

Amendment Feature

Note:This document is intended for use by existing SEZ units for the purpose of submitting Free Form Amendment request for all customs module request. The document describes the process of preparation & submission of Free Form Amendment request in case of Amendment may be required due to reasons like change in shipment details, invoice details or item details etc. pertaining to the document either as the details have actually changed or erroneously, incorrect details had been entered in the document while submission through SEZ online system.

Here, all the processes/features mentioned for Free Form Amendment request transactions are applicable for Amending customs request and customs transactions.

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1 INTRODUCTION

SEZ Units/Developers may, at times need to amend the customs transactions which they have submitted & has already been assessed by the office of DC Customs. Amendment may be required due to reasons like change in shipment details, invoice details or item details etc. pertaining to the document either as the details have actually changed or erroneously, incorrect details had been entered in the document while submission.

However, amendment can be effected only with the permission of Customs Officials as the transaction/document has already been submitted & approved by customs. In case of SEZs, generally the approval of the specified officer is required for Amendment of the transaction.

The steps for preparation and submission of Request for Free Form - Amendment request to Customs office are as follows:

- Preparation of Free Form Request for Amendment (specifying details of the document which needs to be amended) by Unit Maker and its submission to Unit Approver.
- Verification of Free Form Request for Amendment by Unit Approver & its submission to Custom Assessor electronically, using Digital Signature Certificate.
- On Approval of the Free form Request for Amendment by Customs, the transaction/document is amended in SEZ online System by a designated Customs Officer of the DC's Office.

2 USER ROLES

Following user are involved in the processing of Amendment transaction:

- From Unit
 - Entity Maker
 - Entity Approver
- From Customs
 - Customs Assessor
 - o Customs Approver
 - Amendment User

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management'.

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3 PREPARATION OF AMENDMENT DOCUMENT

Only Unit Maker user can prepare a Free Form Request for Amendment & submit it to 'Unit Approver' user who verifies/checks the correctness of the Amendment Request before its submission to Customs Office.

SEZ Online 🛛	.40 Welcome Ankur Kapoor	Oct 8, 2012	Home Help	Preferences Logo	Government of India Ministry of Commerce & Indust Department of Comm
Inbox Search Request Reports Bill of Entry DTA Sales DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill Sub Contracting Softex Temporary Removal Zone to Zone Transfer Form Entry Details Update Part Consignment Requ Free Form Prepare Quarterly Reports LUT LOA Status Certification Debonding Form	Home Your Last Login was on Mon	nday, October 08, 2012 10.53:31 AI			
		Con Site Best Viewed in IE 7.0 and ab	tact FAQ ove with 1024x768 Screen R	esolution	

Fig: Free Form Link at Unit Maker

A Free Form is divided into the following two sections as explained below:

- Section 1 Free Form Details: The basic details of the Amendment request are captured in this section.
 - a. Form type: This field has two options in the dropdown CUSTOMS & ADMIN. For submission of request for amendment of a customs transaction, the unit has to select CUSTOMS.
 - b. Free Form Sub Category: If Form Type is selected as CUSTOMS, this field is displayed to the user. This field has two options in the drop down 'CANCEL

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CUSTOMS TRANSACTION', 'AMEND CUSTOMS TRANSACTION' & 'OTHERS'. For submission of request for amendment of a customs transaction, the unit has to select 'AMEND CUSTOMS TRANSACTION'.

- c. Request Type: This field is available if 'Free Form subcategory' is selected as 'AMEND CUSTOMS TRANSACTION'. The user will have to select the type of request from amongst options available as DTA Sale, Bill of Entry, Shipping Bill etc.
- d. Request ID for amendment: After selecting the Request type, user has to specify the request id of the document which he wants to amend. Request id may be either selected by using the search facility provided (by means of a magnifying glass) or manually entered. The user may search for the request ids on the basis of date of submission.

Note: SEZ Online System will allow amendment of customs transactions only if:

- i. The transaction had been originally submitted to Customs through system
- ii. The transaction has been already assessed by Customs through SEZ Online
- iii. In case the user manually enters the request id, the system will check if the request id belongs to the same unit or not. And also system will check if request id below to DTA sale transaction.
- e. Description: In this field the user has to mention the following:
 - a. Reason for requesting for amendment of the transaction
 - b. The details of the required amendment.

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SEZ Online v2.39 v	felcome Urg Maker Sep 11, 2012	Government of India Ministry of Commerce & Industry Home Help Preferences Logout
Inbox Search Request Reports Bill of Entry DTA Sales	Free Form Details	Free Form
DTA Procurement DTAPEx Intra SEZ Transfer Shipping Bill	Free Form Details Free Form Details (All fields marked with * are mandatory)	Help
Sub Contracting Softex P Temporary Removal	Form Type * Free Form Sub - Category * Request reason and description *	Customs Splet Select Cancel Customs Transaction
Zone to Zone Transfer Form Update Part Consignment Request Free Form APR Form		Amend Customs Transaction Others
Prepare Quarterly Reports	Save	
Status Certification Debonding Form	Upload template file:	Browse
	Submit	Diploya Trumper of the andree of upload is intree

Fig: Free Form Details Tab

On entering the data in the Free Form details section and clicking on SAVE button, a unique request ID for that particular transaction is generated. The format of the request ID is "42YYXXXXXXX".

Here,

"42" is the code representing a Free Form transaction

"YY" are the last two digits of the current year

"XXXXXXXXX" is the unique number.

Also, on saving the Free form details section, the remaining tabs are shown on the screen i.e. Add documents tab.

II. Section 2 - Add documents: This section/tab is not a mandatory. In this section unit can enter Document name, Document number, reference number & remarks. Here the unit can provide documents which they are going to submit physically with the amendment request.

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Addition of documents:-To add document & click on ADD button.

- a. View / Edit the details of document: The user can view/edit the document by clicking on document id. From the grid in the 'Add document' section.
- b. Deletion of a document : If user wants to remove a particular document he can do so by selecting the particular document from the table in the "Add document " tab & clicking on DELETE button.
- c. General Acknowledgement Receipt: This can be generated from this tab. This receipt contains all the details about the request. Request type, Submission date, Unit name, SEZ name, DC name, below this the Submitted document list is also available. This acknowledgement receipt can be downloaded in Excel / PDF Format, and can be printed.

	Free Form Details Add Documents			
	Add supporting document			
Shipping Bill	(Fields marked in * are mandatory)			
	Details added Successfully,			
Softex 🕨	Petans added succession. Help			
	Document Name *			
	Document Name			
Update Part Consignment Request				
	Reference Number			
	Remarks			
Prepare Quarterly Reports	Venie Ka			
LUT				
LOA	Save Reset			
Debonding Form	Document Id Document Name Document Subject Document Reference Document Submitted Document Receipt Date Document Name Document Docum			
	Number Date			
	Permission for amendment amendment Submject 12102012			
	Delete			
	Ucitid			
	Generate Acknowledgement Receipt			

Fig: Free Form Add Documents Tab

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A. Confirmation Screen:

After preparation of the Free Form for Amendment, as the user clicks on SUBMIT button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the Free Form- Amendment Request are displayed. The user may either confirm or cancel the submission of Request using the buttons provided in this page

Confirmation Webpage Dialog		X
		SEZOnline-System Generated Free Form
	Free Fo	prm
Request ID		421200006522
Form Type	:	Customs
Form Sub Category	type :	Amend Customs Transaction
Request Type ID	:	Shipping Bill
Amended Request ID	:	251200009782
Description	:	rty
		Confirm :- 📝
		Confirm Cancel

Fig: Screenshot of Confirmation Screen

B. Template Upload

User should have an option to upload .xls and .pdf files through the Upload template file link.

User can upload a file maximum up to 10 times for a particular request and the maximum size of file that can be uploaded should be up to 2 MB

Upload template file: File uploaded successfully!	
Upload template file:	Browse Upload *Number of files allowed to upload is limited
File Uploaded:	421200006522_urg8893m_1_20121008110644.xlsx
Submit View Status History	

Fig: Screenshot of Template Upload



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4 ADDITIONAL FEATURES

Internal and External Remarks

While submitting a request, user will have an option to enter internal & external remarks.

These remarks can be viewed through the Remarks History link.

The External Remarks can be viewed by all the users i.e., Unit and Customs. But the internal remarks entered by Unit users will not be visible to Customs users and vice-versa.

5 WORKFLOW OF AMENDMENT REQUEST

1. Entity Maker:

Preparation of the Free Form for Amendment by Unit Maker, Maker has following Status:

- i. **Created:** The request gets submitted & it will go to the Entity Approver. The message "Request submitted successfully" is displayed to the user.
- ii. **Cancelled:** Amendment Request get cancelled.

2. Entity Approver:

As Unit Maker submits the request electronically, it moves to the 'Inbox' of Unit Approver. The Unit approver can open, view & edit the request through his Inbox. The Unit Approver can take any of the following actions on a Free Form- Amendment submitted by the unit maker

Unit Approver can edit (if required) the contents and Submit the Free Form to customs.

i. **Cancelled:** Unit Approver can cancel the request by selecting cancel in request

status.

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- ii. **Submitted:** Submit Free Form for Amendment Request to DC Customs. After viewing the contents of the request, if Unit Approver finds that the details are in order, he may submit it to DC's Office. After Amendment request submission request moves to the "Customs Assessor" at DC's Office.
- iii. Send Back: Customs Assessor can send back the amendment request to Unit Approver. The Unit Approver can send back the request to Unit maker user who has prepared it. In this case, the request shall reach the Inbox of Unit Maker user who in turn can edit and resubmit the request to Unit Approver again.

Once the Unit Approver submits a request for Amendment of a particular customs transaction through SEZ Online System, the customs transaction will continue to remain in the inbox of the user where it was present earlier, (based on the status of the request i.e. before submission of Amendment request), but however, the user will not be able to take any action on it & the request will get locked. Consider an example of a DTA Sales where 'Approved with Duty Forgone' has been issued by Customs & thus the request is pending in the inbox of Authorized Officer for update of status as 'Out Of Charge'. While the DTA Sale is at this stage, if it needs to get amended due to some reasons & the Unit Approver submits a Free Form request for amendment of the DTA Sale, the request will continue to remain in the inbox of the Authorized Officer but submission of the DTA Sales with status as 'Out Of Charge' will not be possible. User in whose inbox the request is pending will not be able to take print of the request and any other user cannot take a printout of the request if searched through Search Request.

3. Customs Assessor:

As unit Approver submits the Request, Customs Assessor shall be able to view & process it. However, Customs may process the same after receipt of required supporting documents (if any).

i. Allow Amendment/Guidance: In case the Office of DC Customs Assessor finds it to be appropriate, the 'Free Form for Amendment' Request may be approved with status as "Allow Amendment" and submit to customs Approver. And if needs any Guidance then submits to Customs approver with status as "Guidance".

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- ii. Reject Amendment: In case the Office of DC Customs Assessor finds it to be inappropriate, the 'Free Form for Amendment' Request may be rejected with status as "Reject Amendment". Here Free Form request get terminated.
- iii. Raise Query: In case the Office of DC Customs Assessor finds it to be inappropriate, the 'Free Form for Amendment' Request may be submitted with status as "Raise Query" unit approver for making changes in amendment Request.

4. Customs Approver:

As Customs Assessor submits the Request, Customs Approver shall be able to view & process it. However, Customs may process the same after receipt of required supporting documents (if any).

- i. **Approve Amendment**: In case the Office of DC Customs Approver finds it to be appropriate, the 'Free Form for Amendment' Request may be approved with status as "Approve Amendment" and submit to Amendment User.
- Reject Amendment: In case the Office of DC Customs Approver finds it to be inappropriate, the 'Free Form for Amendment' Request may be rejected with status as "Reject Amendment". Here Free Form request get terminated.
- iii. **Send Back:** Send back the Free Form- Amendment request. The Customs Approver can send back the request to Customs Assessor.
- Raise Query: In case the Office of DC Customs Approver finds it to be inappropriate, the 'Free Form for Amendment' Request may be submitted with status as "Raise Query" unit approver for making changes in Amendment Request.

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5. Amendment User:

After approval, the customs transaction will be available in the inbox of the amendment user. Once the Customs Amendment User accepts the request for amendment the whole request will be in editable mode and the amendment user can make the necessary changes to the request as advised by the unit. The amendment user will then submit the request in the system, the request will get unlocked & will be available for processing in the inbox of the user where it was pending for further action. Once Request 'Amendment' has been completed, Request status will get change to 'AmendmentCompleted' in all reports. User will get "Amended" written print copy.

6. Notification:

- A notification sent to the Amendment User whenever Amendment request is approved by the Customs Approver.
- Notification is sent to the Unit Approver on rejection or approval of the Free Form request. Unit Approver who has submitted the free form request for amendment will get notified.
- Notification is sent from SOS to Unit Approver and Customs Approver on amendment of the request by Amendment User,
- On approval of the free form request, notification is sent to the user in whose inbox the customs request is pending for action.

Note:

1. If the request for Amendment is rejected by the Office of DC Customs, the original Customs Transaction will get unlocked & hence available to the user in whose inbox the request was pending before submission of the Free Form Request for Amendment, for taking action (based on the status of the transaction).

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- 2. In a case where Free Form Request for Amendment of a customs transaction is rejected by Office of DC Customs for some reason, the unit can still re apply for the same by submission of a new free form request
- 3. While processing the Free Form for Amendment Request, if the Office of DC Customs finds a discrepancy or needs a clarification, he might raise a Query to the unit. The unit (Unit Approver user), after receiving the Free form for Amendment marked as 'Raised Query', can ONLY edit the contents of the field called as 'Description. It may be noted that, at this stage, the unit will not be able to edit/modify the Form Type, Free Form Sub category, Request Type or the Request ID selected for amendment. The Unit Approver may either reply to the query himself or may forward the query to the Unit Maker (who had originally prepared the Free Form Request) for making appropriate changes. As the unit replies to the query, the Request moves back to the Customs Officers who will be able to view and process it.

7. Search Free form Request

The unit users can search for any Free Form for Amendment Request that they have prepared/submitted to Customs Office by using the search facility provided in the SEZ Online system. The users can track the status of their request by using this facility.

Free Form- Amendment Request can be searched on the basis of the following

parameters

- i. Date of submission of the Free Form for Amendment to Customs
- ii. Request ID
- iii. Status of the Request

All Free Form- Amendment requests submitted by the unit are visible to 'Unit Maker' & 'Unit Approver' users. However, only those Free Form- Amendment requests which have been prepared by the Unit maker but has not yet submitted to the Unit Approver cannot be searched through the search facility provided.

8. Impacts on Print

• When Amendment request is in process which is not yet approved by Amendment user or reject by DC Customs User then for that request user cannot be able to take print.

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• Once amendment request is amendment by Amendment User then users will be able to take print and the word "Amend" will be written on each copy.



Forward/Backward workflow



6 VARIOUS STATUS OF FREE FORM AMENDMENT

Sr. No	Status	Description	Action to be taken by	Action options available to the Unit User
1	Created	Free Form- Amendment Request has been created by Unit Maker User but hasn't been submitted to Unit Approver	Unit Maker	Submit to Unit Approver
2	Request Initiated	Free Form- Amendment Request has been submitted by Unit Maker User to Unit Approver	Unit Approver	 Submit to Authorized Officer Send back to Unit Maker User Cancel the request
4	Submitted	Free Form- Amendment Request has been submitted by Unit Approver to Custom Assessor but, he has not yet started processing it	Custom Officials	No action has to be taken by the unit users, as the request is under process with DC Customs Officials
5	Raised Query	A query has been raised by the Office of DC Customs	Unit Approver	 Query Response Forward Query
6	Entity Approver	Unit approver has forwarded the Query to	Unit Maker	Unit Maker has to make corrections & submit to Unit

NSDL DATABASE MANAGEMENT LTD. Amendment Feature

	Forward	Unit Maker for		Approver
	Query	resolution/reply		
7	Entity	Unit Maker has	Unit Approver	1. Query Response
	Maker	responded/replied to		2. Forward Query
	Query	the query		
	Response			
8	Entity	A response/reply to the	Customs Officials	No action can be taken by the
	Approver	query raised by		unit as the request is under
	Query	Customs has been		process with Custom
	Response	submitted by the unit		Assessor
9	Amendment	Customs has approved	Custom Approver	No action can be taken by the
	Approved	the amendment		unit as the request is under
		request		process with Amendment
				user who can make changes
				in the request and submit it.
10	Amendment	Customs has rejected	Action to be now	This will depend on the status
	Rejected	the Amendment	taken on original	of the status of the original
		request	Customs	Customs Transaction
			Transaction. The	
			user in whose	
			inbox the request	
			is pending has to	
			act upon it.	



7 MODULE STATUS

Module Name	Statuses after which Amendment can be file.		
Shipping Bill	Let Export		
	Let Export After Verification		
DTAP-EX	Approved		
BOE	Approved With Duty		
	Approved With Duty Forgone		
	Approve And Out Of Charge Without Duty		
DTA Sale	Approve with duty		
	Approve with duty forgone		
	Approve and out of charge without duty		