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आयुक्तकाकार्यालय/OFFICE OF THE COMMISSIONER  
सीमाशुल्कआयुक्तालय/CUSTOMS COMMISSIONERATE  
जी.एस.टी. भवन, तेलंगखेडीमार्ग/GST BHAVAN, TELANGKHEDI ROAD  
सिविललाइंस, नागपुर - 440001/CIVIL LINES, NAGPUR - 440 001  
ईमेल/Email: [commr-customsnagpur@gov.in](mailto:commr-customsnagpur@gov.in)

**PUBLIC NOTICE No: 05/2025-CUS**

**Dated 23.07.2025**

**Subject- Procedure for obtaining Self Sealing Permission(SSP) for Electronic Sealing of Containerized Cargo at Factory or Warehouse Premises – Regarding.**

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Attention of the Trade and Industry, Exporters, Customs Brokers, Port Terminals, Inland Container Depots (ICDs) and all other stakeholders is invited to the Board Circular No. 26/2017-Customs dated 01.07.2017, Circular No. 36/2017-Customs dated 28.08.2017, Circular No. 37/2017-Customs dated 20.09.2017, Circular No. 41/2017-Customs dated 30.10.2017, Circular No. 44/2017-Customs dated 18.11.2017, Circular No. 51/2017 Customs dated 21.12.2017 and Circular No. 13/2018-Customs dated 30.05.2018. These circulars pertain to the customs procedures and functions related to granting Self Sealing Permission (SSP) for electronic sealing of containerized cargo at factory or warehouse premises.

2. It has come to the notice of this office that exporters are facing certain challenges in filing applications for self-sealing permission and in some cases, the procedures outlined in the above-mentioned circulars are not being followed. This leads to delays in the issuance of permissions. In view of this and for the purpose of trade facilitation and ease of doing business, the following guidelines are hereby prescribed for applying for self-sealing of containerized cargo from factory or warehouse premises.

3. The matter has been examined afresh and, in **suppression of the earlier Public Notice No. 09/2024 dated 23.10.2024** issued by the Additional Commissioner, Nagpur Customs, the **revised procedure for obtaining Self-Sealing Permission (SSP)** along with the **guidelines to be strictly followed by the exporters as well as officers at the Port/ICDs** are prescribed below.

4. The exporter shall :

4.1. File an application in '**Annexure-A**', duly signed, to the Deputy/Assistant Commissioner of the respective Customs Division of the Customs Chapter Cell, Nagpur/Nashik/Aurangabad, under Customs Commissionerate, Nagpur at least 15 days prior to the first planned export.

4.2. Along with the application, the exporter must submit relevant information in '**Annexure-B**', including IEC details, GST Registration Certificate (Reg-06), PAN, details of factory premises, list of goods with HSN codes, and other relevant particulars.

4.3. Submit, as '**Annexure-C**', a list of authorized persons who shall carry out self-sealing and self-certification on behalf of the exporter. Each of the listed individuals must be a permanent and regular employee of the exporter. Their

specimen signatures and recent photographs must be enclosed in the prescribed format and duly attested by the exporter.

4.4. Mandatorily be **registered under the Goods and Services Tax (GST)** and should be regularly filing **GSTR-1, GSTR-3B, and GSTR-9** returns. Accordingly, the exporter shall submit a copy of the **GST Registration Certificate (Reg-06)** along with duly attested copies of **GSTR-1 and GSTR-3B for the last three months**, and the latest available **GSTR-9**.

4.5. Furnish **copies of valid identity proof** of the authorized signatories, such as **PAN card, voter ID, bank certificate with photograph, or a cancelled cheque with photo**, along with **address proof** like **Aadhaar card or passport**. All such documents must be properly attested by the exporter.

4.6. Submit a **copy of the Importer Exporter Code (IEC)** issued by the **Director General of Foreign Trade (DGFT)**.

4.7. Submit **legible copies of ownership documents** of the premises or factory, or a valid **rental/lease agreement** where the stuffing of export goods into containers is proposed to be carried out. It must be ensured that the **address mentioned in these documents exactly matches** the address stated in the application. All such documents must be **duly attested by the exporter**. Further, in the case of **rented premises**, a **copy of the legal agreement** executed between the **exporter and the owner of the premises** must be submitted, along with a **No Objection Certificate (NOC)** from the owner of the land clearly permitting the use of the premises for export container stuffing.

4.8. Submit the **requisite documents as per Annexures A, B, C, and D** in the form of **duly signed and certified scanned copies** through digital media or via email to **commr-customsnagpur@gov.in**, with proper **intimation to the SSP Cell, Customs, Nagpur**.

5. Upon receipt of the application, the jurisdictional Superintendent or Inspector of Customs shall inspect the premises to evaluate the suitability for container stuffing and submit a report to the Deputy/Assistant Commissioner, Customs Division within 48 hours. If any deficiencies are found, a deficiency memo shall be issued to the exporter for necessary rectification. A checklist covering all submission requirements has been provided to assist exporters and ensure quick processing. If any additional documents are required upon scrutiny, they must also be furnished promptly.

6. Thereafter, the jurisdictional Deputy/Assistant Commissioner shall forward the proposal to the Principal Commissioner/Commissioner of Customs for consideration. If approved, the permission shall be valid for export through all customs stations as applied by the exporter. The exporter shall ensure validation of the granted SSP in the EDI systems of the concerned customs ports or ICDs.

7. A single Self-Sealing Permission (SSP) shall be granted to the exporter for container stuffing at one specific approved premise. In case the exporter intends to carry out stuffing at multiple premises, a separate application must be submitted for each additional location and the exporter shall ensure that authorized persons are designated to supervise the stuffing operations at each respective premise.

8. Once the SSP is granted, the exporter must intimate each shipment/self-scaling instance to the jurisdictional Superintendent of Customs Division at least one day prior to the intended stuffing, in the format prescribed in '**Annexure-D**'. The intimation should clearly specify the address of the

approved premises, description of goods, and whether any export incentive is being claimed.

9. The SSP shall remain valid unless withdrawn by the Principal Commissioner or Commissioner due to non-compliance with applicable laws. Any request for change in approved stuffing premises must be submitted afresh and approved before exports can be undertaken from the new location.

10. It is further clarified that while filing the respective **Shipping Bill**, all exporters availing the **self-sealing facility** shall **mandatorily upload digital photographs** of the **stuffing and sealing process of the container**, clearly showing the consignment and the seal. These photographs shall be uploaded in **PDF format** on the **e-Sanchit portal** under the document category **"7880FS - Container Stuffing Report."**

11. In cases where the exporter is **not registered under GST**, the export goods shall be brought to a **Container Freight Station (CFS)** or an **Inland Container Depot (ICD)** for stuffing and sealing of the container under customs supervision. However, in certain exceptional cases, an exporter may be permitted to follow the **self-sealing procedure** even without GST registration, provided the exporter is a **Status Holder** recognized by the **Director General of Foreign Trade (DGFT)** and holds a **valid Status Holder Certificate** issued in this regard.

12. An exporter intending to **clear export goods under self-clearance**, without engaging a Customs Broker, shall be required to **file the Shipping Bill using a valid digital signature**.

13. All consignments in **self-sealed containers** shall be subject to **risk-based assessment** and wherever applicable, **intelligence inputs** for the purpose of examination or inspection at the **port of export**. At the port or ICD, as the case may be, the **Customs Officer shall verify the integrity of the electronic seal** to detect any signs of tampering during transit. Notwithstanding the self-sealing facility, **random or intelligence-based selection** of such containers for **examination or scanning** shall continue as part of the regular customs control measures.

14. Any **deviation from the procedures** prescribed in this Public Notice, or any **violation of the provisions of the Customs Act, 1962** and the **rules and regulations made thereunder** or any other law for the time being in force, shall be **viewed seriously**. Such non-compliance may result in the **withdrawal of the self-sealing facility** granted to the exporter and/or the **initiation of appropriate proceedings** under the Customs Act, 1962 and other applicable laws and regulations.

15. All exporters who have been granted **Self-Sealing Permission** by this office prior to the issuance of this Public Notice shall also be **mandatorily required to comply** with the instructions specified in **Para 10**. Specifically, *while filing the respective **Shipping Bill**, all exporters availing the self-sealing facility shall **upload digital photographs of the stuffing and sealing process** of the container, clearly showing the consignment and the seal. These photographs must be uploaded in **PDF format** on the **e-Sanchit portal**, under the document category **"7880FS - Container Stuffing Report,"** for all future consignments/exports.*

16. Further, **strict compliance** with the above-mentioned instructions shall be ensured by the respective **Section Heads** i.e. the **Deputy/Assistant Commissioners (DC/AC)** of the concerned sections.

17. Trade Associations and members of Customs Broker Associations are requested to take note of the contents of this Public Notice and disseminate the contents to other members and constituents.

18. Any difficulty encountered in implementation of this Public Notice may be brought to the notice of the Deputy/Assistant Commissioner (Tech), Nagpur Customs.

19. This Public Notice is issued with the approval of the Commissioner of Customs, Nagpur and shall be treated as a standing order for departmental officers.

Digitally signed by  
Nem Singh

Date: 24/07/2025

16:07:22, सीमाशुल्क

नागपुरसीमाशुल्कआयुक्तालय

Copy to :-

- ✓ 1. Commissionerate website.
2. Customs Division-I, Customs Division-II, Nashik Chapter Cell, Aurangabad Chapter Cell.
3. Notice Board.

**ANNEXURE-A**

Documents for verification of SSP Applications

Name of the Applicant :

Type of Exporter: Merchant/Manufacturer Exporter/ Merchant Cum Manufacturer Exporter

Type of Ownership (Limited/Pvt. Ltd./Proprietorship/Partnership/LLP):-

Sl.No.	Documents	Page No
1	Covering letter with brief of the Company, goods manufactured,Raw Material/Inputs used etc.	
2	Annexure- B	
3	Annexure- C	
4	GST Registration Certificate (Reg-06)	
5.	IEC Code	
6.	PAN Card	
7.	Bank Certificate or Cancelled Cheque	
8.	GST Returns(GSTR-1& GSTR-3B) of last 3 Months	
9.	Last Month Electricity Bill of the stuffing premises along with detailed address of the stuffing premises	
10.	Lease & License Agreement (if premises is rented) of Property Card/Sale Deed/7/12 extract(If premise is owned)	
11.	Scanned Copy file	
12	Copies of PAN and Aadhar of the authorized person listed in Annexure-C	
13.	Latest Shipping Bill(in case of prior exports)	
14.	NOC from the factory premise (in case of merchant exporter)	
15.	Details of Cases under Customs/C.Ex.,/ST Act or allied Act during past three years	
16.	Goods proposed to be exported	
17.	Ports from where goods are intended to be exported.	

(COMPANY LETTER HEAD)

**ANNEXURE-B**

Submission of Information for obtaining Self Sealing Permission (SSP)

<b>1. Applicant Firm Details :</b>
i. Name of Applicant :
ii. Principal Place of Business (as per GST-06 certificate) :
iii. Name & Address of the stuffing premises (as per GST-06 certificate):
iv. Telephone :
v. E-mail ID :

<b>Details of Certificate of Incorporation: (copy attached)</b>
i. Certificate of Incorporation Number (CIN) of the Company:
ii. Date of Incorporation of the entity:
<b>3. IEC Details: (copy attached):</b>
i. IEC Number:
ii. Date of Issue:
iii. Issuing Authority:
<b>4. GST Registration-06 Certificate Details: (copy attached):</b>
i. GST Number:
ii. Date of Issue:
iii. Issuing Authority:
<b>5. Details of Director/Proprietor/Partner of the applicant firm:</b>
i. Name:
ii. DIN PAN
iii. Address
iv. Contact Details:
<b>6. Nature of Concern: (Please tick)</b>
i. Government Undertaking:
ii. Public Limited:
iii. Private Limited Company:
iv. Proprietorship:
v. Partnership:
vi. LLP
vii. Other
<b>7. Type of Exporter (Please tick)</b>
i. Merchant Exporter:
ii. Manufacturer Exporter:
iii. Service Provider:
iv. Merchant cum Manufacturer:
v. Other:
<b>8. PAN and Bank Details:</b>
i. PAN No.
ii. Bank Account No.
iii. Name of Bank:
iv. Type of Account:
<b>9. Factory Stuffing Premises Details:</b>
i. Name:
ii. Address (as per GST-06 certificate):
iii. Storage Handling Capacity:
iv. Facilities in the premises (attach a separate sheet if required):
v. Telephone No.
vi. Email ID:
<b>10. Details of the goods for which permission is sought:</b>
i. Description of the export goods:
ii. 8-digit RITC codes (attach a separate sheet if required):
iii. Scheme of Exports:
iv. Nature of packing material used:

Date:  
Place:(Name of the Applicant)  
Designation: E-mail:  
Mobile No.:  
(Company Stamp)

Signature of the Applicant

## (COMPANY LETTER HEAD)

ANNEXURE-CLIST OF AUTHORISED PERSONS FOR SELF-SEALING OF CONTAINERS

Name : (Company Name)

Address : (Address of principal place of business as mentioned in GST Reg-06 certificate)

Address of the : (Address as per GST Reg-06 certificate)

Stuffing premises

GSTIN No. :

IEC Code :

PAN :

Details of Authorized signatories:-

Sl. No.	Name DesignationEmail id & Mobile No. of the Authorized Signatory	Passport Size Photograph attested by the authorized person	Aadhar No. & PAN No.	Specimen Signature-1	Specimen Signature-2	Residential Address

I hereby undertake that in case any deviation is detected/offence hooked and in case the authorized signatory is missing/absconding, then I will be held responsible for the same.

(Signature)  
(Name of the authorized person)  
Designation

Place:

Date:

(company round stamp)

Authorized Signatory:

1. He/She Should be a permanent employee of the concern.
2. He/she should provide complete Bio-Data including Aadhaar No., Residential address, landline and mobile number and proof of identity in a separate sheet.
3. The authorized signatory should be the owner, the working partner/s, the Managing Director, or the Company Secretary of the export concern or a person duly authorized by such owner, the working partner, or the Board of Directors, as the case may be.



ANNEXURE- 'D'

(Application intimation shipment/Premises of self-sealing of export containers)  
[In duplicate]

To,  
The Jurisdictional Superintendent of Customs,  
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Sir,

With reference to Public Notice No. 05/2025-26 dated 23.07.2025, I/we hereby intimate our export program, the goods that we propose to export, the premises from which we have planned to and the details are as follows:

1. LOSSP No. & Date :
2. Address of the premises from Where self-sealing is done :
3. Description of goods to be Stuffed and exported :
4. Whether any incentives is being claimed :
5. Invoices raised to the foreign buyer/Letter of Credit/Purchase Order :

Yours faithfully,

Name & Designation of the Authorized Person  
Address  
Mobile Number