



सीमाशुल्क आयुक्त (आयात) का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT),
पी.आर.ओ. अनुभाग, हवाई माल संकुल सहार, अंधेरी (पूर्व), मुंबई- ४०० ०९९
PRO CELL, AIR CARGO COMPLEX, SAHAR, ANDHERI (EAST), MUMBAI –
400 099

F. No. S/3-MISC-PRO-13/2018-19/ACC (I)

Date: 05.08.2020

PUBLIC NOTICE NO. 105 /2020

DIN-20200879OA00008C4194

SUB: Instructions for uploading documents in E-Sanchit for approval of AD Code/IFSC with Bank Account in ICES – reg.

Attention of all stakeholders is invited to the Board Circular 32/2020 dated 06.07.2020 and Public Notice No. 97/2020 dated 13.07.2020 of this Commissionerate. In this regard, the Directorate General of Systems, CBIC has now enabled functionality within ICEGATE login which allows the exporters to make an online request for registration/modification of their AD Code / Bank Account(s) and also electronically submit the required documents through E-Sanchit.

2. The following legible scanned documents are required to be uploaded in E -Sanchit

2.1 Fresh registration of AD Code with Bank Account for the purpose of foreign remittance and IFSC with Bank Account for the purpose of IGST refund /Drawback:

- (i) Bank authorisation letter in format attached as **Annexure-A**
- (ii) Copy of IEC
- (iii) Copy of GST registration Certificate
- (iv) Copy of PAN Card of the Company/Partnership Entity
- (v) Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account

(vi) Copy of cancelled cheque

2.2 Modify/Change in registered IFSC with Bank Account for the purpose of IGST refund/Drawback.

(i) The documents as enlisted at 2.1 (i) to (vi).

(ii) NOC from bank, whose bank account registered in ICES, which is required to be changed.

2.3 The exporters are advised to request the respective Bank to send the abovementioned Bank Authorisation Letter and/or NOC from their branch Email ID directly to the E-mail ID-**ediacc.mumbai@gov.in**, EDI Section, ACC Sahar.

3. In case of non-receipt of Bank Authorisation Letter from the Bank E-mail ID as advised in para 2.3 above, the genuineness of Bank authorisation letter and/or NOC will be cross-checked with the Bank through email by this office after receipt of application through ICEGATE.

4. After verification of the genuineness of the request, the EDI Section shall process the same in the system on the same day.

5. In this regard detailed guidelines are mentioned at para a (ii) of Public Notice No. 97/2020 dated 13.07.2020 and can be viewed at [https://www.icegate.gov.in/Download/Bank Account Management Advisory.pdf](https://www.icegate.gov.in/Download/Bank%20Account%20Management%20Advisory.pdf) Same is also enclosed herewith for ease of reference.

6. Difficulties, if any, may be brought to the notice of Additional Commissioner of Customs, EDI, (Import), ACC, Mumbai.

Sd/05.08.2020

(Vinayak Azaad)
Commissioner of Customs, Import (ACC)

F.No. S/3-Misc-PRO-13/2018-19/ACC (I)

Date: 05. 08.2020, Mumbai

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-III.
2. The Commissioner of Customs, Export/ General/ APSC/ Appeal Commissionerate.

3. All Additional / Joint Commissioner of Customs, ACC.
4. All Deputy / Assistant Commissioner of Customs, ACC.
5. All Sections / Groups of ACC.
6. The Asstt Drug Controller of India, ACC, Sahar, Andheri (E) Mumbai
7. BCHAA (BrihanMumbai Custom House Agents Association).
8. ACAAI (Air Cargo Agents Association of India).
9. AC/DC, EDI for uploading on ACC website immediately.
10. Office Copy.

ANNEXURE-A

BANK AUTHORISATION LETTER

REFERENCE TO Public Notice No 105/2020 dated 05.08.2020 read with

Public Notice No. 97/2020 dated 13.07.2020, ACC Sahar, Mumbai

It is certified that M/s.....
..... Address of account
holder.....

.....is holding CURRENT/CREDIT ACCOUNT SINCE.....with our Branch. It is also certified that above mentioned name, address and Director/Partner/Proprietor details are matching with IEC.....The information of IEC Holder, Bank Account Details are as under:-

1. BANK ACCOUNT NUMBER:

2. AD CODE:

3. IFSC :

4. NAME OF AUTHORISED SIGNATORY
(DIRECTOR/PARTNER/PROPRIETOR) IN BANK ACCOUNT:

5. EMAIL ID OF ACCOUNT HOLDER:

6. CONTACT NUMBER OF ACCOUNT HOLDER:

7. NAME OF BANK:

8. NAME OF BRANCH:

9. ADDRESS OF BRANCH:

10. EMAIL ID OF BRANCH:

11. CONTACT NUMBER OF BRANCH:

12. NAME & CODE OF ISSUING AUTHORITY:

Signature of issuing authority

Bank stamp

Note: Email the Bank Authorisation Letter from bank branch mail id to **ediacc.mumbai@gov.in** for registration said AD Code/IFSC with Bank account with Customs for remittance /drawback/IGST refund.