



INDIA IMPORT GUIDELINE

(Revised 11th Jul 2024)

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A. IMPORT GST ID & IEC & EMAIL ID

India Import GST ID & IEC & EMAIL ID are **MANDATORY** to declare on Bill of Lading and Manifest for all cargoes to India.

1. GST Identification Number of Importers

- 15 digits
- Exemption for minority SEZ customers & Government bodies with UIN number for tax exemption)
- GSTIN No. field already set in Genesis Customer Master

2. IEC (Import Export Code) of Importers

- 10 digits
- Mandatory for BCO (Direct customers)
- Will confirm asap the field name in Genesis Customer Master

3. Official Email ID of the Importers

- For communication with customs and carriers

Internal Process:

Input on BL Body per below format.

Input on BL Body for BL Print and IGM

Consignee GSTID: nnnnnnnnnn

IEC: nnnnnnnnnn

Email ID: xxxxxxxxxxxx

Notify Party GSTID: nnnnnnnnnn

IEC: nnnnnnnnnn

Email ID: xxxxxxxxxxxx

Remarks:

- For 'To Order BL', Notify Party detail is mandatory.
- For foreign entity, above is not required.
- GSTID is exempted for minority SEZ customers & Government bodies with UIN number for tax exemption.
- IEC is only mandatory for BCO (direct customer i/o freight forwarder)
- Customers have full responsibility to provide accurate info on SI per regulation.



B. E-Invoicing Mandatory Customer Details

E-Invoicing launched by India government at the beginning of 2021. Below the mandatory elements for the platform of E-invoicing relating to GST.

Any costs arise from wrong IGM and GST Invoicing may be on account of customers and agencies.

Mandatory Customer Details for Import and Export in India

- Company Name (as per India IEC)
- Full Address
- City
- State - State or Union Territories (UT) in India for GST
- Country
- Email Address
- Telephone
- PIN Code - Postal Index Number in India for GST
- GSTIN No – for GST
- Valid SEZ details in case of SEZ shipments

Mandatory Control on Customer Master and BL Process by agencies:

- To educate customers for full details of customer master
- To accurately create Customer Master and prevent duplication
- Doc team to carefully select the correct customer code matching with SI
- To verify with customer and POD in case of any queries
- To amend Customer Master upon confirmation with customer
- DO NOT REVISE CUSTOMER NAME AND DETAILS ON BL LEVEL
- BL Customer Tab and BL Header is ONLY for minor adjustment (such as Company vs Co, Road vs RD etc)



C. Customer Restriction on SRR, Booking and Bill of Lading (BL)

Below customers are **RESTRICTED** In Genesis:

Customer Code	Customer Name	Address
INESL688955	AG IMPORT HUB	IST FLOOR, F-40, OM VIHAR EXTN, UTTAM NAGAR, WEST DELHI, SOUTH WEST DELHI, DELHI 110059, INDIA GSTIN REGISTRATION NO. 07AQRPD3414C2Z7. EMAIL:INFO@AGIMPORT.IN IEC NO. AQRPD3414C
INESL710097	HALDER ENTERPRISE	ADDRESS: VILLAGE- NEBADHAI, PARABIDHANPALLY, DUTTAPUKUR, NORTH 24 PARGANAS, WEST BENGAL, PIN-743248, INDIA PAN NO-AEEPH4998G GST NO-19AEEPH4998G1Z2 IEC
INESL642113	EMPEZAR LOGISTICS PVT. LTD. (SEZ WAREHOUSE)	SECTOR – 11, ROAD 11B, CFS AREA, ADANI PORT & SEZ, MUNDRA – KUTCH, 370421 INDIA PAN: AABCE9016E GSTIN: 24AABCE9016E2Z0 MOB. NO.: +9196876 68624 E2E@EMPEZARGROUP.COM
INESL691966	AMAN ENTERPRISES	IEC ADDRESS: ROOM NO 404 D WINGBASERA GARDEN, PRAGA TINAGAR HIGHTENSION ROAD NALLASOPARA EAST PALGHAR MAHARASHTRA,401209**
INESL642466	FAST TRACK CFS PVT LTD(SEZ INAJM6)	PLOT NO.3, BLOCK-C,SECTOR-11, APSEZ MUNDRA, KUTCH,GUJARAT-370421 INDIA. IEC:0512082065**

Notify Code	Notify Party	Address
INESL688955	FAST TRACK CFS PRIVATE LIMITED	APSEZL MUNDRA KUTCH, GUJARAT – 370421 INDIA PAN AACCF0643H
INESL665902	SHOOLIN TRADE LINK LLP	POLT NO.11-A, BLOCK-B, SECTOR-12S, LIGHT ENGINEERING ZONE, IN EAST OF JNK, APSEZ-MUNDRA-370421, INAJM6
INESL689280	FAST TRACK CFS PVT LTD (SEZ INAJM6)	PLOT NO. 3, BLOCK-C,SECTOR-11, APSEZMUNDRA, KUTCH, GUJARAT-370421 INDIA. IEC:0512082065 PAN: 0512082065***
INESL673712	ASIAN INTERNATIONAL	ADD- PLOT NO.529, KH.NO.154, NEAR TULIP PUBLIC SCHOOL, VILLAGE POOTH KHURD,***



D. Restriction of Sensitive Text on Bill of Lading (BL)

- Below sensitive text in Consignee and Notify address are **RESTRICTED** to be shown on Bill of Lading Header and Body.

Sensitive Text Restricted		Restricted For POD		
		Nhava Sheva	Mundra	Hazira
SEZ	Special Economic Zone	✓	✓	✓
CFS	Container Freight Station	✓	✓	✓
DPD	Direct Port Delivery	✓	✓	✓
APSEZ	Agreement Party Special Economic Zone	✓	✓	✓
FTWZ	Free Trade Warehousing Zone	✓		

- 'IN TRANSIT CLAUSE' and 'MERCHANT HAULAGE' is restricted. In transit to ICDs must be moved under Carrier Haulage only. This is because of the liability protection where carriers file the Import manifest in customs as SMTP [Sub Manifest Transshipment Permit]. Carriers file SMTP or TP only if the final place of delivery is under carriers' scope of movement. In Transit Clause and Merchant Haulage will create liability and dispute on IGM by ESL.
- Final Destinations not served by ESL are also restricted on BL Body. Local Customs will not consider any exemption clause such as 'at the risk of Merchant' etc.

E. Restricted Commodities for India Import

Toys from China: (Notification No. 82 / (RE-2008) / 2004-2009 dated 23.1.2009)

Toys manufactured in China under ITC Codes 9501, 9502 or 9503 of Schedule – I of ITC (HS) Classifications of Export and Import Items are banned import to India.

ITC Code 9501: Wheeled toys designed to be ridden by children (for eg: Tricycles, scooters, pedal cars, doll carriages).

ITC Code 9502: Dolls, whether or not dressed.

ITC Code 9503: Electric trains including tracks, signals & other accessories, construction sets & toys, stuffed toys, musical instruments & apparatus. Puzzles toys working or not, weapon toys & parts and other toys, reduced size (scale) reduced-size models & similar recreational models working or not, of all the materials like wood, metals & plastics.

However, import of toys accompanied by the following certificates shall be permitted.”

Please follow below procedures before accepting any “toys” booking to India.

- Shipper to provide full description/details of the “toy” so to check if they fall within the banned list;



2. Shipper to provide a certificate with Indian Customs' approval the "toys" are allowed to import to India;
3. Shipper to issue an LOI.

"Import of 'Toys' appearing under ITC Codes 9501, 9502, 9503 of Schedule – I of ITC(HS) Classifications of Export and Import Items Please note that all shipment without accompany of the certificates will still be deemed as banned items to India.

4. Shipper to provide a certificate that the toys being imported conform to the standards prescribed in ASTM F963 or standards prescribed in ISO 8124 (Parts I-III) or IS 9873 [Parts I-III]; \
5. Shipper to provide a certificate of Conformance from the manufacturer that representative sample of the toys being imported have been tested by an independent laboratory which is ILAC accredited and found to meet the specifications indicated above. The certificate would also link the toys in the consignment to the period of manufacture indicated in the Certificate of Conformity".
6. If any doubt, please liaison with POD and consult the Line.

Milk and Milk Products from China: (Notification No. 111(RE-2008) / 2004-2009 dated 16.6.2009)

Milk and milk products are banned import to India.

The prohibition on import of including chocolates and chocolate products and candies / confectionary / food preparations with milk or milk solids as an ingredient from China.

Mobile Handsets without an IMEI: (Notification No. 112(RE-2008) / 2004-2009 dated 16.6.2009)

"Import of 'Mobile Handsets' (classified under EXIM Code '8517') without International Mobile Equipment Identify (IMEI) No. or with all Zeroes IMEI is prohibited to import in India.

For more Cargo Restrictions, please refer India Country Information



F. Destination Surcharges Payable Elsewhere

India Destination surcharges if payable at Load location or Elsewhere locations are applicable of **20%** of Additional Surcharge (for GST).

To avoid manual intervention, we have upgraded the process by Auto Pickup of surcharge.

System will auto pick up the surcharge which defined in Pay term Additional Surcharge master as Percentage defined against the specific charge code and its appear as Unit type once the user change the default Pay term from Collect to Prepaid/Elsewhere, Also this enhancement placed in Booking, Bill of landing and Manifest Correction Notes (MCN) modules.

Below charge codes are defined in the system for India Destination – Auto Pickup if any revisions in payterms.

Manifest Charge Codes	Additional Pay term Charge codes	Percentage
RRD	PRD	20%
ONC	PNC	20%
THD	PHD	20%
DOI	POI	20%
TLI	PTI	20%

G. Sea Cargo Manifest and Transshipment Regulations (SCMTR)

- Please refer separate Guideline in Knowledge Bank for details

H. ICD Highlight

- Please refer separate Guideline in Knowledge Bank for details

J. Special process for Cargo Return or ROB to India

1. New Normal BL is mandatory for Return and ROB Cargo back to India due to IGM and Invoicing policies in India.
2. All COD & RCR charges put on initial BL and then Return freight on new Booking to India per SRR approved by Pricing.
3. India team to put clear remark on MCN / SRR / New Booking / New BL for audit purpose.
4. POD to update Import Ops & EMS per normal import BUT declare to customs & terminal as T/S or no need to declare for ROB back to India.



5. POD (new POL of return leg) to update Export Ops & EMS for new Booking per guideline from Line Logistics.
6. POD (new POL of return leg) to put clear remark of Return / ROB on dummy EMS transactions for audit purpose.
7. India team to closely coordinate with POD and involved parties for Booking, CRO, VGM, Ops, EMS, BL, DWS and payment.
8. India team to monitor the overall process until case is closed.

(Prepared by Line Global Customer Service on 11th Jul 2024)