



THE COTTON TEXTILES EXPORT PROMOTION COUNCIL

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Engineering Centre, 5th Floor, 9, Mathew Road, Mumbai - 400 004. Maharashtra State, INDIA

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Sub: JNCH prescribes procedures for filing / processing of Bill of Entry amendment requests

Dear Member,

JNCH vide Public Notice No.13/2024 dated 23.2.2024 ([enclosed](#)) has issued procedures for filing and processing of Bill of Entry amendment requests.

Normally, an amendment request should be filed online by Importers/Customs Brokers directly through Common Portal (<https://www.icegate.gov.in>). The facility for online filing an amendment through Common Portal (ICEGATE) has already been operationalised as per System Advisory No. 17/2020 dated 20.5.2020.

Additionally, amendment requests can be filed by Importers/Customs Brokers through Service Centre at the Port of Import. The format for the Application for amendment of Bill of Entry (to be uploaded in e-Sanchit) is prescribed in Annexure-I to this Public Notice.

Regarding the nature of amendments and approval process, they can be classified into two categories – (i) Self-approval/auto approval and (ii) Approval by the officer.

Amendment requests can be broadly divided into three categories:

- a. Category I: All changes emanating from IGM amendment
- b. Category II: Minor amendments on account of typographical errors
- c. Category III: Major amendments on account of wrong upload/non-upload of documents

Please note that the process of pre-approval of request in physical/e-office file before making amendment request online or through Service Centre is henceforth discontinued.

In case of any difficulty, members may kindly contact the Addl. Commissioner of Customs (Appraising Main (Import), JNCH through email at appraisingmain.jnch@gov.in.

Members are requested to kindly make a note of the above.

Regards,

Dr. Siddhartha Rajagopal
Executive Director

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