



EXPORT FROM INDIA

SIMPLE 4 STEP GUIDE

RC FREIGHT FORWARDERS
We Deliver Excellence

Exporting from India explained in 4 simple steps!

Do you all remember our document that helped you to understand the process of importing to India in simple 4 steps?

Yes, of course, you do. Similarly, we are here to help you understand the export process from India in the easiest manner. Let us get started!

What is export?

As per FTD & R act, export is defined as an act of taking out of India any goods by land, sea, or air and with a proper transaction of money.

- ❖ Register under authorized foreign exchange dealer code
- ❖ Open a current account in the designated bank for credit of any drawback incentive

Pre-export pointers:

Before the actual export procedure and customs clearance, the exporter has to complete certain registration to be even eligible for the process.

**If you are an exporter under the export promotion scheme, you need to get your license / DEEC book, etc.*

Registration:

Any exporter from India needs to complete few registration processes for being eligible for exporting from India such as

What is the actual procedure for exporting from India?

The exporting process is a tad bit complicated when compared to the import process. But for your quick understanding and easy reference, we have broken down the entire process into microscopic steps. This will help you understand the process end-to-end.

- ❖ Obtain PAN based Business Identification Number (BIN) from the Directorate General of Foreign Trade before filing of shipping bill

STEP 1



SHIPPING BILL
ENTRY

STEP 2



ARRIVAL OF
EXPORT
CARGO

STEP 3



LOADING OF
GOODS IN
CONTAINER

STEP 4



FINAL
GENERATION
& EXPORT

Let's learn in detail about each and every step. As every step requires meticulous documentation, we the RC Freight Forwarders are here to guide on the same.

Shipping Bill Entry

This stage may be further divided into two different case scenarios,

- ✓ **Case of Non - EDI**, you are expected to file the shipping bills in the format as prescribed in the Shipping Bill and Bill of Export (Form) regulations, 1991. You should also apply for different forms of shipping bill/ bill of export for export of duty-free goods, the export of dutiable goods and export under drawback, etc.
- ✓ **Case of EDI System**, you should declare through the Service Centres of Customs. For the verification of data by the exporter/CHA, a checklist is generated. On verification of the data, it is submitted to the System by the Service Centre operator. As the next step, the System generates a Shipping Bill Number, which in turn is endorsed on the printed checklist and this is returned to the exporter/CHA.

For export items subjected to export cess, the TR-6 challans for cess are also printed and given by the Service Centre to the exporter/CHA immediately after submission of the shipping bill. This cess can be paid on the strength of the challan at the designated bank. But for your reference, no copy of the shipping bill is made available to the exporter/CHA at this stage.

Quota Allocation

During the Quota Allocation process,

- Quota allocation label should be paste on the export invoice.
- APEC's allocation numbers should be entered in the system at the time of shipping bill entry.
- At the time of examination of the export cargo, quota certification of export invoice along-with other original documents needs to be submitted to Customs.
- To determine the validity date of the quota, the relevant data needs to be the date on which the full consignment is presented to the Customs for examination and duly recorded in the Computer System.



The Arrival of Export Cargo

The second stage is all about goods entering docks, inspection, and examination for clearance.

The arrival of Goods at Docks:

- After examination and inspection, goods are allowed entry into the Dock.
- The port authorities also check the quantity of the goods with the documents during this process.

System Appraisal of Shipping Bills:

- Mostly the Shipping Bill will be processed by the system completely based on the declarations made by the exporters without any human intervention.
- On the contrary, at times Shipping Bill can also be processed on the screen by the Customs Officer.

Customs Examination of Export Cargo:

Customs Officer verifies the following information of the consignment:

- ❖ Quantity of the goods received vs entered into the system
- ❖ Mark the Electronic Shipping Bill and then hands over all the original documents to the Dock. Appraiser of the Dock who may then assign a Customs Officer for the examination.
- ❖ The examination report is entered into the system.
- ❖ If the Dock Appraiser is completely satisfied that the particulars entered in the system is in accordance to the description given in the original documents, he will proceed to allow "***let export***" for the shipment and then informs the exporter or his agent.



Stuffing / Loading of Goods in Containers

Once the examination of goods is over, the following steps are carried out during the third stage,

- ❖ The exporter or export agent will hand over the exporter's copy of the shipping bill signed by the Appraiser "Let Export" to the steamer agent.
- ❖ The agent will then approach the concerned officer for allowing the shipment.
- ❖ The Customs Preventive Officer who supervises the loading of the container and general cargo into the vessel may give "Shipped on Board" approval on the exporter's copy of the shipping bill.

Drawal of Samples:

- ❖ The Customs Officer may proceed to draw two samples from the shipped consignment.
- ❖ He enters the particulars along with the details of the testing agency in the ICES/E system.
- ❖ Three copies of the test memo
Original – to be sent along with the sample to the testing agency.
Duplicate – Customs copy to be retained with the 2nd sample.
Triplicate – Exporter's copy.
are prepared by the Customs Officer and are signed by both the Customs Officer and Appraising Officer.
- ❖ If necessary, the Assistant Commissioner/Deputy Commissioner may also order for a sample to be drawn but for different purposes such as visual inspection and verification of description, market value inquiry, etc.



Final Generation and Export

Yes, you are almost there and just a few more steps left before you complete the process.

Amendments:

- ❖ If the documents have not yet been submitted in the system and the shipping bill number has not been generated, you can make corrections in the checklist at the service center
- ❖ Amendments to goods not termed as "let export" is permitted by the Assistant Commissioner (Exports).
- ❖ Amendments to goods termed as "Let Export" order is permitted only by the Additional/Joint Commissioner, Custom House, in charge of the export section.
- ❖ Once the Shipping Bill has already been generated, the exporter first surrenders all the copies of the shipping bill to the Dock Appraiser for cancellation before the amendment is approved on the system.

Export of Goods under Claim for Drawback:

Once the actual export of the goods occurs, the Drawback claim is processed through EDI system which is done by the officers of Drawback Branch

Generation of Shipping Bills:

The Shipping Bill is usually generated in two copies- one as the Custom copy and other as the exporter copy. Both these copies are signed by the Customs officer and the Custom House Agent.

In this manner, you can complete the export of your respective goods. If you have a trustworthy customs broker to help you out throughout the process, this becomes easier and less complicated. As much as the process may seem long and tedious, it is essential to ensure all your goods reach their destination in a secure way.



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