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BHARAT
SARKAR

भारतसरकार/ Government of India
वित्तमंत्रालय / Ministry of Finance
कार्यालय / Office of
आयुक्त सीमाशुल्क

Commissioner of Customs

Airport Special Cargo Commissionerate (APSC)
Avas Corporate Point, Andheri-Kurla Road, Mumbai-
400059

INDIAN
CUSTOMS

F.No. E/535866/GEN/TECH/PN/32/2022-APSO
DIN No: 20220979NZ00005505FC

20-09-2022

Public Notice No: 05/2022

Subject: Advisory for procedure of IGST Refund for Exports through Foreign Post Offices using iCAN - Airport Sorting Office (APSO), Mumbai.

Attention of all Importers, Exporters, Customs Brokers, Trade and other stakeholders is invited to CBIC Circular 14/2018 dated 04.06.2018 read with ICES Advisory No. 29/2018 dated 22.06.2018 and ICES Advisory No. 12/2017 dated 26.06.2017, wherein Board has desired the use of an offline utility iCAN (ICES Compact Application for Non-EDI sites) designed for electronic data capture at non-EDI sites, for the purpose of capturing the details of postal exports also and subsequent use of the data for IGST refunds.

2. In this context, the following guidelines may be adhered to while using the utility:

(i) The Customs officers at APSO, Mumbai will be allotting the 6-digit number (Shipping Bill Number) of every PBE (Postal Bill of Export) at the time of filing itself starting with the respective "three-digit series code" i.e. "746". The Port code assigned to the notified FPO (INBPS5) and the Master site code (INBOM4) must be entered correctly.

(ii) The EGM number, which refers to the proof of export, will be furnished by the Postal Authorities which is a numeric field without any alphabet or special character as a sequential 5-digit number going from 10001 to 99999 along with the relevant PBE number.

(iii) The capturing of details in the MS Excel template-based utility or iCAN lite can be made by the Customs at FPO after receipt of confirmation of Export from Postal Authorities. The data shall be captured in Excel sheet with due diligence as per the format. The data in the template is recorded at the invoice level since the data transmitted from GSTN for validation is also at the invoice level. Thus, if a particular PBE has multiple invoices, the same may be captured in as many lines. It may be noted that all other details like SB Number/Date/GSTIN etc shall also be copied in each of the lines even if they are the same for all the invoices in a PBE. After completion of the data entry, it will be forwarded to System Manager i.e. DC/EDI ACC, Mumbai on his/her email id ediacc.mumbai@gov.in along with a copy of the scanned PBE on E-Office or Registered Email ID. In case of any difficulty, the DC, EDI, ACC, Mumbai Shri Satish Shitole may be contacted on Mob: 9960210865.

(iv) The filled-up Excel template (copy enclosed) should be emailed to the

Directorate General of Systems and Data Management at ices.ican@icegate.gov.in with the name <Port Code>_Export Template_<Jul18> only by the System Manager of the respective site i.e. INBOM4 (DC, EDI, ACC, Mumbai) by the 10th of every following month. For example, the file for the month of September 2022 will be named <INBPS5>_Export Template_<Sep22>.

(v) Once the data is validated by the Directorate General of Systems and Data Management, the captured details of the Shipping Bill will figure in the System under the relevant role of DC/AC, Drawback (Exports) of INBOM4. Sh Sudhir Kumar, AC/Drawback may be contacted on 9431754552. Thereafter, it would be processed in a similar way as the other Shipping bills relating to IGST are processed.

3. This Public Notice should be considered as a Standing Order for the purpose of Officers and staff of the department. In case of any difficulty, the following officers may be contacted:

- a) AC/APSO, Mumbai, Shri S. M. Lokhande, 022-26156049 or 9619718078.
- b) JC/APSO, Mumbai, Shri D. S. Rana, 022-29202702 or 9757074339.

**Signed by Manish Mani
Tiwari**

Date: 20-09-2022 18:29:13

Reason: Approved
(Manish Mani Tiwari)

**Commissioner of Customs,
APSC, Mumbai Zone III**

Copy to:-

1. The Chief Commissioner of Customs, Mumbai Zone-III.
2. Chief Post Master General (Chief PMG)/Post Master General (PMG), Mumbai - with a request to direct the concerned officers posted at Foreign, APSO, Vile Parle, Mumbai 400099, to urgently issue EGM no's in respect exports made through PBE wef 21.06.2018.
3. The Director General, Directorate of Systems, New Delhi.
4. All Commissioners of Customs, Mumbai Zone-III.
5. All Addl./Joint Commissioner of Customs, Mumbai Zone-III
6. Deputy/ Assistant Commissioner of Customs, APSC, Mumbai Zone-III.
7. The Deputy/ Assistant Commissioner of Customs i/c EDI, ACC, Mumbai.
8. The Deputy/ Assistant Commissioner of Customs i/c Drawback, ACC, Mumbai.
9. Dy. /Asstt. Commissioner of Customs, APSO, Vile Parle, Mumbai, with a request to make necessary arrangements for wide publicity & paste it on the Notice Board and for uploading on the APSC Website for wider publicity.
10. Trade Association.
11. Custom House Agent Association.