

**GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
CENTRAL BOARD OF REVENUE**

Islamabad, the 18th June, 2001

**NOTIFICATION
(CUSTOMS)**

S.R.O. 450(I)/2001.¹ [In exercise of the powers conferred by section 219 of the Customs Act, 1969 (IV of 1969), section 50 of the Sales Tax Act, 1990, section 40 of the Federal Excise Act, 2005 and section 237 of the Income Tax Ordinance, 2001 (XLIX of 2001), the Federal Board of Revenue is pleased to make the following rules, namely:-]

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²**[CHAPTER XXVI
SHIPPING AGENTS RULES**

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³**669. Savings.**-Notwithstanding anything contained in this Chapter, all the licenses issued earlier shall remain operative until their expiry period. Any new licence and the renewal of the existing licenses shall be subject to the provisions of these rules except mentioned otherwise in the rules.

Form 'A'

[See rule ⁴[654]

**APPLICATION FORM FOR SHIPPING AGENTS
LICENCE UNDER CUSTOMS RULES, 2001**

Photograph of the
Owner/MD

To
Collector/The Licensing Authority,
Model Customs Collectorate,

.....

I/We.....hereby apply for grant of the Shipping Agents Licence to carryout customs business as Shipping Agent under the customs Rules, the particulars of the applicant are given below:-

1. Full name of the applicant.
2. Nationality
3. Address and location.
4. CNIC No.
5. Nature of enterprise, private individual, partnership concern, private limited or a limited company.

¹ Existing preamble substituted and shall be deemed always to have been so substituted vide SRO 831(I)/2018 dated 2nd July, 2018. At the time of substitution was as under:-

“In exercise of the powers conferred by section 219 of the Customs Act, 1969 (IV of 1969), the Central Board of Revenue is pleased to make the following rules, namely:--”

² Added vide SRO 1220(I)/2015 dated 4th December, 2015

³ The Rule “608” re-numbered Rule “669” by Notification No. S.R.O. 79(I)/2016, dated 1st February, 2016

⁴ The Rule “593” re-numbered Rule “654” by Notification No. S.R.O. 79(I)/2016, dated 1st February, 2016

6. Name of Persons who would be in-charge of work relating to this licence in case of company.
7. Educational qualification of applicant.
8. Details of business experience.
9. Details of experience of Shipping business.
10. NTN Number.
11. Sales Tax Registration Number.
12. Name of the Bank account number and certificate to the effect of sound financial condition.
13. Name and designation of employees.

The examination fee of Rs. 5000/- has been paid in the Treasury vide challan No. _____ dated _____ which is attached.

I/We hereby declare that the particulars furnished in this application are correct and I/We have read the Customs Rules, 2001 and I/We agree to abide by them.

Yours faithfully

Name of applicant

FORM "B"

[see rule ⁵[596]]

SUBJECT: GRANT OF SHIPPING AGENT LICENCE UNDER CHAPTER VIII OF CUSTOMS RULES, 2001 COMPLETION OF FORMALITIES THEREOF.

Please refer to your application dated _____ for grant of the Shipping Agent Licence.

2. The Licensing Authority is pleased to grant approval for issuance of the Shipping Agent Licence. You are therefore required to complete the remaining formalities and furnish following documents to the Licensing Authority within 30 days of the issuance of this letter failing which the approval will stand withdrawn/cancelled:-

- (a) Deposit a sum of Rs. 3,00,000/- (Rupees three hundred thousand only) for operating in one custom station and Rs. 700,00/- (Rupees seven hundred thousand only), for operating on a country wide basis in the shape of Defence Saving Certificates pledged to the Collector of Customs;
- (b) execute a bond in Form 'C' on stamp paper of Rs. 1000 (one thousand).

3. It may be noted that the bond is to be typed on the first page only and if the text is not completed, separate ordinary ledger paper may be used instead of typing on the reverse of the bond paper. It may further be added that the bond is to be signed in presence of two witnesses known to the Custom House.

4. The above formalities should be completed within thirty (30) days from the date of issue of this letter and the bond be submitted to Custom House by _____.

(LICENSING AUTHORITY)

FORM 'C'

[see rule ⁶[657] (b)]

NO: _____ of 20 _____

⁵ The Rule "596" re-numbered Rule "657" by Notification No. S.R.O. 79(I)/2016, dated 1st February, 2016
⁶ The Rule "596" re-numbered Rule "657" by Notification No. S.R.O. 79(I)/2016, dated 1st February, 2016

Know all the men be these presents that we are held and firmly bound to the President of Pakistan in the sum of Rs. _____ (Rupee _____ only) for payment where of we hereby bind ourselves and each of us bind himself, our and each of our heirs, executors and administrators firmly by these presents dated this _____ day of _____, in the year of 20_____.

Whereas the said M/s. _____ has been authorized to act as Shipping Agents section 207 of the Customs Act, 1969 (IV of 1969) and the said M/s. _____ has agreed to enter into this bound as required by the rules made under section 219 of the Customs Act, read with item 21 of the First Schedule thereof and whereas the said M/s _____ has deposited the sum of F.s. _____ (Rupees _____) with the President of Pakistan as security for his faithful behavior and that of his clerks and servants as regards the Custom House Regulations and officers.

Now the condition of the above written bond is such that if the said M/s. _____, and his clerks and servants do all times whilst holding such licence as aforesaid behave themselves in a faithful manner as regards the Custom House regulations and its officers and if the said M/s. _____, and their executors or administrators do and shall at all times make good to the President of Pakistan all the every sums of money which being due to the Government shall be reason of them is misfeasance or negligence of the said M/s. _____, or of his clerks or servants have not been paid to the President of Pakistan then the above written bound shall be void, otherwise the same shall be remain in full force and virtue and it is hereby agreed and declared that President of Pakistan may apply the said sum of Rs. _____ (Rupees _____) deposited as aforesaid and it is hereby agreed that the said sum of Rs. _____ shall remain the President of Pakistan for six calendar months after the date upon which the said M/s. _____, shall cease to act as a Custom Agent as security for the payment of any sums due to Government by reason of any misfeasance or negligence of the said M/s. _____, or his clerks or servants which may not be discovered until after the said and that this bound shall be and remain in full force and virtue until the expiration of the said terms of six months.

Signed, sealed and delivered by the above named in the presence of witnesses.

Signature & Stamp of C/Agent.

Name of the licensee

Witnesses:

1. _____
2. _____

Executed before me this

Day of _____, 20__

FORM 'D'

[see rule ⁷[658] (1)]

Warnings:- Not Transferable.

Shipping Agent. Licence No. SA- _____ for entrance and departure of Conveyances.

Photograph of the
Owner/MD

**SIDPPING AGENTS LICENCE TO TRANSACT CUSTOM
HOUSE BUSINESS UNDER SECTION 207
OF THE CUSTOMS ACT, 1969**

Messers _____ of _____
_____ have been registered in the books of this
Customs House / Customs Station / Custom / Port / Customs Airport as Shipping Agents, They are
authorized to transact business at the _____
(*non of the Custom House / Land Customs Station / Customs Port / Customs Airport*) for a period of
two years.

Signature of Licensing Authority,

Dated: _____

Full Address: _____

_____.

RENEWAL

Renewed	Up to	Signature

FORM 'E'

[see Rule ⁸[660] (2)]

FROM OF AUTHORIZATION TO SIGNS CUSTOMS DOCUMENTS ETC

From

Mr. / Messrs _____

To

The Licensing Authority

Sir,

I/We _____ owner / MD of Messrs _____ have the honor
to inform you that I/we have authorized the following assistants, clerks or representatives, shipping
agents of _____ to transact Custom business and to sign all the documents related with such
business under the licensing rules. Four specimen signatures of each of these persons are also enclosed
for records.

I/We undertake to acknowledge these signatures as if the) were those of the firm for all purposes in connection with the aforesaid transactions and to accept any liabilities incurred under the said transactions as if they had in fact been signed by me/our firm. Application Fee Rs. 100 deposited in National Bank of Pakistan through treasury challan (enclosed).

I/We have the honor to be

Sir,

Your most obedient servant/servants

1. Mr. _____ will sign _____
2. Mr. _____ will sign _____
3. Mr. _____ will sign _____
4. Mr. _____ will sign _____
5. Mr. _____ will sign _____

FORM 'F'

[see Rule ⁹[661] (1)]

**APPLICATION FOR CUSTOMS PERMIT FOR THE EMPLOYEE OF A SHIPPING
AGENTS TO TRANSACT CUSTOM HOUSE BUSINESS**

To

The Licensing Authority

Sir,

I/We _____ do hereby authorize Mr. _____ whose particulars are given below to transact Custom House business on my / our behalf and I/We accept all responsibility for his act as if they were my / our own. Particulars of the employee:-

1. Full Name _____ son of _____
2. Age _____
3. CNIC No. _____
4. Residential address _____
5. Educational qualification _____
6. Knowledge of various languages (English, Urdu, or any other local language)

7. Serving in the firm as _____
8. Period of Service _____
9. Experience in Customs work _____
10. No. of previous Identity Card, / Customs Permit if held _____
11. Whether at any time convicted by a Court _____
12. Whether at any time Identity Card/Customs Permit was refused by the Customs if so
When _____

9 The Rule "600" re-numbered Rule "661" by Notification No. S.R.O. 79(I)/2016, dated 1st February, 2016

13. Details of past service if any _____
14. Reasons for leaving the last firm _____
15. _____ (copies of testimonials and certificates enclosed).
16. Signature of the employee _____

Yours faithfully,
(Name of the licensee)

N.B:- This application should be accompanied by three passport size Photograph of the employee.

FORM 'G'

[see Rule ¹⁰[661] (4)]

PASS HOLDER IS NOT A GOVERNMENT EMPLOYEE

Shipping Agent / Representative Pass

Not Transferable

Mr. _____ S/o _____ CNIC No.
_____ of

_____ CHA Licence No.

_____ has been registered with Custom House

..... as Shipping Agent / Clerk / Assistant / Representative of the Shipping Agent
for a period from _____ to _____.

Signature & Stamp of the Licensing/issuing Authority

Dated _____

NIC No. _____

Pass No. _____

Specimen Signature _____

- * Only valid if displayed
- * Valid during working hours to transact business as Customs.
- * Agent / authorized representative.
- * Liable to cancellation if misused.

Duplicate copy is not valid.]