

 <p>भारतसरकार / Government of India वित्तमंत्रालय / Ministry of Finance राजस्वविभाग / Department of Revenue</p>		 <p>कर्मयोगी भारत — लोकहितं मम करणीयम् — दूरभाष / Telephone: 22560406 ईमेल/Email: pcommr7acc-cuschn@gov.in</p>
<p>प्रधान आयुक्त सीमा शुल्क का कार्यालय (विमानमाल) OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (AIR CARGO) नवीन सीमाशुल्क भवन, विमान माल परिसर, मीनम्बाक्कम, चेन्नई, 600 016 NEW CUSTOM HOUSE, CHENNAI-VII COMMISSIONERATE, AIR CARGO COMPLEX, MEENAMBAKKAM, CHENNAI 600 016 F. No. : ACC/ASST/AMND/176/2025-EA 14-08-2025</p>		

DIN: 2025 0873 M U 00 00 0 D 646

STANDING ORDER No. 07/2025**Subject: Implementation of Post-EGM Amendment Functionality in ICES-Reg.**

Attention is invited to Board's Circular No. 11/ 2025 - Customs, dated 03-04-2025, and ICES Advisory No. 16/2025, dated 25-03-2025, regarding the amendment of Shipping Bills for Post-EGM, under Section 149 of the Customs Act, 1962.

The new functionality allows Officers to amend all fields of a Shipping Bill, except the IEC of the exporter. The amendment process consists of the following steps:

(a) POST AMD Role:

In this role, the officer activates the Shipping Bill by entering details of the approval obtained for the amendment.

(b) PO EG AM Role:

Once the Shipping Bill is activated using the POST_AMD role, it moves to the PO_EG_AM role for entry of the amendment details. This role may be assigned to an Appraiser/ Superintendent. After making amendments, the Officer must perform a data integrity check using Option No. 10 ("Integrity Check"). This displays any errors, if present. It is **mandatory** to perform this check before submitting the Shipping Bill, or the amendments will not be saved.

(c) PEA AC Role:

After submission of amendment details by the Appraiser/ Superintendent, the Shipping Bill moves to the PEA_AC role. In this role, an Officer of the rank of AC/ DC will

approve the amendment. Once approved, the Shipping Bill moves to the scroll queue. A new scroll type "P" (PEA) has been created to handle Post-EGM amendment Shipping Bills.

Additional Instructions:

To ensure ease of functionality, once post-EGM amendment approval is obtained from the concerned JC/ ADC through e-Office, the AC/ DC of Export Assessment shall activate the Shipping Bill in ICES using the POST_AMD role.

Subsequently, the AO/ Superintendent in the Export Assessment Section shall enter the amendment details using the PO_EG_AM role.

After submission of the amendment by the Appraiser/ Superintendent, the Shipping Bill will be routed to the AC/ DC (Export Assessment) for final approval using the PEA_AC role.

Once approved, the Shipping Bill will move to the scroll queue. As noted, scroll type "P" (PEA) is designed specifically for post-EGM amendment Shipping Bills.

Any difficulties experienced in this regard, may be brought to the notice of the Additional Commissioner of Customs, Export Assessment.

This issues with the approval of Principal Commissioner.

**Digitally signed by
Sankaranarayanan
Date: 21-08-2025
11:47:08
ADDITIONAL COMMISSIONER**

Copy submitted to:

The Principal Chief Commissioner of Customs,
Chennai Zone, Custom House, Chennai

Copy to:

1. The all Additional/ Joint Commissioners of Customs, Air Cargo Commissionerate, Chennai
2. The Deputy/ Assistant Commissioners of Customs, Air Cargo Commissionerate, Chennai
3. The Appraising Officers/ Superintendents, Air Cargo Commissionerate, Chennai
4. EDI Section - For publication in the Customs website.
5. Notice Board.