



सीमाशुल्कप्रधानआयुक्तकाकार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

केंद्रीयशुल्कभवन, एलबीस्टेडियमरोड, बशीरबाग, हैदराबाद 004 500-

GST BHAVAN, L B STADIUM ROAD, BASHEER BAGH, HYDERABAD-500 004

F.No.CUS/AG/MISC/592/2024-TECH

Date: 25.03.2024

PUBLIC NOTICE NO. 06 / 2024 dated 25.03.2024

Sub:- Procedure for transfer of goods imported at International Courier Terminal, Hyderabad to Air Cargo Complex, Hyderabad and filing of Bills of Entry through EDI of such transferred cargo - reg.

In view of the representations received from the authorized couriers, seeking simplified procedure for transfer of import consignments from International Courier Terminal, Hyderabad to Air Cargo Complex, Hyderabad in order to facilitate faster clearance of such cargo, the following procedure/ guidelines are laid down for transfer of such consignments as a trade facilitation measure;

1. The procedure/ guidelines given below are applicable only for consignments to be transferred from International Courier Terminal, Hyderabad (hereinafter referred to as 'ICT-HYD') to Air Cargo Complex, Hyderabad (hereinafter referred to as 'ACC-HYD') for clearance.
2. Any consignee who intends to clear a courier consignment through ACC-HYD shall inform the concerned authorized courier about the need to clear the particular consignment through ACC-HYD.
3. On receipt of such authorization from the consignee, the authorized courier shall immediately prepare Cargo Transfer Manifest (hereinafter referred to as 'CTM'), movement wise, as per prescribed format (Annexure-'A') in quintuplicate indicating the details of the shipment. The five copies shall be used as under:
 - i. First copy to be retained by the concerned Shift Inspector/ Superintendent of Courier Cell
 - ii. Second copy for the concerned Custodian of ICT-HYD, for their records
 - iii. Third copy for the concerned Custodian of ACC-HYD, to receive the shipment in

- to their import warehouse and
- iv. Fourth copy shall be returned to the Shift Inspector/ Superintendent, Courier Cell after transfer of cargo as detailed in para 12 below
 - v. Fifth copy for the agency moving the shipment from the Airside of ICT-HYD to ACC-HYD.

4. The existing requirement of executing Bond/BG and debiting of Bond/BG prior to movement of goods from Courier Terminal shall continue to be followed by the authorized courier. Cargo Transfer Manifest i.e. CTM (referred in para 3 above) will be prepared by the authorized courier and submitted to the Shift Inspector/Superintendent, Courier Cell, for entry in the CTM register. The authorized courier should ensure that ECM is updated with transshipment status prior to filing of the CTM for the shipments proposed to be transferred. The Shift Inspector/Superintendent, Courier Cell shall then verify whether the particulars of consignments proposed to be transferred, as declared in the CTM, match with the declaration made in ECM filed by the authorised courier; also verify that the transshipment status in ECM is proper for the said consignments, and also verify that the revolving bond is properly debited. The Shift Inspector/Superintendent, Courier Cell, shall then enter the CTM number on all the five copies of the CTM, and after endorsement shall retain the first copy of CTM. The Shift Inspector/Superintendent at Courier Cell shall maintain a separate register for recording all the relevant details such as those in 'Annexure-A' and those required to monitor receipt of goods by Custodian at ACC-HYD. The CTM endorsed by Shift Superintendent shall be submitted to Deputy/Assistant Commissioner of Customs, Courier Cell for approval.

5. The Deputy/ Assistant Commissioner of Customs, Courier Cell may, after verification of details declared, permit such shipment under CTM to be transferred to the relevant Custodian in the ACC-HYD for further clearance through Customs. On Sundays, Holidays and in Night shift, the Shift Superintendent may permit the transfer and obtain the post-facto approval of the DC/ AC, Courier Cell on the next working day.

6. The authorised courier after obtaining permission from the Deputy/ Assistant Commissioner shall Submit to the custodian of the courier, terminal copy of the approved CTM and ensure loading of those consignments in to Container and seal such shipments with the customs seal in the presence of the Shift Inspector/ Superintendent, Courier Cell. The shift Superintendent/Inspector at ICT-HYD will put forwarding remarks on the CTM mentioning the number of packages & their markings/seal number being forwarded to ACC-HYD.

7. The authorized courier shall arrange to transport those consignments approved for transfer to ACC-HYD in sealed container by availing services of registered airline or their ground handling agent and transport the goods along with CTM, from Courier Terminal to the premises of the concerned Cargo Custodian at ACC-HYD (through Air side in the presence of customs officer) who is to receive the shipments and obtain acknowledgement from IFO/Superintendent (Transshipment) and the Custodian at ACC-HYD on the CTM, for receipt of such shipments at ACC-HYD.

8. The registered airline authorized by the concerned courier hereinafter

referred to as 'Authorised Airline', shall file an electronic IGM with Customs, corresponding to the CTM as if a virtual flight has taken place. The Authorised Airline can be their own airline (if already registered) and if they do not have their own airline they may take support of any of the registered airlines. The Authorized Airline will be filing the IGM for 'virtual flight' for the movement of goods mentioned in the CTM from ICT-HYD to ACC-HYD. In this regard, the 'Flight No.' to be mentioned in the IGM will be the combination of the following:

- a. Two letter code of the concerned airline (Ex: 'FX', 'ES')
- b. A Standard 4 digit flight number of the Authorised Airline (Ex:0729)

An alphabet (A-Z) to be added as suffix. (Ex: 'A'/'B'). Suffix allows multiple virtual flights to be filed for the same date. The suffix should be used in alphabetical sequence, first flight for a particular date to use 'A' as a suffix, second flight for the same date to use "B" as a suffix and so on.

Example of virtual 'Flight No.' to be declared in the IGM can be 'FX0729A', 'E S0090B'

The Authorised Airline & concerned authorized courier will submit to Customs and seek approval for the 'Flight No.' (except the suffix) that they intend to use for filing IGM for the 'virtual flight" Only the 7 digit format as specified above should be used for 'Flight No.' in the IGM for virtual flight. The 'flight date' to be declared in the IGM for virtual flight will be the actual date of departure from origin, of the flight which has brought the goods in to India. The 'Inward Date' to be declared in IGM will be the date of the original entry inward of Master & House of the original IGM. Each CTM will have a unique number assigned by the Airlines which number will correspond to number of master airway bill for normal flights (as indicated in Annexure-'A'). The authorised courier will issue a Delivery Order to the importer or his agent as per the standard procedure.

9. Entry Inward of IGM has to be entered by IFO.

10. If the authorised courier cannot avail of services for any of the registered airline as mentioned in para 8 to file a fresh IGM based on 'virtual flight', amendment of original IGM is to be done as per the practice being followed prior to issue of this Public Notice.

11. Entry Inward of the CTM has to be entered by the Superintendent (Transshipment) at ACC-HYD and endorsed. After physical verification and preparation of segregation report by the Custodian at ACC-HYD, the Superintendent (Transshipment) shall endorse all the four copies of the CTM.

12. The third copy of CTM duly endorsed by Superintendent (Transshipment) at ACC-HYD and the representatives of Custodian at ACC-HYD will be forwarded by the respective Cargo custodians at ACC-HYD along with the segregation report and the hard copy of IGM, to IGM section at the ACC-HYD for completion of procedure as applicable to regular IGM's.

13. Thereafter, clearance procedures such as filing of Bill of Entry and

processing thereof shall be done as per customs clearance procedure, applicable to goods imported in cargo mode by any normal flight.

14. The authorized courier will submit -Fourth copy of the CTM which has been duly signed by the representatives of Custodian at ACC-HYD and Superintendent (Transshipment), to the Shift Inspector/Superintendent, Courier Cell within seven days from the date of transfer of cargo from Courier Cell to ACC-HYD who in turn will close the entry in CTM register thereafter and credit the Transshipment Bond appropriately, which was earlier debited as per procedure indicated in para 4 above.

15. The second copy of CTM will be handed over to the concerned custodian at the ICT-HYD for maintaining records

16. The Custodians at ICT-HYD shall maintain a register entering the details of such shipments transferred to ACC-HYD, for clearance by authorized courier.

17. Authorized courier will submit an undertaking accepting responsibility for the movement of goods in-transit to ACC-HYD from ICD-HYD.

This issues with the approval of the Principal Commissioner.

Signed by
Additional Commissioner of Customs

RAGHU

Raghu Kiran Batchali

Date: 29-03-2024 16:59:00

KIRAN.B

Copy to

1. The GMR (Custodian)
2. All Authorized Couriers,
3. Master file
4. Notice Board.