



भारत सरकार

भारत सरकार / Government of India
 वित्त मंत्रालय, राजस्व विभाग / Ministry Of Finance,
 Dept. Of Revenue
 आयुक्त सीमाशुल्क
 Office of the Commissioner of Customs
 Airport Special Cargo Commissionerate APSC)
 Courier Cell, Sahar, Andheri (East), Mumbai-400099

INDIAN
CUSTOMS

F.No.

Dated:-

PUBLIC NOTICE NO 37-----

Subject: Procedure for Issuance/Renewal of Courier License and Outsourcing Permission to the Courier Agent-reg.

Attention of all concerned is invited towards relevant regulations of Courier Imports & Exports Regulations (CIER), 2010 pertaining to Courier license. The following comprehensive notice prescribing the procedures is being issued, with immediate effect, for issuance/renewal of courier license and outsourcing permission to the courier agent.

All the documents as per this Notice must be addressed to the Deputy/ Assistant Commissioner, International Courier Terminal, Airport Special Cargo Commissionerate, Mumbai Customs Zone-III, and it must be ensured that all the photocopies must be self-attested, all the bonds (on a Stamp paper of Rs. 500/-) and all the affidavits, declarations & undertakings (on a Stamp paper of Rs.100/-) should be duly notarized.

(I) Fresh Authorised Courier Agent Licence

The applicant shall submit the following documents:-

- Request letter signed by the proprietor/ authorized person.
- Original application in Form 'I' / Intimation in Form 'J' (as applicable) as specified in CIER, 2010.
- Copy of PAN Card of the applicant.
- Copy of Certified Balance Sheet for last 3 years.

- (e) Income Tax Return for last 3 years.
- (f) Leave and license Agreement of office.
- (g) Certificate of Incorporation /Article of Association /Memorandum of Association/Partnership deed.
- (h) GST Registration Certificate.
- (i) Copy of Registration/Intimation Receipt under Maharashtra Shops and Establishments (Regulation of Employment and Condition of Services) Act, 2017.
- (j) Solvency Certificate from a Scheduled Bank for an Amount of Rs. 25 Lakh.
- (k) Duly Notarized General Bond of Amount of Rs. 10 Lakh in Rs. 500/- stamp Paper under Regulation 11. A security of ten lakh rupees in the form of Cash Deposit or Bank Guarantee or Postal Security or NSC in the name of "Commissioner of Customs, Airport Special Cargo Commissionerate, Mumbai Customs Zone-III" as per the model from Bank Guarantee of RBS Master Circular No. RBI/2010-11/67 DBOB No. Dir BG 12/13.03.00/2010-11 dated 1st July 2010 (With Auto Renewal Clause).
- (l) List of Directors/ Partners/ proprietor, Authorized Person, Employees along with Designation, Residential Address (With ID cards & residential Proof), Date of Birth and Contact number.
- (m) Declaration that the clearance of the goods from Customs would be done by employees(G- Card Holder) of Courier who passed the examination under CBLR 2018/ CBLR2013/ CHALR 2004/CHALR1984 .
- (n) Undertaking that applicant will be held responsible for all the acts of omission and commission committed by the said 'G' Card holder.
- (o) A brief write up of infrastructure in India and abroad in respect of storage space, transportation, staff, website with a tracking system, etc., so as to ensure speedy disposal of the courier consignments.
- (p) Documents supporting functions/Operations to be outsourced, if any. If no functions/Operations are being outsourced, a declaration stating the same to be

furnished.

- (q) Affidavit showing that the applicant has not been convicted in any court of law or any criminal proceedings are not pending before any court of law, as per the Regulation 10(6) of Courier Imports and Export regulation 2010.
- (r) Names of Countries with names of airport from where goods/documents are imported or exported to, along with the copy of the Courier issued to them by the respective countries.
- (s) Name and Address of Authorized couriers Branch offices for functioning at each of the abovementioned airports abroad along with the name, Designations, Nationality, Local address of each of the person responsible for door-to-door delivery or collections of import goods.
- (t) Whether for foreign courier license is in the name of the applicant and if not the details thereof along with the copy of partnership deed or equivalent documents of the license and the relationship of the foreign Courier license holder with the applicant (Documents should be accompanied by English Translation, if not in English).
- (u) Name and address of Authorized Couriers branch offices in India alongwith Name, Designations and residential Address of all the persons responsible for door-to-door delivery services for Import consignments and for collection of export Consignments.
- (v) Information regarding other issued registration/Authorizations from any location other than Mumbai Terminal along with the Registration copies.

(II) Renewal of Authorized Courier Agent License

The applicant, shall submit all the documents mentioned at Sr. No. (I) above at least 90 days prior to expiry of the license, along with the self-attested copy of the license already issued to them.

(III) Permission for outsourcing overseas operations

As clarified by CBIC vide Circular No. 59/2016-Customs, permission may not be required for couriers to outsource

non-core activities as specified in the said circular. However, the Applicant/Authorized Courier would intimate the department and shall submit the following documents:-

- (a) Service Agreement between the courier agent and the Overseas Entity.
- (b) Authorization in favor of authorized person of the Overseas Entity doing agreement with the courier company along with his / her ID proof.
- (c) Affidavit from the courier agent swearing to own the responsibility of all the acts and conducts of the Overseas Entity.

Any difficulties in this regard, may be brought to the notice of the Additional Commissioner of Customs, International Courier Terminal, Airport Special Cargo Commissionerate, Mumbai Zone-III.

Commissioner of Customs,
Airport Special Cargo Commissionerate,
Mumbai Customs, Zone-III

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-III.
2. All Additional / Joint Commissioner of Customs, APSC
3. Deputy / Assistant Commissioner of Customs, APSC.
4. MIAL, ICT, Mumbai.
5. All Courier Companies at ICT, Mumbai.
6. AC/DC, EDI for uploading on Mumbai Customs Zone-III website.
7. Office Copy.

Digitally signed by
Santosh Kumar Mishra
Date: 21-07-2025
16:04:54