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22 JUN 2018
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OFFICE OF THE COMMISSIONER OF CUSTOMS - II
(SPECIAL CARGO COMMISSIONERATE)

**AWAS CORPORATE POINT, MAKWANA LANE, ANDHERI-KURIA ROAD, AIRPORT,
SAHAR, ANDHERI (EAST), MUMBAI-400099. SAHAR, MUMBAI-99.**

F.No. Air SCC/01-06/2018-19 Admn.

Date: 20.06.2018

PUBLIC NOTICE NO.08/2018

Subject: Procedure for e-commerce exports through Post-reg.

Attention of the Exporters, Custom Brokers and all concerned are invited to the CBEC Notification No.48/2018-Customs (N.T.) & Board Circular No. 14/2018-Customs, both dated 4th June, 2018 on the abovementioned subject.

2 In order to facilitate exports and specifically give a fillip to the global outreach of India's exporters via e-commerce more so to the small & medium enterprises), all IEC holders have been permitted to export goods through Foreign Post Offices (FPOs). Any IEC holder exporting goods through the FPO, will be eligible for zero rating of exports, by way of IGST refund or discharge of LUT. Those who do not wish to avail this facility or fall in the category of Exempted/Non-Taxable are also permitted to export under the same procedure. In order to cater to e-commerce exports through post, the Board has prescribed the declaration forms under "Exports by Post Regulations, 2018".

3 In absence of EDI system at FPOs, the Postal Bill of Export (PBE-I) for e-commerce exports will be processed in manual environment for the time being. However, for the purpose of GST, data will be captured and uploaded through an off-line utility (CAN) provided by DG (Systems). It is clarified that till such time that computers with ICAN facility are installed and operationalised, exporters will be free to follow the procedure contained herein.

4 Exports under e-commerce, not involving MEIS, may be done through any notified Foreign Post Office under the following procedure:-

4.1 Any exporter holding a valid Import-Export Code shall be permitted to export goods by filing a Postal Bill of Export (PBE) in the form prescribed under the "Export by Post Regulations 2018".

4.2 Every PBE-I (for e-commerce exports) shall be filed in duplicate and shall cover only one consignor, though it can be used for any number of consignees. In other words, there will be no limit on the number of postal shipments which can be effected using a single Postal Bill of Export-I. The exporter shall be required to attach the invoice(s) with the PBE. Format of PBE-I is attached to this Notice as Form-I.

4.3 In addition, the exporter shall continue filing of the postal label or declaration as per CN22/CN23 (Forms III & IV respectively attached to this notice). An important ingredient of the revised CN 22/ CN23 forms is that a column for "sale of goods" has been added.

4.4 The PBE along with goods shall be presented to the Customs at the Foreign Post Office.

4.5 The PBE shall be processed manually.

4.6 Upon completion of processing of the PBE by Customs, the goods shall be presented to the Postal department, who will acknowledge receipt of the shipment on the PBE and affix the tracking number of each shipment on the same.

4.7 Upon affixation of the tracking number by postal authorities, the PBE shall be brought back to the Proper Officer for grant of 'Let Export Order'. The original PBE will be retained by Customs and the duplicate PBE will be handed over to the exporter or his customs broker.

4.8 In the case of exports, not involving e-commerce, the PBE-II shall be filed in duplicate and shall cover only one consignor and one consignee though multiple packages between a given consignor and a given consignee can be covered in the same PBE. The remaining procedure will remain same as above. Format of PBE-II is attached to this Notice as Form-II.

4.9 Further, CBEC vide Circular No.18/2018-Customs dated 13.06.2018 has clarified about the large number of cases of low-value-small-shipments which characterize e-commerce environment & which are exported through post. In such cases, single payments are received by exporters from e-commerce portal companies through normal banking channels. In order to facilitate the exporters in fulfilling multiple low-value-small-shipment orders, PBE-II is allowed to be filed for such shipments. The remaining procedure will remain same as above.

5 The Postal Authorities will furnish the proof of export of the goods i.e. copy of relevant CN / CP forms, as applicable to different categories of postal mails, to the Customs at the FPO. Essentially, the document must contain the tracking nos. of the parcel along with dispatch identifier. A corresponding entry relating to proof of export will be made in noting register. Only after receipt of such proof of export should details in ICAN be uploaded.

6 In order to provide the best possible convenience to exporters w.r.t. logistics requirements of a small parcel environment, the Board has decided to permit Customs Brokers (CBs) to operate at all FPOs for the ease of operations of exporters. It has also been decided that in order to ensure transparency and

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visibility, CBs will be required to onboard any third-party web application before commencing operations at the FPO.

7 The web-application shall have the following functionalities:

- (a) The IEC holders and Customs brokers using FPOs for exports should be registered on the application with KYC documents;
- (b) The e-commerce exporter would input data required in the PBE (with multiple consignees) on the web-application;
- (c) The application shall provide the facility of printing the Postal Bill of
- (d) Export (PBE-I) from the web application, and the Customs Broker shall file the same at the FPO as per manual procedure;
- (e) The web-application shall also provide the facility of uploading postal tracking numbers by the Customs Brokers;
- (f) The application should provide dashboards to the exporters and customs brokers w.r.t to their shipments;
- (g) Customs at the FPO shall have log in facility to view data with respect to a FPO or a Customs Broker or any exporter for the purpose of data analysis and profiling for risk management; and
- (h) The application will provide the facility to customs officer to verify the data and download into a locally installed PC.

7.1 It is clarified that Customs will not be on boarding the web application for conducting any regulatory process. All customs procedures will remain in manual mode, till introduction of EDI at FPOs. The application will be essentially used between the exporter and customs broker to facilitate communication enable shipment visibility and printing of PBE or any such other value-added services for B2B use.

8 In the case of natural persons (i.e. other than firms & companies) exporting parcels, there is no change in procedure being followed hitherto. It is clarified that they will not be required to file any PBE.

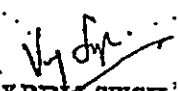
9 In the case of export of jewellery as provided under para 4.48 of the FTP (2015-20), as amended up to 5.12.2017, extant procedures shall continue to be followed.

10 Vide Circular 36/2016-Customs dated 29th July 2016, the Board had in pursuance to para 9,17A of the Foreign Trade Policy 2015-20, prescribed a procedure for e-commerce exports under MEIS. Presently, the facility extends to the Foreign Post Offices at Delhi, Mumbai and Chennai. Exports under MEIS through Post will continue to be governed through the aforesaid circular, except that the declaration form appended to thereto shall now be replaced with PBE-I, which has been prescribed under the new Regulations.

11 This Public Notice comes into effect from 21st June, 2018.

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12 Difficulties, if any may also be brought to the notice of undersigned on Phone No: (022)-29202610 or on Fax No. 022-29202703 or on email ID admintechapso@gmail.com or Deputy/Assistant Commissioner in charge of APSCO through email apso.mumbai.custom@gov.in / on Phone No: 022-26156063.


VINAY BRIJ SINGH
COMMISSIONER OF CUSTOMS,
APSC, MUMBAI.

Enclosed:- Form I to IV.

To :-

1. Chief Commissioner of Customs, Mumbai Zone-III.
2. Chief Post Master Generals(Chief PMG)/Post Master Generals(PMG) of Maharashtra Circle, Madhya Pradesh Circle, Chattisgarh Circle, Hyderabad City, Belgaum, Hubli & Dharwad with a request to circulate this notice amongst general public & the postal field staff posted under you for compliance and necessary action at your end in respect of e-commerce export parcels booked through the post offices under your jurisdiction so as to avoid public inconvenience with effect from 21st June, 2018.
3. All the Commissioner of Customs, Mumbai Zone-III.
4. All Addl./Joint Commissioners of Customs, Mumbai Zone-III.
5. Deputy/Asstt. Commissioners of Customs, APSC, Mumbai Zone-III.
6. DC/EDI, APSC for uploading on the APSC website for wider publicity.
7. DC, APSCO with a request to make necessary arrangements for wide publicity & paste in on Notice Board.
8. Trade Associations
9. Custom House Agent Association