



भारत सरकार/GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग /MINISTRY OF FINANCE, DEPTT. OF REVENUE
कार्यालय आयुक्त सीमा शुल्क, जोधपुर
OFFICE OF THE COMMISSIONER OF CUSTOMS : JODHPUR
मुख्यालय: नव केन्द्रीय राजस्व भवन, स्टेच्यू सर्किल , सी - स्कीम, जयपुर - 05
HQRS. : N.C.R. BUILDING, STATUE CIRCLE, 'C' SCHEME, JAIPUR-05

File No: GEN/TECH/PN/35/2021-Tech

Date: 15.03.2021

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PUBLIC NOTICE No. - 07/2021

Sub: - Procedure Regarding Issuance of CB License/Fresh G & H Cards and Renewal of CB License/ G & H Cards –reg.

Attention of all concerned is invited towards relevant regulations of CBLR, 2018 and CIER, 2010 pertaining to Customs Brokers licence. In supersession of all the previous Public Notices issued in this regard, the following comprehensive notice prescribing the procedures is being issued, with immediate effect, for issuance of CB licence and G & H Cards and renewal of CB license, G & H Cards.

All the documents as per this Notice must be addressed to the Deputy / Assistant Commissioner of Customs, Technical Section, Customs Commissionerate Jaipur, NCRB, Stature Circle, Jaipur and it must be ensured that all the photocopies must be self attested, all the bonds (on a Stamp paper of Rs. 100/-) and all the affidavits, declarations & undertakings (on a Stamp paper of Rs. 10/-) should be duly notarized.

(I) Fresh Customs Broker Licence

The applicant, within two months of passing oral examination, shall submit the following documents:-

- (a) Request letter.
- (b) Original Application in Form -A as prescribed in CBLR,2018
- (c) Copy of TR - 6 Challan for Rs. 5,000/- as proof of deposit of License Fees within 2 months from the date of declaration of result of CB exam.
- (d) Copy of Address Proof of business premises having current validity (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone Landline bill/ Electricity Bill in proof of ownership of premise)
- (e) Copy of GST Registration or Acknowledgment of application thereof or an undertaking that GST registration will be obtained as and when required under CGST/SGST/IGST Act.
- (f) A Letter undertaking that the applicant shall apply for membership of Rajasthan Customs Clearing Agents Association and submit the membership proof within 3 months of grant of licence.
- (g) A certificate issued by a Scheduled Bank in terms of possession of assets of value of not less than five lakh rupees.

- (h) Duly filled Bond under Form - D (along with ID proofs of the witnesses) as specified in CBLR, 2018, along with a Bank Guarantee or a Postal Security or National Saving Certificate or a Fixed Deposit Receipt issued by a nationalised bank for an amount of five lakh rupees, in the name of "Commissioner of Customs, Jodhpur, Hqrs at Jaipur, NCRB, Statue Circle, Jaipur" having validity of 10 years.
- (i) Duly filled Bond under Form - E (along with ID proofs of the witnesses) as specified in CBLR, 2018, along with a Bank Guarantee issued by a nationalised bank or a Third Party Surety for an amount of five lakh rupees, in the name of "Commissioner of Customs, Jodhpur, Hqrs at Jaipur, NCRB, Statue Circle, Jaipur" having validity of 10 years. In case of Third Party surety, following additional documents of the Third Party Surety are also required:-
- (1) Copy of PAN Card
 - (2) Copy of Aadhar Card of Proprietor/Partners/Directors
 - (3) ITRs of last three financial years.
- (j) Documents with respect to the proprietor/partner/director who has passed the exam conducted under Rule 6 of CBLR, 2018 :-
- (1) Copy of PAN Card.
 - (2) Copy of Aadhaar Card
 - (3) Copy of result of exam conducted (under Rule 6 of CBLR) in the year of application.
 - (4) Copy of educational qualification
 - (5) Original Character certificate by an MP/MLA/Gazetted Officer.
 - (6) Original Police Verification certificate or copy of valid passport.
 - (7) Original Affidavit swearing about Indian citizenship, being of sound mind, no penalties levied under the Customs Act, 1962, the Central Excise Act, 1944, the Finance Act, 1994, the Central Goods and Services Act, 2017 & Integrated Goods and Services Tax Act, 2017 and no conviction by any Court.
- (k) In case of firm/company, following documents are also required :
- (1) Copy of PAN Card of firm/company.
 - (2) In case of a Partnership Firm, copy of Partnership Deed and in case of a Company, copy of Certificate of Incorporation, Articles of Association and Memorandum of Association.
 - (3) List of all Directors/Partners along with copies of their PAN Card, Aadhar Card and Address Proof
 - (4) Declaration regarding authorised person for Customs matters.

(II) Renewal of Customs Broker License

The application for renewal of CB licence may be submitted at least 90 days prior to the expiry of the licence along with the following documents :-

- (a) Request letter signed by the authorised person, along with details as specified in Form - A under CBLR, 2018.
- (b) Copy of existing CB Licence.

- (c) Copy of Address Proof of business premises having current validity (Registered Lease Deed/Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone Landline bill/Electricity Bill in proof of ownership of premise)
- (d) Copy of Aadhar Card(s) of CB firm proprietor/all partners/all directors/ F-Card.
- (e) List of Customs Identity card holders on CB's letterhead.
- (f) Bond in Form-D as per CBLR, 2018/2013 or CHALR, 2004/1984, as may be applicable.
- (g) Surety Bond in Form-E as per CBLR, 2018/2013 or CHALR, 2004 /1984, as may be applicable.
- (h) Bank Guarantee or a Postal Security or National Saving Certificate or a Fixed Deposit Receipt issued by a nationalised bank for the sum equivalent to the value as per CBLR, 2018/2013 or CHALR, 2004/1984, in the name of "Commissioner of Customs, Jodhpur, Hqrs at Jaipur, NCRB, Statue Circle, Jaipur" having validity of 10 years.
- (i) Bank Guarantee / Third Party Surety for the sum equivalent to the value as per CBLR, 2018/2013 or CHALR, 2004/1984. In case of Third Party surety, following additional documents of the Surety are also required
 - (1) Copy of PAN Card.
 - (2) Copy of Aadhar Card of Proprietor/Partners/Directors.
 - (3) Copies of ITRs of last three FYs.
- (j) Solvency certificate for the sum equivalent to that of the expiring solvency certificate.
- (k) Performance Summary Report on volume of work (i.e. Total no. of B/Es & S/Bs, Total Value, Total Duty / Cess) handled in Export / Import for the last 3 financial years. The same is to be furnished on the letterhead of the firm/ company, as the case may be.
- (l) TR-6 Challan of Rs. 15,000/- for payment of renewal fee.
- (m) Copy of GST Registration, if not submitted earlier.
- (n) Self Attested copy of membership letter issued by the CB Association of Rajasthan for the current financial year.
- (o) Proof of qualification of authorized person(s), if any change.
- (p) Details of all ports where working under Regulation 7(3) of CBLR, 2018.
- (q) Declaration on CB's Letterhead (stating that there was no change in the constitution / change in address of the Customs Broker; that there are no expired / inoperative cards in Form G, H, etc., pending for submission in the department; that they maintain all records and accounts as per Regulation 10 (k) & 10 (p) of CBLR, 2018; that no judicial / Quasi Judicial cases having impact on renewal of the Customs Broker Licence, are pending in any Court; that there are no arrears of any amount payable to the Customs department).
- (r) Reasons for condonation of delay, if any.

(III) Permission under Regulation 7(3):-

The application for obtaining permission under Regulation 7(3) may be submitted along with the following documents:-

- (a) Request Letter signed by the authorised person as declared in parent Commissionerate.
- (b) Original Application in Form 'C', as specified in CBLR, 2018.

FORM - C

[See sub-regulation (3) of regulation 7]

Intimation by Customs Broker to work at another Customs Station

1	Name of the Customs Broker :-	
2	Aadhar Number:-	
3	Permanent Account Number (PAN):-	
4	Full address of the Customs Broker :-	
5	Customs Broker License No. and Custom House of issue :-	
6	Name, Permanent Account Numbers (PAN) and address of each of the partners of the firm or the directors of the company, as the case may be, in case the applicant is a firm or a company :-	
7	Name(s) of its partner/partners or director/directors and Permanent Account Numbers (PAN) who will actually be engaged in the work as Customs Brokers, in case the applicant is a firm or a company :-	
8	Educational qualifications of each of the persons, who will actually be engaged in the work as Customs Broker:-	

I/We hereby affirm that I/we have read the Customs Brokers Licensing Regulations, 2018 and agree to abide by them.

Signature of the applicant(s)

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Date:

- (c) Copy of CB Licence.
- (d) Business Statement.(i.e., Total no. of B/Es & S/Bs, Total Value, Total Duty / Cess) handled in Export / Import for the last 3 financial years. The same is to be furnished on the letterhead of the firm/ company, as the case may be.
- (e) Details of the F-Card Holder of the CB Firm including copy of his F-Card, PAN Card and Aadhar Card.
- (f) In case of applicant is Partnership / Pvt. Ltd. / Ltd / LLP firm:-
- (1) Coy of PAN Card of the CB firm.
 - (2) List of Partners / Directors, if any. Along with copies of their PAN Card and address proof.
- (g) Declaration regarding authorised person who shall be operating under Regulation 7(3) at this Station for Customs matters.
- (h) Copy of Address Proof, Aadhar Card, PAN Card and educational qualification of the Authorised Person.

- (i) Copy of Address proof of business premises in Rajasthan having current validity (Registered Lease Deed/ Rent Agreement. If not registered, then notarized rent agreement along with documentary evidence like latest telephone landline bill / electricity bill in proof of ownership of premise).

(IV) Fresh 'G' Card

The Customs Broker shall submit the following documents :-

- (a) Request Letter by CB
- (b) Duly filled in Form 'G', in original.
- (c) Copy of Aadhar Card of the proposed G-Card holder.
- (d) Residence Proof, if address is other than the one mentioned in Aadhar.
- (e) Copy of CB Licence.
- (f) Copy of Salary certificate/slip of the proposed G-Card holder.
- (g) Bio-Data of the proposed G-Card holder.
- (h) Bond by the CB.
- (i) Undertaking by the CB specifying that they have never applied for a 'G'- Card in respect of the proposed G-Card holder.
- (j) Undertaking by the proposed G-Card holder that he/she has never applied for / possessed a 'G'- Card through any other CB.
- (k) Copy of Educational Certificate of the proposed G-Card holder.
- (l) Original Character Certificate by an MP/MLA/Gazetted Officer.
- (m) Business Statement on letterhead of CB.
- (n) List of Card holders on letterhead of CB
- (o) Copy of Result.
- (p) Original 'H' Card surrender, if applicable.

(V) Renewal of 'G' Card

The application for renewal of G-Card may be submitted at least 30 days prior to its expiry along with all the documents mentioned at Sr. No. (IV) (a) to (f) above.

(VI) Transfer of 'G' Card

The CB shall submit all the documents mentioned at Sr. No. (IV) (a) to (o) above along with earlier 'G' Card Surrender letter and NOC from previous CB.

(VII) Fresh 'H' Card

The Customs Broker shall submit the following documents:-

- (a) Request Letter by CB
- (b) Duly filled in Form 'H', in original.
- (c) Copy of Aadhar Card of the proposed H-Card holder.
- (d) Residence Proof if address is other than the one mentioned in Aadhar.
- (e) Copy of CB Licence
- (f) Copy of Salary certificate/slip of the proposed H-Card holder
- (g) Bio-Data of the proposed H-Card holder
- (h) Bond by the CB

- (i) Undertaking by the CB specifying that they have never applied for an 'H'- Card in respect of the proposed H-Card holder.
- (j) Undertaking by the proposed H-Card holder that he/she has never applied for / possessed an 'H'- Card through any other CB.
- (k) Copy of Educational Certificate the proposed H-Card holder.
- (l) Original Character Certificate by an MP/MLA/Gazetted Officer
- (m) Business Statement on letterhead of CB.
- (n) List of Card holders on letterhead of CB

(VIII) Renewal of 'H' Card

The application for renewal of H-Card may be submitted at least 30 days prior to its expiry along with all the documents mentioned at Sr. No. (VII) (a) to (f) above.

(IX) Transfer of 'H' Card

The CB shall submit all the documents mentioned at Sr. No. (VII) above along with earlier 'H' Card Surrender letter and NOC from previous CB.

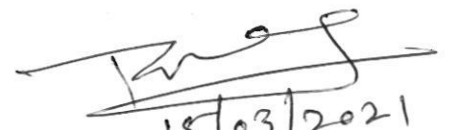
2. Any difficulties, in this regard, may be brought to the notice of the undersigned. Hindi version follows.


15/3/2024
(S. C. Agarwal)
Commissioner

MAILING LIST (Public Notice No. 07/2021 dated 15/03/2021)

Dated:15.03.2021

1. Chief Commissioner of Customs (Prev.), Delhi Zone, New Custom House, Near IGI Airport, New Delhi-110037.
2. The Assistant Commissioner, O/o the Additional Commissioner of Customs, Jodhpur.
3. Joint Director, Directorate General of Foreign Trade, 3rd Floor, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.
4. The Deputy Commissioner of Customs, Systems, O/o the Customs Commissionerate Jaipur.
5. The Managing Director, M/s The Thar Dry Port, Pal-Barmer Road, village-Pal, Jodhpur-342008.
6. The Assistant/ Deputy Commissioner of Customs, ICD Concor Jaipur, Jodhpur, Kota, Kathuwas (Alwar), ICD Rajsico Jaipur, Jodhpur, ICD TDP Jodhpur, Air Cargo Complex Sanganer, JGSE, Diggi House, Jaipur, FPO Jaipur.
7. The Assistant/ Deputy Commissioner, Customs Division, Jodhpur/Bikaner/Jaisalmer/Barmer/Sriganganagar.
8. Hony. Secretary General, Rajasthan Chamber of Commerce & Industry, Rajasthan Chamber Bhawan, M.I. Road, Jaipur.
9. President, Federation of Rajasthan Trade & Industry (FORTI), Flat No.302, Coral Castle, Subhash Marg, Opp. Nazz Drycleaner, C-scheme, Jaipur.
10. President, Federation of Rajasthan Exporters, B-4, Basement, Damodar Parle Alligance,, Plot No.16, Diggi House Road, Jaipur.
11. President, Rajasthan Customs House Agent Association, FF-3, Tirupati Trade Centre, 4 Sansar Chandra Road, Jaipur.
12. President, Federation of Rajasthan Handicraft Exporters, A-1, Sheel Mohar Plaza, 2nd Floor, Tilak Marg, Opp. Udyog Bhawan, Jaipur.
13. Hony. Secretary General, Mewar Chamber of Commerce & Industries, Bhilwara Mewar Chamber Bhawan, Nagori Garden, Bhilwara.
14. General Manager, RSIC Limited, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur.
15. General Manager, Jaipur Gem Stone Exchange, 15, Diggi House, Jaipur.
16. The Secretary, Jodhpur Handicraft Exporters Association, Common Facility Center, SLP/OI, Basni Phase-I, Near Reliance Communication, Jodhpur-342005.
17. Notice Board / Guard File.


15/03/2021
Superintendent (Tech.)