

To,

The Commissioner Customs & Central Excise,  
Bolpur Commissionerate  
SIAN: Nanoor Chandidas Road,  
Bolpur - 713201

Sir,

Sub. : **Application for Grant of Custom House Agent's Licence**

**u/s 146 of the Customs Act, 1962**

Please note that we are working as customs house agent under the Customs of Kolkata, under our regular licence no. \_ \_ \_ \_ \_ . We are, interested to register our company as Customs House Agent in name of the undersigned, one of the Directors of the company, under your Commissionerate to continue job as the Customs House Agent at Inland Container Depot at Durgapur under your jurisdiction.

In this connection, enclosed please find the following documents for your necessary perusal and doing the needful at your end.

1. Form C duly filled in.
2. Photo Identity Card of the undersigned.
3. Copy of Trade Licence
4. Copy of PAN Card of the company.
5. Bank viability Certificate
6. Copy of Rule 9 Pass Certificate
7. Certificate of General Qualification of the undersigned.
8. Memorandum & Articles of Association of the Company.

We earnestly request you kindly to endorse our licence to enable us to work as the said agent under your commissionerate and oblige.

Thanking you,

Yours faithfully,

For

(Name of Applicant)

Director

Copy to : The Deputy Commissioner of Customs,  
Inland Container Depot, Durgapur,  
EPIP, Banskopa, Durgapur – 713212



2)

3)

4)

4. In case the Customs House Agent is a : 1) .....  
firm or a company, the name(s) of its  
partner /partners or director/directors or : 2) .....  
duly authorized employees who will :  
actually be engaged in the work of : 3) .....  
the Custom House Agent. :

5. In case it is desired to appoint clerk(s) :  
the name and address of the clerk(s) :  
as the case may be :

6. Educational qualification of each of :

the persons, who will actually be engaged :

in the work as Custom House Agent :

7. Particulars regarding knowledge of English :

and local language and Hindi (These :

particulars are required in respect of each :

of the persons actually engaged in the work :

as Custom House Agent)

:

8. Particulars regarding knowledge of :

Customs Law and procedure. (These :

Particulars are required in respect :

of each of the persons actually engaged :

in the work of Custom House agent) :

9. Particulars of the quantity or value of : List enclosed

cargo cleared as Customs House Agent :

during the currency of the Customs :

House Agent licence :

10. Whether the Customs House Agent :

**Licence held under these Regulations :**

was cancelled or suspended. :

11. Whether the applicant or any of the :

persons proposed to be employed by :

him have been penalized. Convicted or :

prosecuted under any of the provisions :

of the Customs Act 1962 (52 of 1962), or :

any other law for the time being in force. :

12. Number and date of each of the :

Documents furnished in accordance :

With regulation. :

I/We hereby affirm that I/We have read the Custom House Agents Licensing Regulations, 2004 and agree to abide by them.

**Date**

**Signature of Applicant**