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OFFICE OF THE COMMISSIONER OF CUSTOMS
AIRPORT SPECIAL CARGO COMMISSIONERATE
SAHAR, ANDHERI [EAST], MUMBAI – 400 099

F.No. AIR/CUS/50/CIC/275/2010 (Part) Date: 19.02.2018

PUBLIC NOTICE No. 17 / 2018

Sub: Know Your Customer (KYC) norms - regarding.

Kind attention of Express Industry Council of India (EICI), Authorized Couriers, Importers, Customs Brokers, Members of trade and all concerned is invited to Circular No. 02/2018- Customs dated 12.01.2018 referring to Boards Circular Nos. 07/2015-Customs dated 12.02.2015 and 13/2016-Customs dated 26.04.2016 on the above mentioned subject.

2. In line with the KYC norms stipulated by the Reserve Bank of India, Board has decided that two documents, one for proof of identity and other for proof of address are required for KYC verification. However, in case of individuals, if any one document listed in the Board Circular No. 9/2010-Cus dated 08.04.2010 contains both proof of identity and proof of addresses; the same would suffice for the purpose of KYC verification. Aadhaar card had also been recognized as one of the document for individuals. Board had further relaxed KYC norms for individual, in view of the problem being faced by individuals who possess proof of identity in the form of prescribed document but their address of present stay is not mentioned in the proof of identity. Moreover, many a times, it is difficult for individuals to produce present/current proof of address. For such cases, it was decided that proof of identity collected by the representative of the authorized courier at the time of delivery of such consignments to an individual consignee along with recording of address of the place where such consignments would be delivered to the consignee by the authorized courier companies, would suffice for KYC verification [Circular No. 13/2016-Customs dated 26.04.2016 refers]. In order to bring more clarity, in this regard, Board has decided that in case of import through courier by an individual, either Aadhaar card or Passport or PAN Card or Voter-ID card shall suffice for KYC verification however recording of address of place of delivery, as mentioned above, would continue.

3. Board has also decided to simplify the norms for KYC verification in the light of introduction of Goods & Services Tax (GST) and in view of the emphasis of government on adoption of a unified identifier. Accordingly, in modification of the earlier instructions:

i. *In the case of import or export through courier by a firm, company, institution, registered under the GST laws. GSTIN shall suffice as the document for the purpose of KYC verification. In cases where the firm, company or institution is not registered under GST laws, unique identification Number (UIN) or PAN shall serve as the document for KYC verification.*

ii. *Further, packages containing letter or document shall be exempt from requirement of KYC verification however it shall be the responsibility of the Authorized Courier that all such packages are subjected to x-ray to ensure that the packages do not contain any item other than letters or documents*

Any difficulty in implementation of this Public Notice should be reported to the Joint /Addl. Commissioner, Courier Cell, Airport Special Cargo Commissionerate, Mumbai.

(VINAY BRIJ SINGH)
Commissioner of Customs,
APSC, Mumbai

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone III for information
2. The Addl./Joint Commissioner of Customs, APSC
3. The Deputy / Astt. Commissioner of Customs, Courier Cell.
4. Express Industry Council of India
5. All Authorised Couriers
6. Notice Board, EICI Courier Terminal.