



**GOVERNMENT OF INDIA**  
**OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS**  
**CUSTOMS HOUSE, 15/1, STRAND ROAD, KOLKATA-700001**

F. No. VIII(48)-48/CCO/KOL/CUS/PN/2020

Date: 03.04.2020

**PUBLIC NOTICE No.01/2020**

**Sub:** Nodal Officer for Kolkata Customs Zone for facilitating Customs clearances amidst the COVID-19 crisis — reg.

Attention of the Importers, Customs Brokers and all other stakeholders is invited that the following officer has been appointed as the Nodal Officer in Kolkata Customs Zone for facilitating customs clearances of import cargo, amidst the COVID-19 crisis:

Name	Designation	Office Address	Email Address	Contact Details	
				Landline	Mobile No.
Shri Amrendra Narayan	Additional Commissioner	1 <sup>st</sup> Floor, Custom House, 15/1, Strand Road, Kolkata-700001	ka_gene@yahoo.com	033-22102459	8866214949

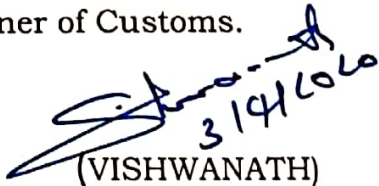
2. Any person seeking the details/ status of their import cargo/parcel may kindly note that she/he should have the Bill of Entry (BE) number & Date with her/him while making the call so that it will help in tracking and facilitating the consignment. Further, it may be noted that the following are the general documents required for filing of a Bill of Entry (a statutory document to claim the goods/cargo imported): —

- a. Commercial invoice;
- b. Packing list;
- c. Air way bill/Bill of Lading;
- d. IEC code issued by DGFT (PAN is sufficient for personal Imports);
- e. Bank AD code;
- f. GST registration number (Not relevant for personal imports);
- g. KYC form duly completed - only for first time importers.

3. A step-wise flowchart narrating the normal procedure for import clearance is also attached herewith for ready reference.

4. All the trade associations / stakeholders are requested to bring the above facilitation measure to the notice of their members.

5. This issues with the approval of the Chief Commissioner of Customs.

  
(VISHWANATH)

Additional Commissioner of Customs  
Chief Commissioner's Office,  
Customs House, Kolkata.

To,  
All Concerned.  
(As per mailing list).