TRADE NOTICE NO. 01 / 2018

Date: .12.2018

Subject: Guidance Note for AEO Web Application - Reg.

Attention of the Trade & Industry, Field formation, Departmental Officers and other stake-holders concerned is invited to the Guidance Note issued by the Central Board of Indirect Taxes and Customs, New Delhi, Department of Revenue, Ministry of Finance, Govt. of India, which is reproduced below for information, guidance and compliance.

2   The process of accreditation of AEO-T1 was decentralized to the Zonal level vide Circular No. 26/2018 - Cus dated 10.08.2018. To take the process of simplification of AEO T1 application and processing further, Board has launched a AEO Website (domain name: aeoindia.gov.in). The website is live from 1st December, 2018 and it can be accessed by both the applicant - for filing of AEO T1 application (annexures) and Customs officials - for processing of newly filed applications.

3.   The AEO Website is live from 1st December 2018. Simultaneously, the manual processing of AEO-T1 application is allowed for ensuring seamless transition. However, it is requested to the trade to file new AEO T1 application online as much as possible.

4.   **For the applicant** – The process for filing of AEO-T1 application for the applicant has three main components.

   i)   Registration
   ii)   Sign up (with registration details)
   iii)   Filing & Submission of Annexure 1 & 2.

The step-wise procedure is described below:-

   i)   Applicant has to open the homepage at aeoindia.gov.in
   ii)   Applicant has to register himself by clicking on Registration at the right side of the page.
   iii)   A registration window will open wherein the applicant has to provide his basic details and choose his ID and Password
   iv)   On the mobile number and e-mail provided, the applicant will be sent an OTP, which he needs to input to complete registration.

v) After providing the OTP, the applicant will be successfully registered. He can now use the ID and Password for login.

vi) Applicant logs in with the ID and Password provided by him during registration.

vii) This is applicant's dashboard view. Clicking on 'Application form' takes him to the Annexure 1. 3 pages will be opened one after another by clicking next.

viii) Once the applicant has filled his details in Annexure 1, he can save it and move to Annexure 2.

ix) In Annexure 2 another 4 pages will be opened one after another by clicking next.

x) At the end of Annexure 2, applicant can click 'Save and Preview' button to have a final look at his filled application.

xi) Applicant's 'Preview Application' screen. Here he can have a preview of all the information provided and documents uploaded.

xii) Once applicant is satisfied with his application, he will click on 'Submit' in preview window and the application will be submitted successfully. The application will now move to Customs Officials' dashboard for processing.

The duly filled application, then, moves on to the dashboard of Customs Official for verification and processing.

5 **For the Customs Officials** – Once an application has been filed, the completed application moves to the dashboard of Customs Officials in the sequence/steps given below:

i) Custom Officers can log in from the Customs Official tab at the login panel with the Id and Password provided to them by AEO Nodal Officer at the official site of AEO.

ii) Once the application is filed by the applicant, it comes to the AEO Nodal officer's dashboard for assigning it to a Superintendent.

iii) The AEO Nodal Officer assigns the application to one of the Superintendents for processing.

iv) Application is successfully assigned to the chosen Superintendent, it then moves to Superintendent's dashboard for verification & processing.

v) For verification, the Superintendent needs to match the Mobile & Mail provided by the applicant with the details in applicant's IEC registration. Clicking "verification reference' will take Supdt to DGFT site where he can check the same.

vi) Once either the mobile number or e-mail matches with the IEC details, the Superintendent can verify and the application moves to 'process section' of Superintendent Dashboard.

vii) Once the Superintendent has verified the mobile number and e-mail, the application can be processed. The Superintendent can now view the complete Annexure1 & 2 as submitted by the applicant.

viii) After going through the application, the Superintendent can give his remarks and press 'submit'. The application is then forwarded to AC/DC/JC/ADC Dashboard.

ix) Application arrives at AC/DC/JC/ADC dashboard for processing

x) After going through the application, the AC/ DC/JC/ADC can give his remarks and press 'submit'. The application is then forwarded to Commissioner's Dashboard or he can press 'Issue Deficiency', which will send the application to Superintendent Dashboard to issue deficiency memo to the applicant.

xi) Application arrives at Commissioner's dashboard for processing.

xii) After going through the application, the Commissioner can either Accept or Reject the application. If he accepts the application, the application will be forwarded to DIC for certificate generation. If he rejects the application, the application will move to Superintendent Dashboard for issuance of rejection letter.

6. In effect, once the application is assigned to one Superintendent by the AEO Nodal Officer, the application moves through three vertically placed levels:

i) Superintendent
ii) AC/DC/JC/ADC
iii) Zonal AEO Programme Manager

7. Here it is relevant to re-iterate that the officer for assignment at level 2 can be one of either AC, or DC, or JC, or ADC. For the purpose of AEO application processing, all these 4 designations are horizontally placed at level 2 and Chief Commissioner of respective Zone can assign any officials from these 4 designations for level 2 of the AEO application processing.

8. The level 2 has been conceptualized in this way because it was felt that there are many small Customs Zones that might not have enough personnel to spare for separate two level of AC/DC & JC/ADC.

9. Once the application has been completed scrutinized and processed, it moves to the Dashboard of Zonal AEO Programme Manager for Approval or Rejection. If rejected, the rejection is intimated to the applicant by the Superintendent, who initiated the processing and if approved, the application details flows to DIC dashboard for certification.

10. Utilizing the above mentioned guidance note and the expertise of officials in zone that have been trained in AEO Web Application, you are requested to ensure that the processes involved in filing AEO-T1 application on AEO Website are extensively publicized and promoted so that the trade can enjoy the fruits of this ease of doing business tool seamlessly from manual filing to digital filing of AEO T1 application.

11. Any queries or difficulty faced in implementation of online processing of AEO-T1 application may communicated to DIC at diccbec.dor@gov.in. Besides a help desk has been put in place for officials of the customs zone for any hand holding needed or for replying to any query.

Help-desk: i) Mr. Y. K. Kanwaria (Assistant Commissioner)   011-21400635
           ii) Mr. Sushil Kumar (Superintendent)

12. To ensure that there is a seamless transition from manual to online processing of AEO application, the manual processing is allowed to continue till 31st March 2019. However, Trade & Industry, Field formation, Departmental Officers and other stake-holders are requested to file online as far as possible.

13. A PPT on the process to be followed for online application is available on www.kolkatacustoms.gov.in.

14. Hindi version follows.

(DEEP SHEKHAR)
COMMISSIONER OF CUSTOMS (PREV)
WEST BENGAL

C.No. VIII(48)20/Cus/P/WB/Tech/AEO/2018/21116-40 P   Date: 19.12.2018

Copy forwarded for information and necessary action to:

(1) The Chief Commissioner of Customs, Kolkata Customs Zone, Custom House, Kolkata.
(2) The Commissioner of Customs, Port / Airport & Administration, Custom House, Kolkata.
(3) The Commissioner of CGST & CEX, Kolkata (North) / Kolkata (South) / Howrah / Haldia / Bolpur / Siliguri Commissionerate, Kolkata.
(4) The Deputy / Assistant Commissioner of Customs, Petrapole Circle / Barasat / Krishnagar / Dinhata / Naxalbari / Siliguri / Malda Division.
(5) The Deputy / Assistant Commissioner of Customs, System, Custom House, 1st Floor, Kolkata – 700001 to upload in the official website.
(6) The Deputy Commissioner of Customs (P&E), CC(P), WB, Custom House, Kolkata with request to issue Hindi version of the Trade Notice.
(7) The Bharat Chamber of Commerce, 9/1, Syed Amir Ali Avenue, Mullick Bazar, Ballygunge, Kolkata – 700 017.
(8) The Indian Chamber of Commerce, 4 India Exchange Place, Kolkata – 700 001.

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(9) The Bengal National Chamber of Commerce & Industries, 23 Sir R.N. Mukherjee, Kolkata – 700 001.

(10) The Merchant Chamber of Commerce, 15B HemantaBasuSarani, Kolkata – 700 001.

(11) The Federation of Indian Export Organizations, Express Tower, 42A Shakespeare Sarani, 6th Floor, Kolkata – 700 017.

(12) The West Bengal Customs House Agents' Soceity, 4 Fairlie Place, "HMP House", Mezzanine Floor, Room No. M-10, Kolkata – 700001.

(13) Notice Board.

(Ramesh Shivaram) 19/2/08
Assistant Commissioner of Customs (Tech)
C.C.(P.), W.B.