

	<p style="text-align: center;"> ಭಾರತಸರ್ಕಾರ, ಹಣಕಾಸುವಿಭಾಗ, ಕಂದಾಯಇಲಾಖೆ भारत सरकार, वित्त मंत्रालय, राजस्व विभाग GOVERNMENT OF INDIA, MINISTRY OF FINANCE, DEPARTMENT OF REVENUE, ಆಯುಕ್ತರಕಛೇರಿ, ನಗರಸೀಮಾಸುಂಕ, ಅಂಚೆಸಂ5400., ಕೇಂದ್ರೀಯರಾಜಸ್ವಭವನ, ಕ್ವೀನ್ಸ್‌ರಸ್ತೆ, ಬೆಂಗಳೂರು सीमा शुल्क आयुक्त का कार्यालय, सीमा शुल्क आयुक्तालय, पी.बी.सं 5400, बेंगलूर OFFICE OF THE COMMISSIONER OF CUSTOMS, CITY CUSTOMS COMMISSIONERATE, BANGALORE P.B. NO. 5400, C.R. BUILDING, QUEEN'S ROAD, BANGALORE – 560 001 Email: commr-citycusblr@gov.in Fax: 080-2866 4753 </p>	 
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Date: 17.05.2021

STANDING INSTRUCTIONS NO. 06/2021 DATED 17.05.2021

Sub: Warehouse Licence - Instructions - reg

Kind attention from all taxpayers, stakeholders, Custom Brokers, Exporters, Importers is invited to Chapter IX of the Customs Act 1962 and Notification Nos 67/2016 Cus(NT), 68/2016 Cust (NT), 69/2016 Cus(NT), 70/2016 Cus(NT), 71/2016 Cus (NT) and 72/2016 Cus (NT) all dated 14.5.2016, based on which administration and supervision of Public, Private and Special warehouses are conducted. Also the MOOWR, 2019 (Manufacture and Other Operations in Warehouse Regulations, 2019) notification No.69/2019 Cus (NT) dt 01.10.2019(amended by Noti. No. 76/2020-Customs(NT) dated 17 August 2020.) may also be referred to.

2. In this regard, attention is also invited to the Public Notice issued by this office vide No. 44/2020 dt 01.09.2020, its addendum dt 27.11.2020 and its corrigendum dt 8.1.2021 may also be referred to, vide which Warehouse Monitoring Cell was created for faster processing of various requests of Warehouses and better facilitation of import.

3. **DIGITISATION OF WAREHOUSES:** The Officers in WMC shall ensure that licensee shall maintain detailed records of the receipt, handling, storing, and removal of any goods into or from the warehouse, as the case may be, in digital form in such format as may be specified and produce the same to the bond officer on monthly basis digitally. About the DSC of the warehouse keeper, the timeline prescribed in Public Notice No. 23/2021 dated 17.05.2021 may be adhered to and action to be initiated as per law for any violation.

4. **GRANT OF NEW WAREHOUSE LICENCE/CANCELLATION OF LICENSE:** The officers in WMC shall ensure that the applicant furnishes the application for a new licence along with the relevant documents as enumerated in the Public Notice No. 23/2021 dated 17.05.2021. In case of any deficiency noticed, a deficiency letter shall be sent to the applicant **within 15 days** from the date of receipt of application. Only upon

receipt of the application with complete documents, the same shall be processed for grant of licence and the licence shall be issued **within 15 days of receipt** of all complete documents. The officers in WMC shall ensure that the applicant furnishes the request for cancellation along with the relevant documents as enumerated in the Public Notice No. 23/2021 dated 17.05.2021. In case of any deficiency noticed, a deficiency letter shall be sent to the applicant **within 15 days** from the date of receipt of the request. Only upon receipt of the request with complete documents, the same shall be processed for cancellation. On receipt of reports from field formations regarding no dues and no warehoused goods, the application has to be processed within 15 days and the cancellation once approved must be communicated to the party urgently.

5. ANTECEDENT VERIFICATION: The officers in WMC shall cause premise verification of new/amended licence applications, as and when the lockdown related to the Covid situation is lifted. They shall ensure during post verification that the documents furnished at the time of application for licence and the photos submitted are proper. Any deviations noticed may be immediately brought to the notice of the Commissioner of Customs for suitable action. Further, as warehouse licence is issued based on the condition that reference would be made for post facto verification of DRI and DGGI, the same shall be undertaken after the issue of licence. As this process needs to be done after the issue of licence, every licence needs to be subjected to such verification. Considering the applications received and licence issued and the probable numerous correspondences to be made to DRI/DGGI, it has been decided to refer to DRI/DGGI once a month by giving details of all licences issued in that month. This will ease the correspondences and also helps in keeping track of the references made.

6. TIME EXPIRED GOODS/SOLVENCY/INSURANCE/LEASE etc: The officers in WMC shall adhere to the SOP dt 10.02.2021 issued for scrutiny if the warehouse returns. Since the licensee is required to renew the insurance policy annually and continue to comply with solvency conditions (as applicable), the same shall be required to be submitted annually. Further, the licensee is required to update the lease/rent agreements of the licenced warehouse upon their expiry. The officers in WMC shall ensure strict adherence to the above and initiate action for non-renewal of the same immediately. They shall also ensure that the security has to be obtained while granting the extension, strictly as per Circular 21/2016-Customs. The security in the form of a Bank Guarantee shall have an "Auto-Renewal" clause invariably. Alongside the security, a declaration that the goods shall not deteriorate during the period of extension being sought should also be obtained from the importer or owner. The applications filed for extension after the expiry of the bonding period shall be viewed seriously unless backed by valid reasons.

6.2 Further, with regard to time expired goods lying in the warehouse beyond the permissible period, it is impressed upon the Bond officers at port, that upon receipt of intimation of such goods, necessary action may be initiated to recover the duty with

interest and penalty as applicable under Section 72 of the Customs Act,1962. **In all cases Adjudication has to be completed before two months of receipt of Information from WMC.**

6.3 The details of recovery and other details may be furnished to the Warehouse Monitoring Cell (WMC), Hqrs, by the 3rd of every month in the proforma prescribed in the enclosed Annexure-I, without fail, to enable WMC to submit the same to CCO, BZ by 5th of every month.

7. **AUDIT/INSPECTION OF WAREHOUSES:** Concerning the audit/inspection of the Warehouses, it is impressed upon the audit officers of Audit and Inspection Cell (AIC), Hqrs, to take up the same on a priority basis. The audit points/objections raised, revenue points detected, SCN details, if any, may be furnished to the Warehouse Monitoring Cell (WMC), Hqrs, by 3rd of every month in the proforma prescribed in the enclosed Annexure-II, without fail, to enable WMC to submit the same to CCO, BZ by 5th of every month. AIC should audit a minimum of five Warehouses a month and the report has to be submitted within fifteen days of completion of the audit.

8. The above is brought to the notice of all concerned sections and ICD. Difficulties, if any, faced in this regard may please be brought to the notice of the undersigned.

(BASWARAJ NALEGAVE)
COMMISSIONER

To,

The concerned Sections in Hqrs(AIC/WMC/Technical), and ICD Bangalore.

Copy to:

The Chief Commissioner of Customs, Bangalore Zone, Queens Road, Bangalore.

The Notice Board.

The Webmaster to upload the Standing Instructions on the website.

ANNEXURE I

A. Revenue points (para 3 of the Dy Note 11/2021 dated 22.04.2021): Disposal of time

Barred goods:-

I. Details of time-barred warehoused goods

List cases where goods are warehoused beyond one year or the permitted extension	whether demand for Duty amount and interest raised? (SCN No. & date)	Details of demand paid if any.	if demand raised is not paid whether the goods were disposed of by the Proper Officer and its details	Remarks

