



GOVERNMENT OF INDIA

भारत सरकार

OFFICE OF THE COMMISSIONER OF CUSTOMS (AIRPORT & ADMINISTRATION)

सीमाशुल्क आयुक्त का कार्यालय (विमानपत्तन और प्रशासन)

CUSTOM HOUSE : 15/1, STRAND ROAD : KOLKATA - 700 001

सीमाशुल्क सदन, 15/1, स्ट्रान्ड रोड, कोलकाता- 700 001

STANDING ORDER. NO. 05 /2019

Standard Operating Procedure to be followed for various types of work
dealt by Customs Broker Section

The following time lines will be followed for the various works done by Customs
Broker License Section:

1. New CB License - To be completed within 3(Three) months from the date of receipt of application.
2. Renewal of CB License - To be completed within 2(Two) months from the date of receipt of application.
3. Other Misc. work like Transact Business, Change of Address, Change of Actual Engaged Person etc. - To be completed within 2(Two) months from the date of receipt of application.

Documents/security deposit (if applicable) etc. are to be submitted along with the application by CB's.


SIB (Port & Airport) will be requested to send their report within 15(Fifteen) days from the receipt of CBS's letter/office note.

CB Section will obtain DRI's NOC/objections within 2 months for which regular follow up will be done every week.

CB Section will inform Customs Broker about the final decision regarding their application immediately after the said 2/3 months or before.

F. No. S45- 04/2019 CBS

Dated:- 01.03.2019.


(MANISH CHANDRA)
Commissioner of Customs (A&A)
Custom House, Kolkata.

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Copy to :-

1. The Chief Commissioner of Customs, Custom House, Kolkata.
2. The Commissioner of Customs (Port), Custom House, Kolkata.
3. The Additional Commissioner of Customs (A & A), Custom House, Kolkata.
4. The Dy. Commissioner/Asstt. Commissioner of Customs, SIB (Port), Custom House, Kolkata.
5. The Dy. Commissioner/Asstt. Commissioner of Customs, SIB (Airport), NSCBI Airport, Kolkata.
6. The Deputy Director, Directorate of Revenue Intelligence, Kolkata Zonal Unit, 8, Ho Chi-Minh Sarani, Kolkata – 700 071.
7. All other concerned unit.
8. *Supdt (Computer Cell) for upbading in CBS, Kolkata Customs* *