

#### **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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#### **Amendment Feature**

### **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.

#### 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 w   | elcome Urg Maker   | Sep 11, 2012                      | Home | Help Preferences   | Logout   | Government of India<br>Ministry of Commerce & Industry<br>Department of Commerce |
|--|--|-----------------------------------|------|--|----------|--|
| Inbox<br>Search Request<br>Reports<br>Bill of Entry<br>DTA Sales   |  |                                   |      | Free Form  |          |  |
| DTA Procurement<br>DTAPEx<br>Intra SEZ Transfer<br>Shipping Bill<br>Sub Contracting<br>Softex<br>Temporary Removal<br>Zone to Zone Transfer Form<br>Update Part Consignment Request<br>Free Form<br>APR Form | Free Form Details Free Form Details (All felds manae with * are ma Form Type * Free Form Sub - Categ Request reason and de | ndatony)<br>ory *<br>iscription * | (    | Customs<br>Salett<br>Salett<br>Cancel Customs Trar<br>Amend Customs Trar<br>Others | saction  | Help   |
| LUT +<br>LOA +<br>Status Certification<br>Debonding Form   | Save<br>Upload template file<br>Upload template file:<br>Submit  | :<br>[                            |      | Browse   | Upload 7 | Number of files allowed to upload is limited                                     |

#### 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)   |  |  |
|                                 | Data is added Susanating   |  |  |
| Softex 🕨                        | Letans added succession. Help  |  |  |
|                                 |  |  |  |
|                                 |  |  |  |
|                                 | Document Name  |  |  |
| Update Part Consignment Request | Doument Subject  |  |  |
| Free Form                       | Reference Number   |  |  |
| APR Form                        | Banada 🔷   |  |  |
| Prepare Quarterly Reports       | Venie Ka   |  |  |
| LUT                             |  |  |  |
| LOA                             | Save Reset   |  |  |
| Status Certification            |  |  |  |
| Deponding Form                  | Desumant Id     Desumant Hame     Desumant Existent     Document Reference     Document Submitted     Desumant Existence |  |  |
|                                 | Document to     Document vame     Document subject     Number     Date     Document Receipt Date                         |  |  |
|                                 | Permission for Permission for 1 amendment amendment Submitted  |  |  |
|                                 |  |  |  |
|                                 |  |  |  |
|                                 |  |  |  |
|                                 | 2010   |  |  |
|                                 | Delete   |  |  |
|                                 |  |  |  |
|                                 | Generate Advnowledgement Receipt   |  |  |
|                                 |  |  |  |

Fig: Free Form Add Documents Tab

#### **Amendment Feature**

#### 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:<br>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



#### Amendment Feature

### **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.

#### **Amendment Feature**

• 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.<br>No | Status    | Description               | Action to be taken<br>by | Action options available to the Unit User |
|-----------|-----------|---------------------------|--------------------------|---|
| 1         | Created   | Free Form- Amendment      | Unit Maker               | Submit to Unit Approver                   |
|           |           | Request has been          |                          |   |
|           |           | created by Unit Maker     |                          |   |
|           |           | User but hasn't been      |                          |   |
|           |           | submitted to Unit         |                          |   |
|           |           | Approver                  |                          |   |
| 2         | Request   | Free Form- Amendment      | Unit Approver            | 1. Submit to Authorized                   |
|           | Initiated | Request has been          |                          | Officer                                   |
|           |           | submitted by Unit         |                          | 2. Send back to Unit Maker                |
|           |           | Maker User to Unit        |                          | User                                      |
|           |           | Approver                  |                          | 3. Cancel the request                     |
| 4         | Submitted | Free Form- Amendment      | Custom Officials         | No action has to be taken by              |
|           |           | Request has been          |                          | the unit users, as the request            |
|           |           | submitted by Unit         |                          | is under process with DC                  |
|           |           | Approver to Custom        |                          | Customs Officials                         |
|           |           | Assessor but, he has not  |                          |   |
|           |           | yet started processing it |                          |   |
| 5         | Raised    | A query has been raised   | Unit Approver            | 1. Query Response                         |
|           | Query     | by the Office of DC       |                          | 2. Forward Query                          |
|           |           | Customs                   |                          |   |
| 6         | Entity    | Unit approver has         | Unit Maker               | Unit Maker has to make                    |
|           | Approver  | forwarded the Query to    |                          | 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  |                         |                   |                                |
|    | E         |                         |                   |                                |
| 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      |