vide Board's Notification 38/2018 – Cus (N.T.) dated 11.05.2018 will come into force shortly.

2. As a first step, the various stakeholders, from Shipping Lines to Custodians will have to file an application to operate under the new regulations. Even the exporters using the e-Seal facility as per Board's circular 26/2017 dated 01.07.2017 read with circular 36/2017 dated 28.08.2017, will have to apply in the same form. To begin with, application has been opened for Shipping Lines, Shipping Agents and Exporters (IEC holders). The application will have the details of the master applicant entity, persons authorized by them to work on their behalf, the various operations they intend to perform under the new regulations and supporting documents like address proof, contract/agreement, cases booked against them etc.

3. The master applicant entity will submit the application **through their login on the ICEGATE web portal**. The application will then be routed to ICES for approval by jurisdictional Customs officer. For this purpose, a new role ENT_APR (Entity Approval) has been created in ICES. The officer having the role will be able to verify all the pending applications along with the supporting documents like address proof etc., approve them and wherever necessary, raise a query to the applicant. A detailed guidance note on the application process, application form and the various codes, terms and validations has been made available on the ICEGATE web portal as part of a detailed technical guidance note on SCMTR for the benefit of the stakeholders. The same is also attached for the benefit of the approving officers.

4. All the Officers of this Commissionerate, Pune, are hereby directed to update themselves on the above procedure and may revert in case of difficulties, if any.


(M.V.S.CHOUDARY)
PRINCIPAL COMMISSIONER
CUSTOMS, PUNE. 2/3

F. No. VIII/Cus/Tech/48-48/St.Order/2018-19
Pune, the 02nd March, 2019.

Copy to:

1. The Chief Commissioner, Customs & GST, Pune Zone.
2. The Principal Additional Director General, Risk Management Centre for Customs, Dte. General of ANALYTICS AND Risk Management, 13, Sir VithaldasThackersey Marg, Opp. Patkar Hall, New Marine Lines, Mumbai-400 020.
3. All Addl./Joint Commissioner/Deputy Commissioners of Customs, Pune.
4. All Divisional Asstt./Dy. Commissioner, Customs, Pune.
5. The Deputy/Asstt.Commissioner of Customs, ICDs Talegaon/Bhamboli/ Chinchwad/ Pimpri.
6. The Deputy/Asstt.Commissioner of Customs Division, Ratnagiri/ Sindhudurg/Dapoli and Pune Airport/Air Cargo Complex.
7. Notice Board of Hdqrs& All Customs Stations, Pune.
8. Commissionerate Website/Supdt., I/c of EDI Section, Customs, Pune to upload on Commissionerate's website.
9. Master File.

Application Process under SCMTR, 2018

1. Overview:

Central Board of Indirect Taxes and Custom (CBIC) vide notification No. 38/2018-Cus (NT) dated 11.05.2018 read with notification No. 65/2018-Cus (NT) dated 30.07.2018 and 88/2018-Cus(NT) dated 30.10.2018 have announced Sea Cargo Manifest and Transshipment Regulations 2018, which shall come into force on 1st of March, 2019.

This regulation supersedes the earlier regulations of Import Manifest (Vessels) Regulations, 1971, Export Manifest (Vessels) Regulation, 1976 and Transportation of Goods (Through Foreign Territory) Regulations of 1965. The new regulation stipulates changes in timelines and requirements for advance notice by shipping lines (vessels) arriving in India and Exports through shipping lines (vessels) out of India.

The Indian Entity representing the Master of the vessel shall have to be registered with the Indian Customs to transact business under the new regulations and shall be called Authorised Sea Carrier (ASC).

The agents acting on behalf of the Authorised Sea Carrier (ASC) shall be called as Authorised Sea Agents.

As per the new regulations, the Authorised Sea Carrier (ASC)/Authorised Sea Agent (ASA) shall submit an **Arrival Manifest** electronically, prior to departure from the last port of call to the Indian Port of call. And submit a **Departure Manifest** electronically before departure from the Indian Port of call.

The submission of Arrival and Departure Manifest shall have to be complied with by the ASC/ASA before departure from the last port/customs station of call to every Indian customs station and Departure then on respectively.

2. Stakeholders in the process

- ✓ Authorised Sea Carrier (Including Shipping line)
- ✓ Authorised Sea Agent (Steamer/ Shipping Agent)
- ✓ Authorised Carrier (Transhipper)
- ✓ Terminal Operator
- ✓ Custodian
- ✓ Authorised Persons of all the above

3. Registration/Application to Operate

Under the new regulations the Person acting as Authorised Carriers (*Authorized Sea Carrier, Authorised Transhipper*), Authorised Sea Agent, Custodian, Terminal Operator shall have to be approved afresh by the proper officer. The Approval is completely online and faceless.

The Application needs to be submitted online through ICEGATE Portal. If the user has not signed up for ICEGATE Registration, the same shall be completed at earliest.

ICEGATE Registration:

For registration, every new user shall have to go to the ICEGATE Portal at <https://www.icegate.gov.in> and signup. The new users are requested to please go through the registration advisory and registration demo that will assist in registration and obtaining login ID for all the Authorised persons.

Child Registration for Authorised Persons:

Every individual authorized to carry out operations under the regulation should be registered as Child user of the Entity registered.

For e.g A Shipping Line company is registered as Master and transacts through ICEGATE Portal. All the individuals authorized as signatories to carryout operations should be registered as Child user of the above Master, if not already done.

Application Under Regulations:

Once registered, the users will have to submit the online application within their login to transact under the new regulations. The same application shall also have to be submitted by the existing ICEGATE users. For different role, the separate application needs to be filed with different Entity Type.

The user shall choose the Port/Customs station where he wishes to submit the application electronically.

The Master Login holder shall have to add the details of all the Authorised persons for this purpose and vouch for the details. The various guidance notes and FAQs will assist and enable them in their interaction with Indian Customs further. The cases pending against and/or action taken under the Customs Act shall have to be mentioned in the application. The relevant supporting documents shall have to be uploaded on e-SANCHIT and referenced in the application.

3.2.1 Interaction in the New Scenario: Registration & Application to Operate

Before applying for Authorised Sea Carrier, the ICEGATE login ID shall have to be obtained for each Authorised person that the firm/company wishes to be included in the registration.

The steps are as follows:

Step 1: Login/sign up to the ICEGATE Portal.

Step 2: After logging in, click the option “Apply for Authorised Sea Carrier”.

Step 3: The form as below shall appear.

Step 4: In Entity Information, choose the Port of Registration from where the applicant wish to get approved. While filling this field, keep in mind that for registration of Authorised Sea Carrier (ASC), Authorised Sea Agent (ASA), Authorised Transhipper (ATP), Authorised Terminal Operator the port should **compulsorily be a sea port** and hence the LOCODE should end with 1. (ex. INNSA1 for Nhava Sheva Sea Port). For, Custodian and Authorised Exporter for e-seal any LOCODE is permissible, depending on their port of operation.

Stakeholder	Entity Type	Customs Station
Authorised Sea Carrier	ASC	Sea Port
Authorised Transhipper	ATP	Sea Port
Authorised Terminal Operator	ATO	Sea port
Authorised Exporter for e-seal	AES	Any Port

Fill the registered address, PAN and GSTIN of the firm/company. If applicable, give the Authorised Economic Operator (AEO) Number. Contact information like landline number, mobile number and email id shall be verified by OTP verification/other methods.

Welcome to ICEGATE Home > Sea Manifest

Sea Manifest

Application for Registration / Registration Certificate

Entity Information | Authorised Operations | Authorised Persons | Supporting Documents | Declaration

Seq. No.	Type	Commercial Code	GSTIN No.	Latitude	Longitude	Expiry Date		
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
6	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					
7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Save Reset

Step 6: In Authorised Operations, the information for all the company operations in India are to be furnished. Option of “Add/Delete” shall be provided for each separate operation. Various operation type codes elaborated below along with the description of other fields.

Seq. No.	start with 1 and use the option of “Add/Delete” for each additional operation (ex. If the applicant has 3 different operations in India then the sequence No. will be from 1 to 3)
Type	the codes permitted are SL –Shipping Line, SA – Shipping Agency, CT – Custodian, TO – Terminal Operator, CI – Custodian ICD, CC – Custodian CFS, IEB – IEC Branch
Commercial Code	Code assigned for such operation in Customs Systems. For Eg. Shipping Line code, Steamer Agent Code etc. <i>Multiple Codes allowed. An Entity acting as sole representative for multiple Shipping Lines can provide multiple codes. – Contract would be uploaded in e-SANCHIT and referenced.</i> <i>(For IEC + the branch code the range of which is from 000 to 999. Therefore, the field length shall be (<an..10> +<001 to 999>), so up to 13 characters)</i>
GSTIN No.	GSTIN of the operation. (Custodian may have operations at multiple states and hence GSTIN may differ)
Latitude, Longitude	the GPS coordinates may be furnished here for the branch address. <i>A GPS mobile app (ex. Google maps) may be used for obtaining and furnishing the latitudinal and longitudinal coordinates up to 6 places of decimal. The longitudinal coordinate should begin with 0.(+DD.DDDDDD/+0DD.DDDDDD(ex. The coordinates for Samrat Hotel in Chanakyapuri, Delhi are +28.596738/+077.197718)</i>
Expiry date	Expiry date of the license to operate/may be left blank provided where applicable. (E.g. Shipping Line Contract Expiry Date)

Section	give the code of the section to which the uploaded document pertains. For Entity Information the section code is – M, for Authorised Operations – O and for Authorised Persons – P. For eg., when uploading document with regard to the Customs Cases booked, the Section Code should be M. The codes for all the document types along with the corresponding reference section codes are given in the Annexure
Section Sequence Number	will be the same as the sequence number of the Authorised Operation/Person whose document it is. For Entity Information the sequence number shall be 0.
IRN	Image reference number from e-SANCHIT
Doc. No.	The identification/reference number on the document
Doc. Code	Document type code. The Codes for the document type code are given in the Annexure.
Doc. Beneficiary Code	Code of the beneficiary firm/entity, (in this case, PAN Number of the Master)
Expiry date	The expiry date on the document if applicable/may be left blank where applicable

Step 9: After the verification of all the details click Submit.

On successful submission of the application, the same would get reflected on the applicant's dash-board under their ICEGATE login. In case of error, there will be an option to rectify and resubmit. The application will be communicated to the Jurisdictional Officer for verification automatically and the status "application pending approval" will be reflected on the applicant's ICEGATE dash-board.

As and when Jurisdictional Officer approves the application, the applicant shall be informed via SMS for the same. On approval, the entity (and its authorized persons) can start operating under the New Regulations.

Code (To be entered in the Supporting Document Section)	Code Name	Code description	Reference Table	Associated Code (To be entered in the Section of the Reference Table)
380WB1	Water Bill	Proof of Water Supply Connection	P	WB
380TB1	Telephone Bill	Proof of Landline telephone or Post Paid mobile connection	P	TB
380EB1	Electricity Bill	Proof of Power Supply Connection	P	EB
102IT1	Income Tax Assessment Order	Scan of the copy or the PDF file without the password	P	IT
380GB1	Gas Connection Bill	Proof of Gas Connection	P	GB
101EC1	Election Commission Photo Id	ID card of Registered Voter issued by the Election Commission	P	EC
101AA1	Aadhaar Id (Uid)	Scan of hardcopy or e-Aadhaar generated from the UIDAI Website.	P	AA
149RA1	Rental Agreement	Current/Valid Rental agreement	P	RA
046PB1	Photo Passbook	Scan of the First Page of the passbook of running bank account (of a Scheduled Public Sector Bank) with photo stamped by the Branch Manager	P	PB
039PP1	Valid Passport	Scan of the front and back of Valid passport	P	PP
022CO1	Self-Declaration on Customs Cases	Document/message providing declaration on the status of cases booked under Chapter XVI of the Customs Act.	M	CO