



Atithi 2.0 Website

User Manual

(International Passenger)

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About Atithi 2.0

Atithi website Application is being designed for Baggage Declaration (BD), Crew Declaration (CD), Currency Declaration (CDF), Pet Import Declaration, Temporary Import Certificate (IC) and generation of Export Certificate (EC) online by the International passengers. It is expected to increase the transparency of customs functioning and reduce interface. Atithi website aims to facilitate a hassle-free and faster clearance by Customs at the airports and enhance the experience of international tourists and other visitors at the airports. This creates a platform for all visitors travelling to India globally to file their baggage, Item and Currency declarations and other citizen-centric services.

Intended Audience

The intended audience for this document:

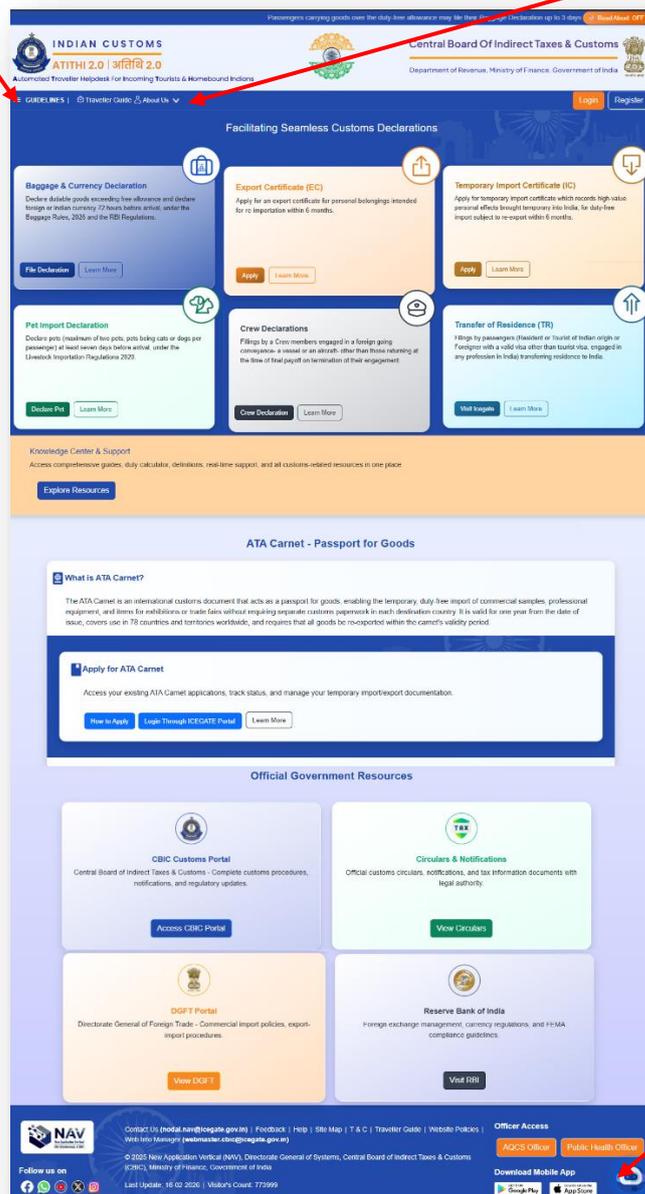
- International passengers seeking clearance through the Red Channel

1 How to access Atithi website?

- i. Click on Chrome browser/Mozilla Firefox/Microsoft Edge
- ii. Enter the URL of the Atithi website: <https://atithi.cbic.gov.in>
- iii. The Official website page will appear on your screen where you want to login/sign-up. (Refer Fig. 1.1)

View Customs baggage rules and entitlement of passengers coming from various countries

Information about Atithi and list of services offered to passengers



Atithi ChatBot will provide 24/7 customer support to answer common queries on baggage instantly. The chatbot window opens upon clicking the icon (refer Figure)

Figure 1.1: Atithi Website

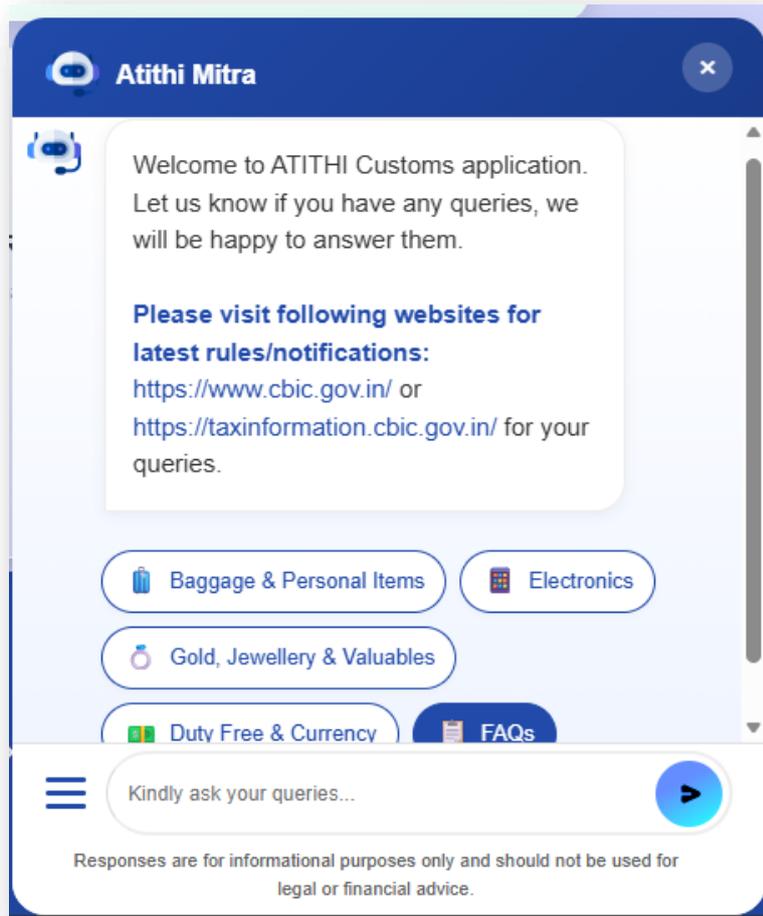
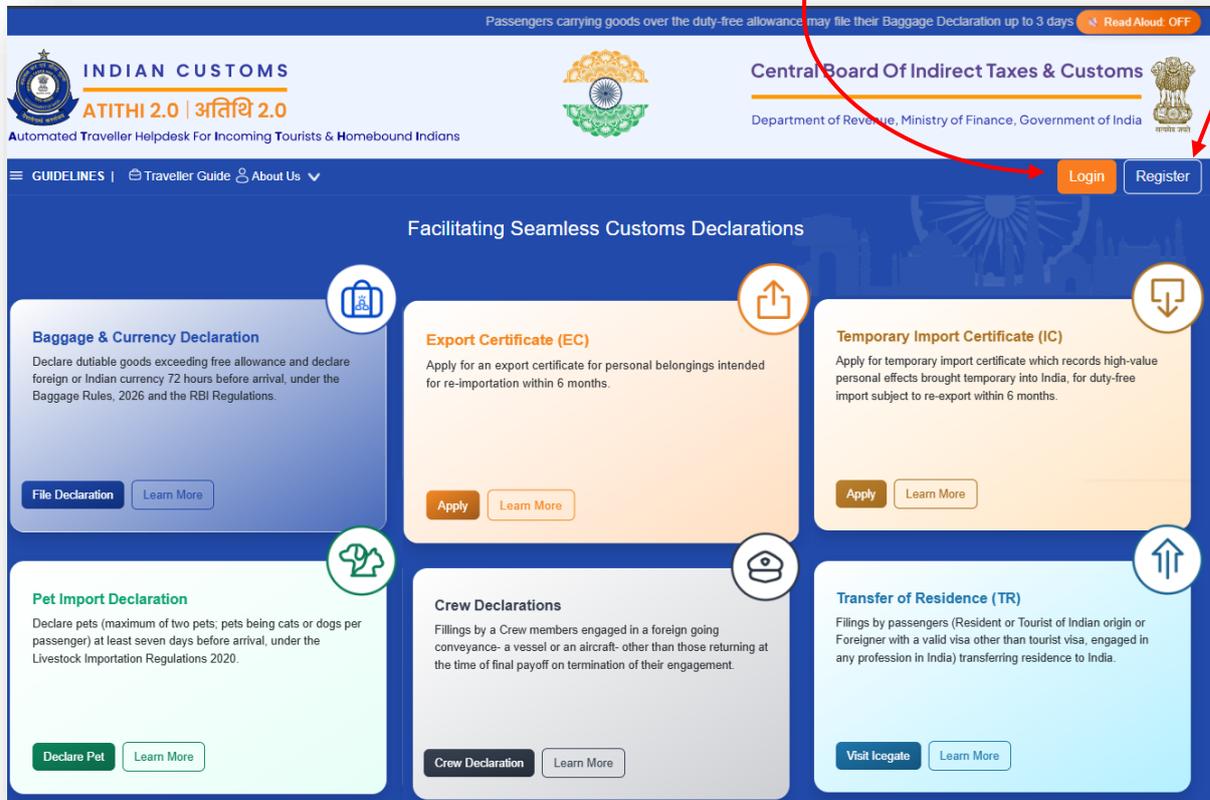


Figure 1.2 : Chatbot Window

1.1 Section-wise overview of Homepage

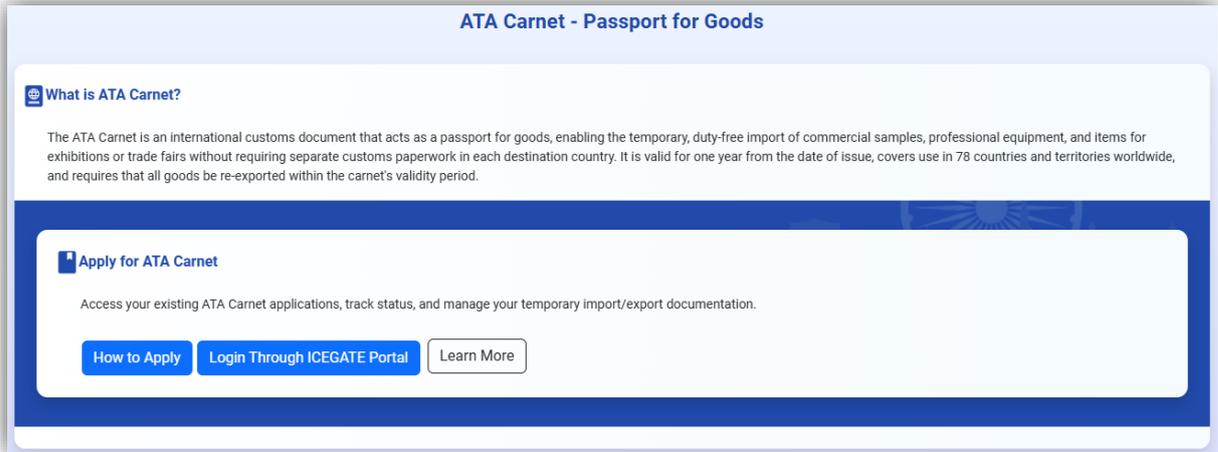
- To log in, click the 'Login' button
- Click on 'Register' button if the passenger is the new user



Description of the functions of the buttons on each card displayed on the home page screen are provided below:

Baggage & Currency Declaration	
File Declaration	Passenger can click on File Declaration button to declare the dutiable goods. Clicking on this button will first check the login status. If the passenger is not logged in, the login form will appear upon clicking the File declaration button. If the passenger is already logged in, it will be redirected directly to the baggage declaration page.
Learn More	Clicking this opens the pop-up with information on baggage declaration.
Pet Import Declaration	
Declare Pet	To declare pet the passenger can click on the Declare pet button visible on the home screen. Clicking on this button will first check the login status. If the passenger is not logged in,

	the login form will appear upon clicking the button. If the passenger is already logged in, it will be redirected directly to the pet declaration dashboard.
Learn More	Passenger can view latest guidelines on import of pets upon clicking the button.
Export Certificate (EC)	
Apply	Clicking on this will directly redirect the passenger to EC form if the passenger is already logged in else the login form will appear.
Learn More	Passenger can view more information on EC upon clicking the button.
Crew Declaration – This functionality is applicable only to crew members	
Crew Declaration	Crew can click on the button to declare the flight and item details. Clicking on this button will first check the login status. If the crew is not logged in, the login form will appear. If the crew is already logged in, it will be redirected directly to the crew dashboard page.
Learn More	Clicking on this will open the pop-up containing more information on crew declaration.
Temporary Import Certificate (IC)	
Declare Currency	Clicking on this will directly redirect the passenger to IC form if the passenger is already logged in else the login form will appear.
Learn	Passenger can view more information on IC upon clicking the button.
Transfer of Residence	
Visit Icegate	Clicking on this will re-direct the passenger to the official website of Icegate (https://www.icegate.gov.in)
Learn More	Upon clicking the passenger can view the Indian customs rules for transferring residency to India.
Knowledge Center & Support	
Explore Resources	Click on this to know more on Baggage Rules and key definitions.
User Manual	Document containing step-by-step guidance and information on how to use the Atithi application.
Video Tutorials	Instructional video providing step-by-step guidance to use the Atithi application.



How to Apply, Learn More, Log In Portal, Track Status – Clicking on these buttons will re-direct the user to the official ATA Carnet website.



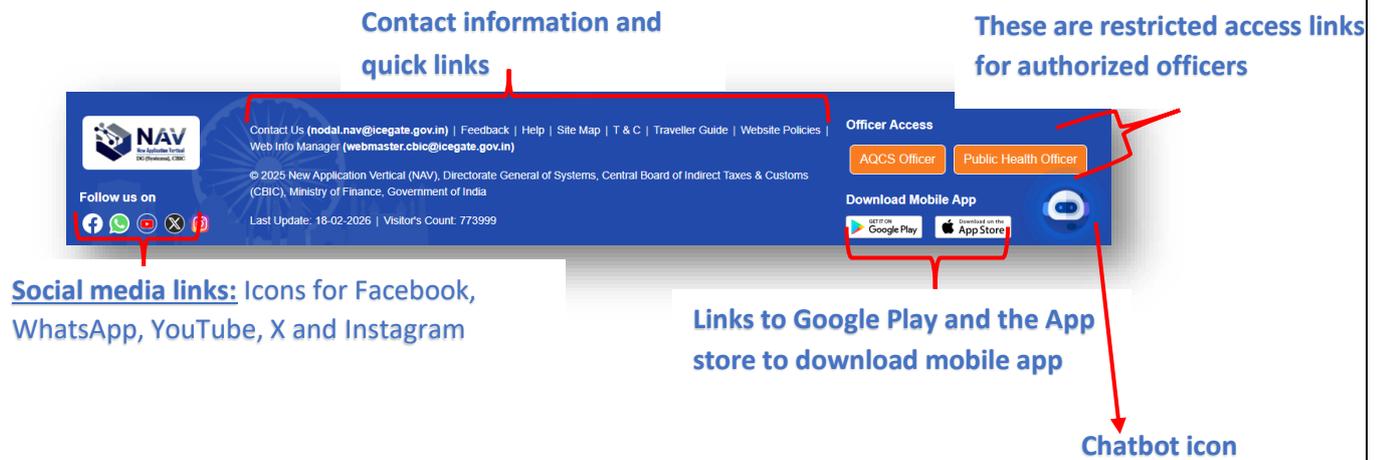
To visit other government official websites for the required purpose, click the button. The passenger will be redirected to the respective official website.

Access CBIC Portal - Passenger will be re-directed to the official CBIC website (<https://www.cbic.gov.in>).

View Circulars - Passenger will be redirected to the official Tax Information portal(<https://taxinformation.cbic.gov.in/view-pdf/1003272/ENG/Circulars>).

View DGFT - Passenger will be redirected to the official DGFT website (<https://www.dgft.gov.in/CP/>).

Visit **RBI** - Passenger will be redirected to the official RBI website (<https://www.rbi.org.in>).



2 Login Process

2.1 New User Registration Process

The New user has to follow the Sign-Up process for e-filing of baggage declaration, currency declaration, export certificate request, temporary import certificate and pet declaration.

2.1.1 Passenger

Step1: If you are a new user, click on the **Register** button available at the top of the home page

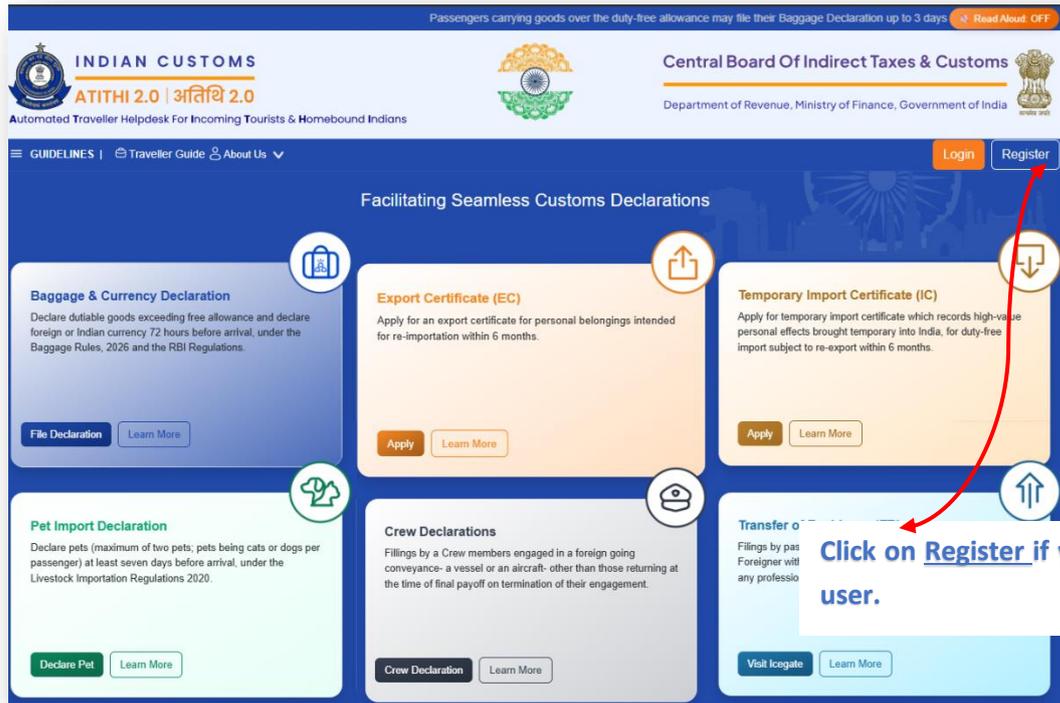
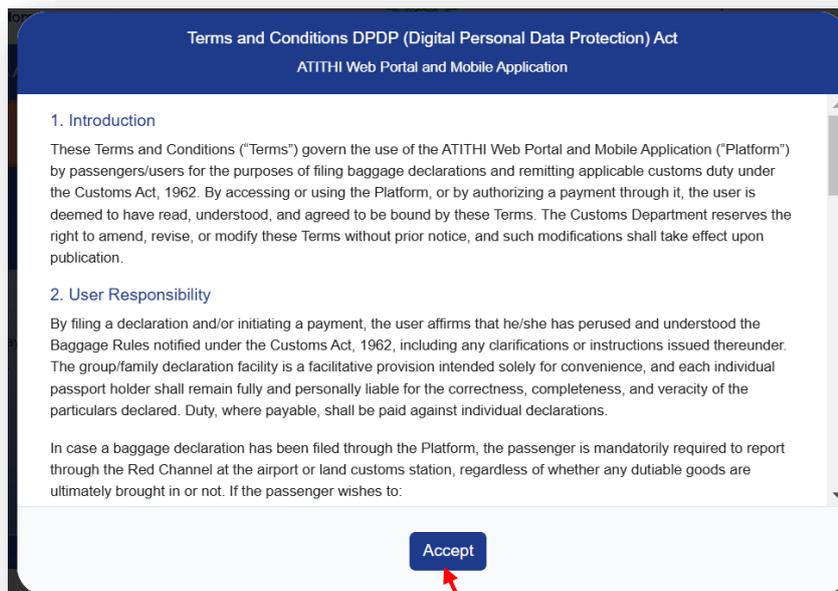


Figure 2.1: Passenger Sign up

Step 2: Clicking on the Register button will first display the Terms and Conditions. Upon acceptance, the screen to enter the registration details for passenger will appear.



Click 'Accept' to register

Select the Passenger using the radio button

The screenshot shows a 'Register' form with a blue header. At the top, there are two radio buttons: 'Passenger' (which is selected and highlighted with a red box) and 'Crew Member'. Below this, the form is divided into several sections with input fields and labels. The fields include: 'Passport Number/Government Id *' (with a placeholder 'Enter Number'), 'Country of Origin as on Passport *' (with a placeholder 'Select Origin'), 'Date of Expiry' (with a placeholder 'DD/MM/YYYY' and a calendar icon), 'Name *' (with a placeholder 'Enter Name'), 'Email Id *' (with a placeholder 'Enter Email Id'), 'Mobile Number *' (with a placeholder 'Enter mobile number'), 'Instant Messenger Type' (a dropdown menu), 'Gender *' (with radio buttons for 'Male', 'Female', and 'Other'), 'Date of Birth *' (with a placeholder 'DD/MM/YYYY' and a calendar icon), 'Local Address (Optional)' (with a placeholder 'Enter Local Address'), 'Abroad Address (Optional)' (with a placeholder 'Enter Abroad Address'), and 'Security Question' (with a placeholder 'Which is your home town?'). At the bottom left, there is a link 'Already have an account? Login' and at the bottom right, a blue 'Submit' button.

Figure 2.2: Passenger Sign up Form

Step 3: Select the **Passenger** using the radio button and enter the details.

Step 4: Click on ‘**Submit**’ button to generate the login credentials for the passenger.

Note: The user will receive a welcome email on their registered email ID upon successful registration.

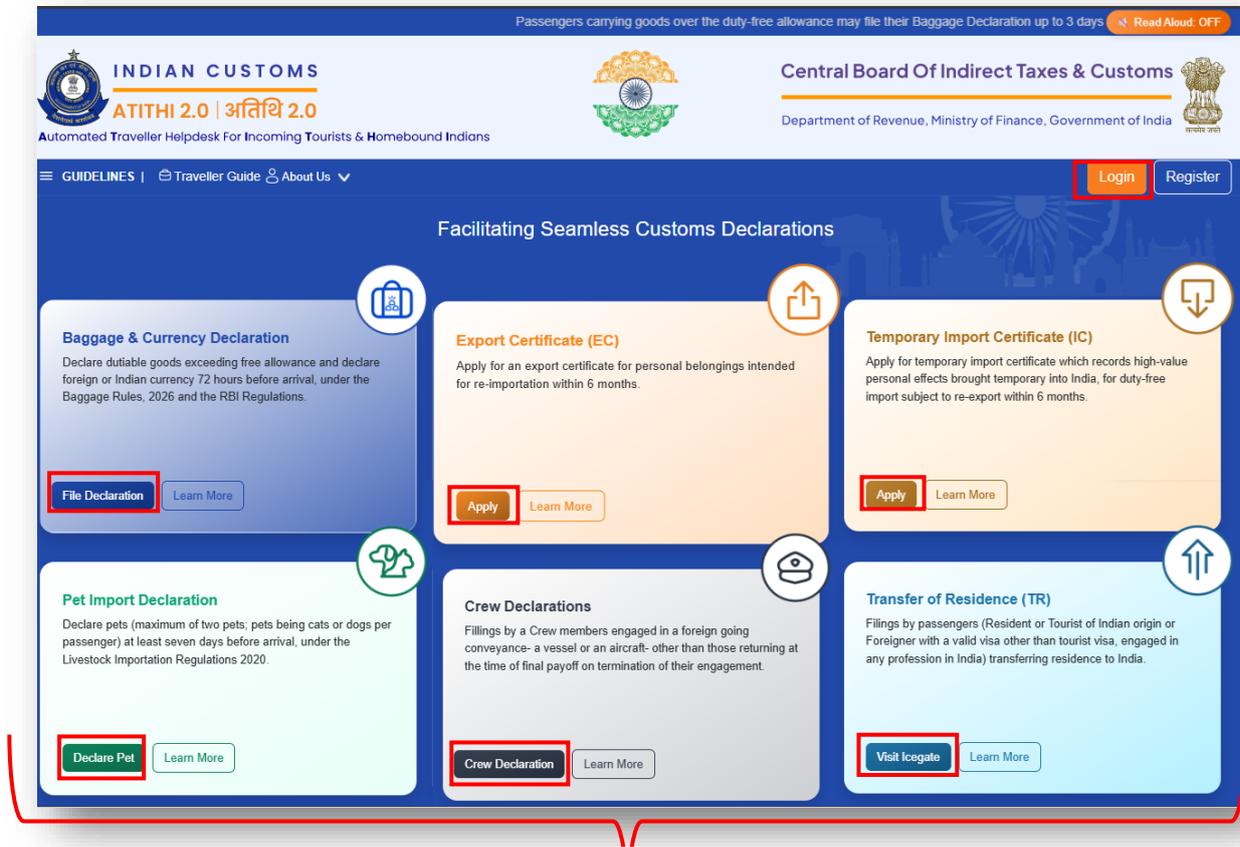
2.2 Existing User Login Process

Step 1: Click on the Login button for Declaration on the homepage

OR

Passenger can click on the respective declaration cards for the declaration (refer Figure). If a user clicks on a declaration card, the system will check their login status. If the user is not logged in, the login form will appear upon clicking the

declaration button. If the passenger is already logged in, they will be redirected directly to the respective declaration page.



Click on Login button/respective declaration card buttons to open Login form for Passenger/Crew

Figure 2.3: Passenger Login button

Step 2: Clicking on Login button will first display the Terms and Conditions. Upon acceptance, the login form will appear (refer Figure 3.6)

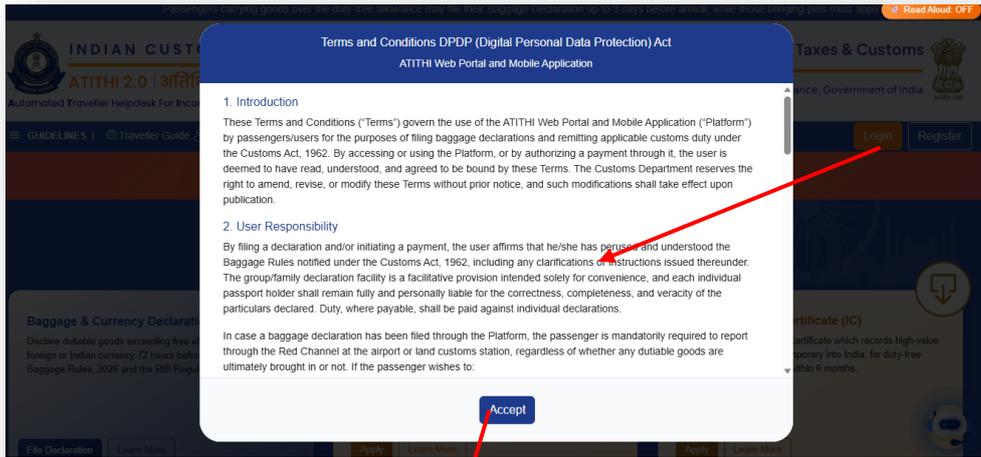
A screenshot of the Passenger Login Form. The form includes fields for "Passport Number/ Govt. ID", "Password (Min 10 characters)", and "Enter Captcha". A blue "Login" button is at the bottom, along with links for "Crew Login" and "Forgot Password?". A "Read Aloud: OFF" button is in the top left corner.

Figure 2.4: Passenger Login Form

2.2.1 User Type is Passenger

If user already has an account, user (International Passenger) can login into the application by entering Passport/Gov. ID number, password and captcha code given (refer Figure 2.6).

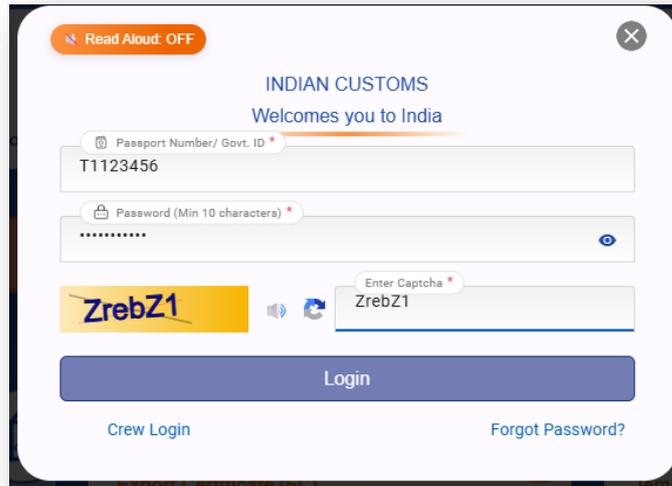


Figure 2.5: Passenger Login

when the passenger clicks on **Login** button an OTP screen will appear (refer Figure 2.6)

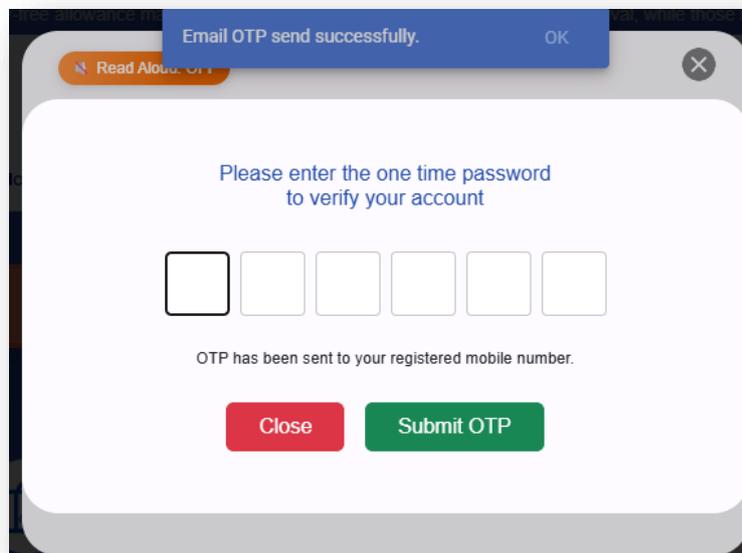


Figure 2.6: OTP Screen

Passenger needs to enter the 6-digit correct OTP sent on the registered e-Mail for successful login (refer Figure 2.7).

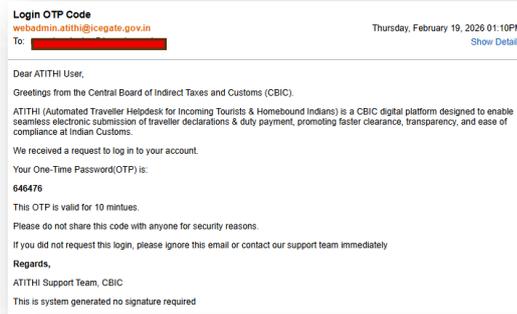
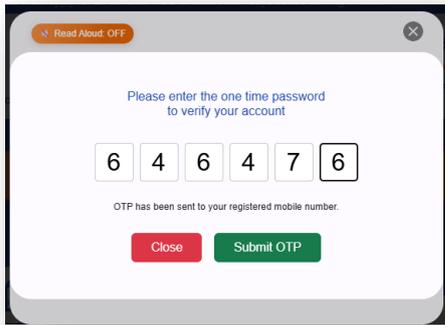


Figure 2.7: Submit OTP

Once passenger enters the correct OTP and clicks on ‘**Submit OTP**’, the passenger will be prompted to answer a series of questions before proceeding to the declaration (refer Figure).

S.No.	List of Items	Response
1	Gold / Silver Jewellery (over Free Allowance) ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Gold / Silver Bullion ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Meat and Meat Products ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Seeds/Plants/Seeds/Fruits ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Satellite Phone ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Indian Currency exceeding ₹ 25,000 ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No

1. Daily-use jewellery (such as a chain, ring, mangalsutra, bangles, etc.) that normally wear and carry on self or in personal baggage is allowed duty free.

2. Jewellery or valuables not meant for daily personal use are allowed only on payment of applicable customs duty, unless covered under a specific exemption.

3. If a resident, tourist of Indian origin, or foreign national (holding a valid non-tourist visa) had earlier taken jewellery out of India, it may be brought back duty free, provided an export certificate

Information icon ⓘ : When the passenger hovers the mouse over this icon, a help text will appear displaying additional information related to the item.

Figure 2.8: Questionnaire

If the answer to any of the questions is ‘**Yes**’, user will be required to fill in the declaration form and report to the Customs Officer at the Red Channel counter on arrival.

Are you carrying the following items? (Please select Yes or No)

Note: All responses are mandatory

S.No.	List of Items	Response
1	Gold / Silver Jewellery (over Free Allowance)	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Gold / Silver Bullion	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Meat and Meat Products/Dairy Products/Fish/Poultry Products	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Seeds/Plants/Seeds/Fruits/Flowers/Other Planting Material	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Satellite Phone	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Indian Currency exceeding Rs 25,000/-	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	Foreign Currency notes exceed US \$5,000 or equivalent	<input type="radio"/> Yes <input checked="" type="radio"/> No
8	Aggregate value of foreign exchange including currency exceeds US \$10,000 or equivalent	<input type="radio"/> Yes <input checked="" type="radio"/> No
9	Drones	<input type="radio"/> Yes <input checked="" type="radio"/> No
10	Pet(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Figure 2.9: Filled Questionnaire

Clicking ‘**Submit**’ will display a prompt instructing the passenger on how to move forward. (refer Figure). The prompt displays the list of items marked as **Yes**.

Please find the list of items for which the response has been marked as **Yes**:

- Gold / Silver Jewellery (over Free Allowance)

Do you agree to proceed?

If the passenger wishes to edit the response, they may click on No.

Are you carrying the following items? (Please select Yes or No)

Note: All responses are mandatory

S.No.	List of Items	Response
1	Gold / Silver Jewellery (over Free Allowance)	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Gold / Silver Bullion	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Meat and Meat Products/Dairy Products/Fish/Poultry Products	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Seeds/Plants/Seeds/Fruits/Flowers/Other Planting Material	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Satellite Phone	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Indian Currency exceeding Rs 25,000/-	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	Foreign Currency notes exceed US \$5,000 or equivalent	<input type="radio"/> Yes <input checked="" type="radio"/> No
8	Aggregate value of foreign exchange including currency exceeds US \$10,000 or equivalent	<input type="radio"/> Yes <input checked="" type="radio"/> No
9	Drones	<input type="radio"/> Yes <input checked="" type="radio"/> No
10	Pet(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No

Please submit your Baggage Declaration form and proceed to Customs- Red Channel for a smooth arrival.

Clicking on ‘**OK**’ will close the prompt and the passenger will be re-directed to the baggage dashboard (refer Figure).

Figure 2.10: Prompt to Modify/Re-verify the Response

The screenshot displays the 'Baggage Declaration Dashboard' for Indian Customs. The header includes the 'INDIAN CUSTOMS ATITHI | अतिथि' logo and the 'Central Board Of Indirect Taxes & Customs' information. A navigation bar contains links for 'GUIDELINES', 'Home', 'Baggage Declaration', 'Export Certificate', 'Pet(s)', 'Family Declaration', and 'View Exchange Rates'. A 'Read/Alert: OFF' indicator is present in the top right.

The main content area is titled 'Baggage Declaration Dashboard' and includes a notice: 'Passengers bringing goods over the free allowance limit are allowed to file their Baggage Declaration up to 5 days before arrival in India. Click on "Guidelines" for detailed information about the free allowance.'

The 'Self Declaration' section features a table with the following data:

S.No.	Declaration No.	Flight Number	Date of Arrival	Payment Status	Payment Amount	Payment Date	Action
1	DEC-743	sss111	2025-12-28	Pending	737500		
2	DEC-742	FI22222	2025-12-27	Pending	720000		
3	DEC-722	g1234	2025-12-24	Pending	126000		
4	DEC-707	F1243	2025-11-27	Pending	192500		

Below the table, there is a 'Records per Page' dropdown set to '10' and a pagination control showing '1' of 1 pages.

The 'Family Member Declaration' section is currently empty, displaying 'No Records Found'.

Figure 2.11: Passenger BD Dashboard

3 Forgot Password

If the passenger has forgotten his password, user can reset the password by clicking on **Forgot Password?** The link is available just below the **Login** button on the login form

Step1: Click on the link '**Forgot Password?**' (refer Figure 3.1).

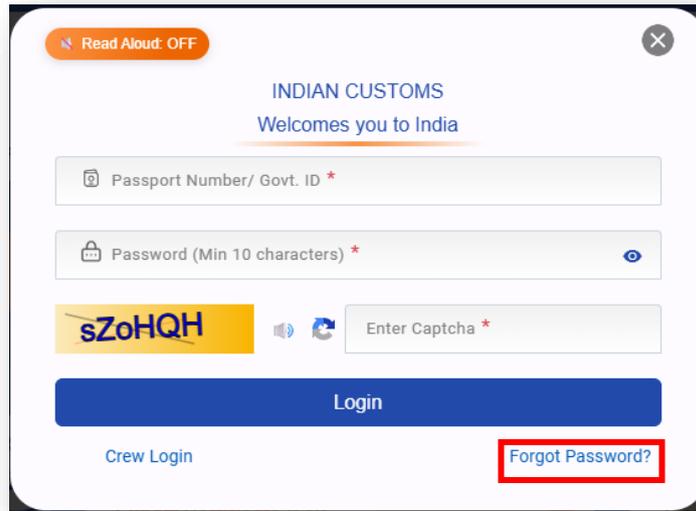


Figure 3.1: Passenger Forgot Password Link

Step 2: Enter the Details (Security Question or Email Id) and click on ‘Submit’ (refer Figure 4.2).

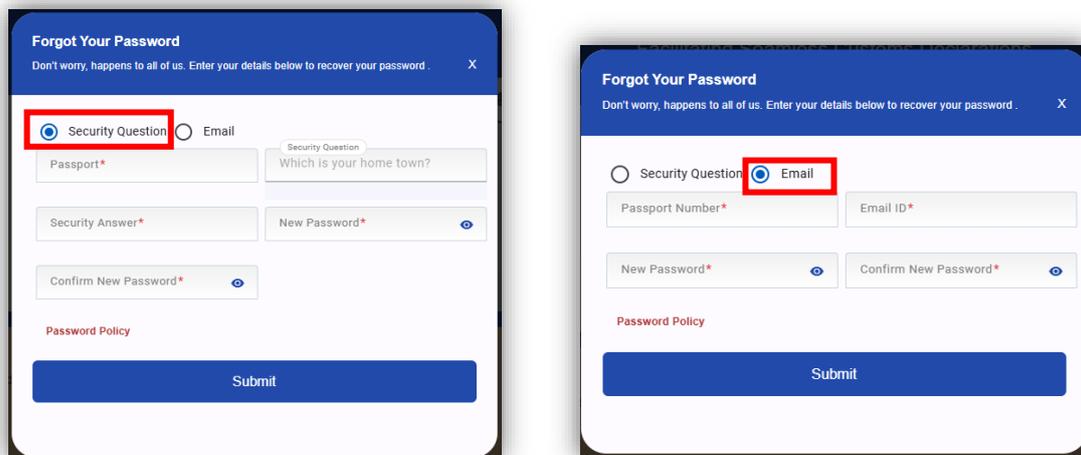


Figure 3.2: Passenger Password Recovery

Step 3: User will see the prompt for successfully updating the password. Click on ‘OK’.

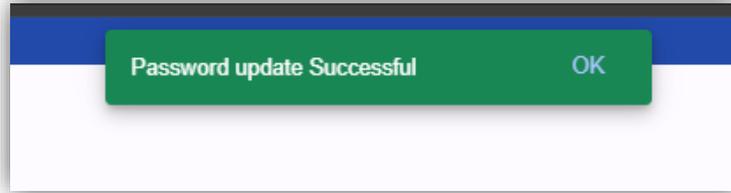
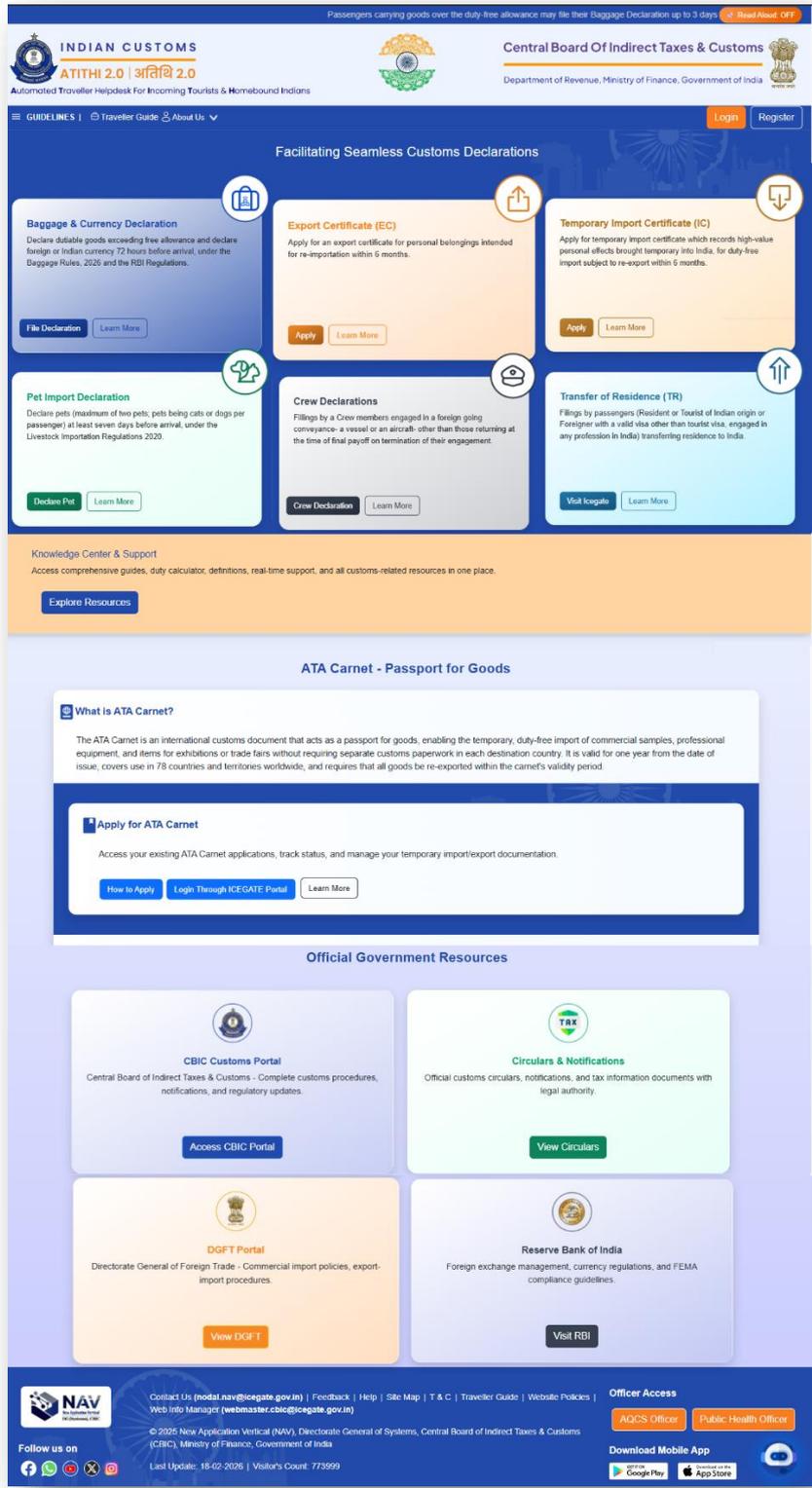


Figure 3.3: Password Updated Successfully

4 Home Page



After logging into the website, the passenger can click on **Home** to view the latest circulars and notifications on baggage regulations on the Home page making it easier for the passenger to find the information they need. Passenger can also navigate to the different modules from Home Page.



5 Baggage Declaration

On hovering the cursor over 'Baggage Declaration' option, it shows 2 options:

- i) Dashboard
- ii) Baggage Declaration

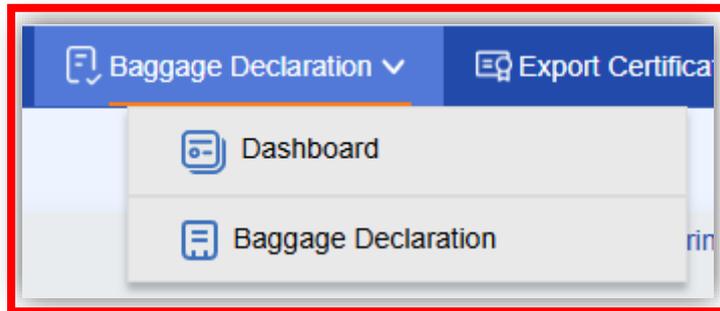


Figure 5.1: Passenger BD

5.1 Dashboard

All the Baggage Declarations (BD) made by the passenger - whether for self or for family members – are available on the dashboard.

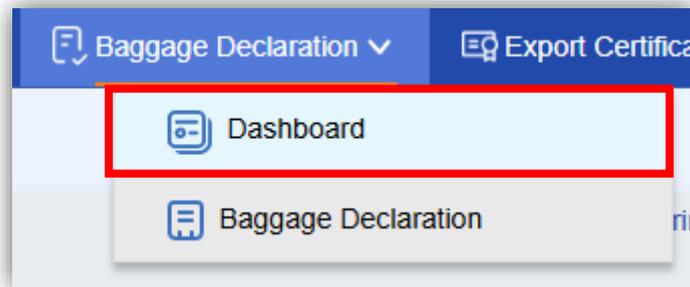


Figure 5.2: Passenger BD Dashboard

Baggage declarations for self are visible under the Self Declaration section and Family member declaration are visible under the Family Member Declaration. To add member, refer section 9.1.

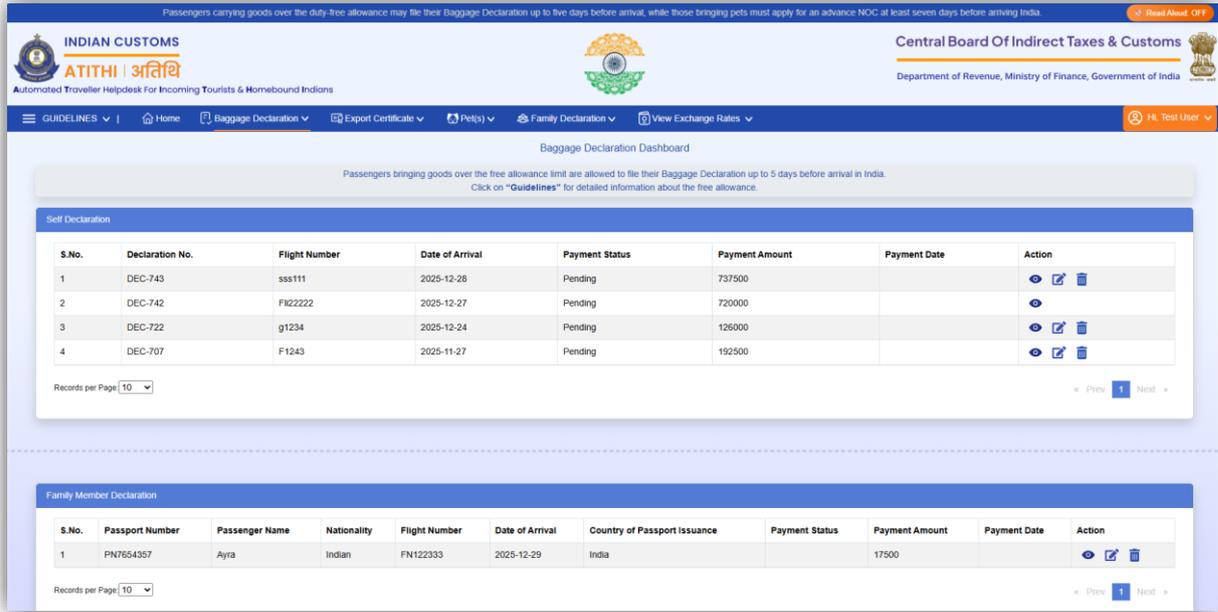


Figure 5.3: Passenger Dashboard View Declaration

The passenger can view, edit or delete these declarations until they are verified by the Customs Officer and the payment is completed.

Clicking on  icon will open the 'Preview' screen to view the details of the declared items (refer Figure).

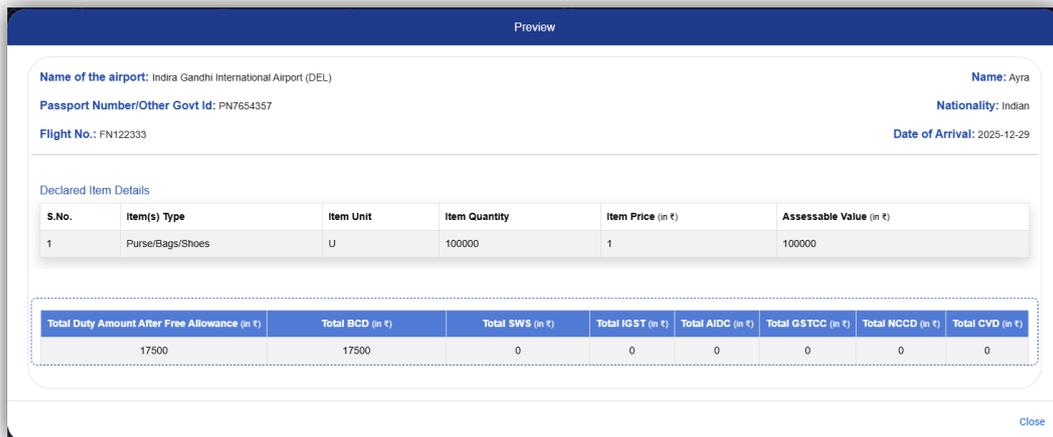


Figure 5.4: Passenger Preview BD

To edit the details, click on  icon. The edit screen will appear. Refer fig

Total Duty Amount After Free Allowance (in ₹)	Total BCD (in ₹)	Total SWS (in ₹)	Total IGST (in ₹)	Total AIDC (in ₹)	Total GSTCC (in ₹)	Total NCCD (in ₹)
737500	717500	0	0	20000	0	0

Clicking on  icon will delete the declaration details saved by the passenger.

5.2 Baggage Declaration

- From the Baggage Declaration tab, select '**Baggage Declaration**' for declaration of baggage as highlighted below (Refer Figure).

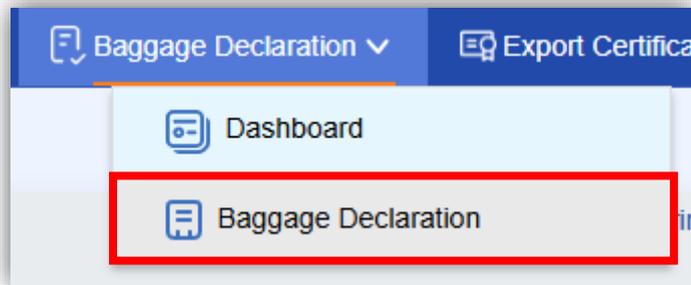
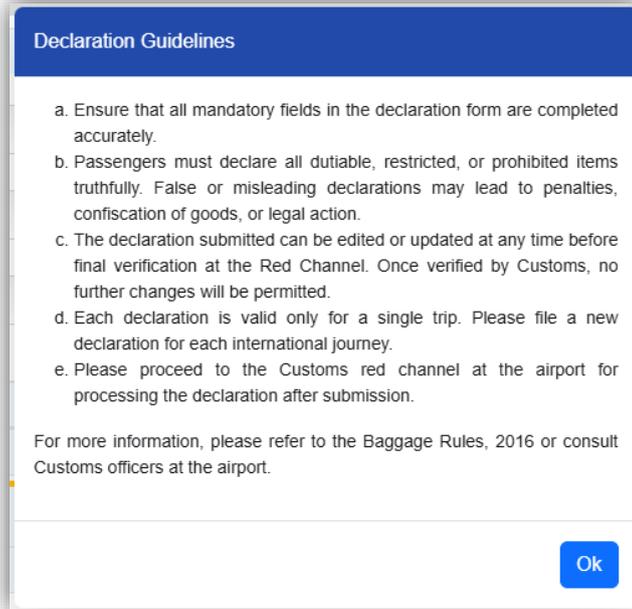


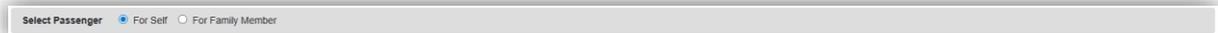
Figure 5.5: Passenger BD Menu

- Clicking on '**Baggage Declaration**' will first open the popup containing declaration guidelines (refer Figure). Only after clicking on 'OK' button in the popup, the passenger will be able to add self/family declaration.

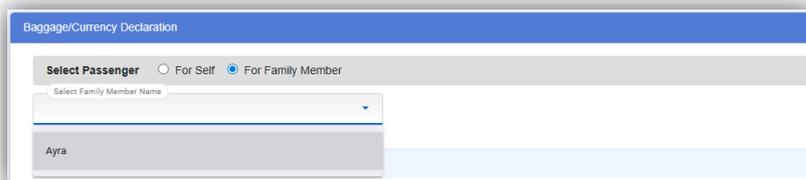


c. Clicking on ‘**OK**’ will take you to screen through which user can fill in the baggage declaration details (refer Figure).

Note: The passenger can select ‘Self’ or ‘Family Member’ using the radio buttons.



- Selecting ‘Self’ indicates that the declaration is being made by the logged-in passenger.
- Selecting ‘Family member’ allows the passenger to declare on behalf of a family member added in the application (refer Section 15 to add family members). Upon choosing ‘Family Member’, a dropdown menu will appear to select family member from the list (refer Figure).



Upon selection of the passenger, the passenger is required to fill the baggage declaration form (refer Figure).

Baggage/Currency Declaration

Select Passenger For Self For Family Member

Passenger Identity (Passport Details)

Identity Type: Passport, Passport Number: T1123456, Name on Passport: Test User, Gender: Male

Date of Birth: 17/12/2000, Nationality: India, Country of Issuance: India, Date of Expiry: 14/11/2063

Local Address: New Delhi, Abroad Address:

Contact and Other Details

Country Code For Mobile Number: , Mobile Number: , Instant Messenger Type:

Email: , Select passenger Type: , Free Allowance upto (in ₹): 0

Travel Details

PNR Number: , E-Ticket Number: , Flight Number: , Country of Embarkation:

Port of Embarkation(Airport): , Port of Arrival: , Date of Arrival: , Countries visited in last six days:

Number of Baggage:

Use Export Certificates declared earlier

No Records Found

Item(s) Gold/Silver Foreign Currency

Item Declaration (Add all dutiable items)

Note: In item type please select the option that most specifically and completely describes the product and write appropriate item description for the same.

S.No.	Item Type	Item Description/Brand	Unit	Quantity	Unit Price (in ₹)
1				0	0

Assessable Value (in ₹): 0

Gold/Silver Declaration

Note: If you hold an Indian Passport, OCI/PIO Card, and are returning to India after more than six months abroad, you can bring up to 1 kg of gold in the form of bars, gold coin having purity 99.5%, or un-studded jewellery, and up to 10 kg of silver in any form (excluding studded silver jewellery) at a concessional customs duty rate of 6%, payable in convertible foreign currency.

S.No.	Item Type	Item Description/Brand	Unit	Quantity (in gram)	Unit Price (in ₹)
1	Used Personal Jewellery	As per rule 17(i)		0	0

Total Declared Value of Gold/Silver (in ₹): Total Declared weight of Gold/Silver as per rule 17(i): 0

Currency Declaration

Kindly proceed to the Red Channel to collect the Currency Declaration Form.

S.No.	Currency	Denomination	Number of Notes	Total value of Notes	Traveller Cheque(s) Amc
1		0	0	0	0

Upload Declaration-Related Documents

Upload Documents (PDF, PNG, JPG and JPEG formats, up to 1MB)

Choose Files No file chosen

Save As Draft Submit

1. Passenger/ Passport Details (Refer Section)

2. Contact and Other Details (Refer Section)

3. Travel Details (Refer Section)

4. User EC declared earlier (Refer Section)

5. Item/Gold/Silver/FC section (Refer Section)

6. Upload Documents (Refer Section)

Figure 5.6: Baggage Declaration Form

The form consists of 6 sections:

5.2.1 Passenger Identity (Passport Details)

This section consists of the following fields -Passport/Govt. Id Type, Passport Number, Name on your Passport/Govt., Gender, Date of Birth, Nationality, Country of Passport Issuance, Date of Passport Expiry, Address on your Passport/Govt. Id., Abroad address. All these details are auto-populated with the data provided at the time of registration except Abroad address, which has to be filled manually.

Passenger Identity (Passport Details)			
Identity Type	Passport Number *	Name on Passport	Gender
Passport	T1123456	Test User	Male
Date of Birth *	Nationality	Country of Issuance	Date of Expiry
17/12/2000	India	India	14/11/2063
Local Address *	Abroad Address *		
New Delhi	Abroad address		

Figure 5.7: Passport or Other Govt. Id Details

5.2.2 Contact and Other Details

It consists of Country code for mobile number, mobile number, Instant messenger type, Instant messenger Number, Email, Passenger Type (refer Figure 5.9) and Free Allowance.

Contact and Other Details			
Country Code For Mobile Number	Mobile Number	Instant Messenger Type	Instant Messenger Number
India (+91)	[Redacted]	WhatsApp	
Email *	Select passenger Type *	Free Allowance upto (in ₹)	
[Redacted]	Indian Resident	75000	

Figure 5.8: Contact and Other Details Section

Note:

- **Passenger Type:** This is a dropdown field which contains following values (refer Figure 5.9).

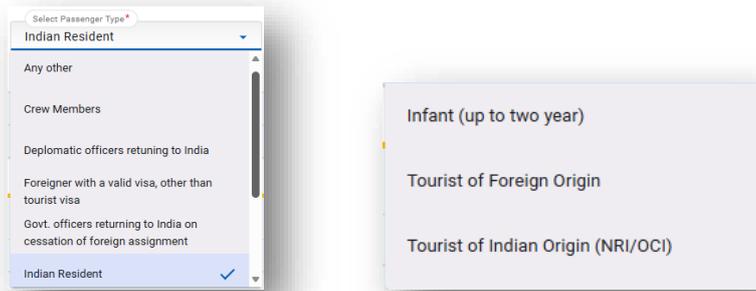


Figure 5.9: Classification of Passengers

- **Free Allowance:** This field is auto-populated according to the **passenger type**. For more information, passengers can hover over the ‘i’ icon.

5.2.3 Travel Details

This section consists of the following fields PNR Number, E-Ticket Number, Flight number, Port of Embarkation (Country), Port of Embarkation (Airport), Port of Arrival, Date of Arrival, Countries visited in last six days and number of baggage.

Figure 5.10: Flight Details

5.2.4 User Export Certificate Declared Earlier

This section consists of the list of Export Certificates that have been declared against the passenger’s passport number.

Use Export Certificates declared earlier							
Receipt No							
INDEL4/T1123456/EXC/EC0000017							
Jewellery Items							
Id	Invoice Details	Item Name	Identification of Particulars	Net Weight(gms)	Estimated Value(in ₹)	R	
EC0000012	id22	Diamond	solitaire	10	200000		
Items Other Than Jewellery							
Id	Invoice Details	Item Name	Identification of Particulars	Brand Name	Year of Manufacture	Estimat	
EC0000012	id23	camera	sn22	canon	2011		

Figure 5.11: User EC declaration list

5.2.5 Item/Gold/Silver/Foreign Currency

Passengers have to provide the details of dutiable items, gold as well as currency with Domestic Customs in excess of their eligible Duty-Free allowance at red channel. The checkboxes for declaring Item, gold and currency is provided in the application. Passenger can select the Item checkbox in case of item declaration, Gold checkbox can be checked in case of Gold declaration and Currency checkbox has to be checked for declaring the currencies. For declaring all three (Item, Gold and Currency), all the checkboxes have to be checked.

Note: Please select baggage type from below to submit your declaration. For declarations, expand all after clicking Gold/Silver or Foreign Currency or Items.

Item(s)
 Gold/Silver
 Foreign Currency

Item Declaration

Gold/Silver Declaration

Currency Declaration

Figure 5.12: ITEM/GOLD/CURRENCY Checkbox

5.2.5.1 Item Details

If User selects the Item checkbox the following Item Declaration section will appear (refer Figure: 4.9).

S.No.	Item Type	Item Description/Brand	Unit	Quantity	Unit Price (in ₹)	Assessable Value (in ₹)	Action
1	Purse/Bags/Shoes	LV	U (Numbers)	1	100000	100000	

Total Value of Items (in ₹)
100000

[+ Add Item](#)

Figure 5.13: Item Details

Select Item Type from the drop-down menu and fill in the respective details.

Item Type

- Electronics
- Firearms/Cartridges
- Laptop
- Sports gears (for Renowned Shooter)
- Television/LED/LCD
- Others

Note: The ‘Other’ option in the item type drop-down should be selected if the specific item is not listed. For example, if a passenger is carrying a precious stone that is not available in predefined list but is subject to standard baggage duty, this option can be used.

Additional items may be added by clicking the [+ Add Item](#) icon and deleted by clicking on the icon under Action. After entering the item details, the overall total duty and the segregation of the total duty under the respective heads—after deducting any applicable free allowance—are displayed at the bottom of the BD form (refer Figure

Total Duty Amount After Free Allowance (in ₹)	Total BCD (in ₹)	Total SWS (in ₹)	Total IGST (in ₹)	Total AIDC (in ₹)	Total GSTCC (in ₹)	Total NCCD (in ₹)	Total CVD (in ₹)
35000	35000	0	0	0	0	0	0

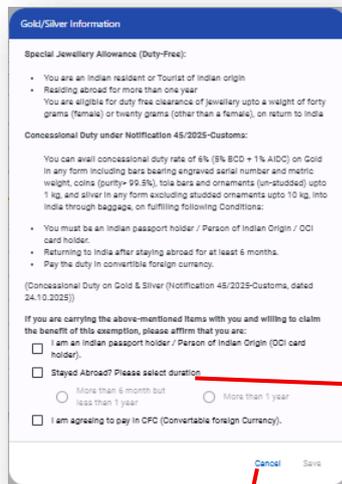
Note:  icon will remain disabled in case only single line of item is added. If multiple line of items are declared then  icon will become enabled and user can delete the required row of item.

5.2.5.2 Gold Details

If the user selects the **Gold** checkbox and chooses any of the following **Resident Types** under the *Contact and Other Details* section:

- Indian Passport Holder
- Tourist of Indian Origin / OCI / PIO

the following pop-up appears.



The screenshot shows the 'Gold/Silver Information' form with the following content:

Special Jewellery Allowance (Duty-Free):

- You are an Indian resident or Tourist of Indian origin
- Residing abroad for more than one year
- You are eligible for duty free clearance of jewellery upto a weight of forty grams (female) or twenty grams (other than a female), on return to India

Concessional Duty under Notification 45/2025-Customs:

You can avail concessional duty rate of 6% (5% BCD + 1% AIDC) on Gold in any form including bars bearing engraved serial number and metric weight, coins (purity> 99.5%), tola bars and ornaments (un-studded) upto 1 kg, and silver in any form excluding studded ornaments upto 10 kg, into India through baggage, on fulfilling following Conditions:

- You must be an Indian passport holder / Person of Indian Origin / OCI card holder.
- Returning to India after staying abroad for at least 6 months.
- Pay the duty in convertible foreign currency.

(Concessional Duty on Gold & Silver (Notification 45/2025-Customs, dated 24.10.2025))

If you are carrying the above-mentioned items with you and willing to claim the benefit of this exemption, please affirm that you are:

I am an Indian passport holder / Person of Indian Origin (OCI card holder).

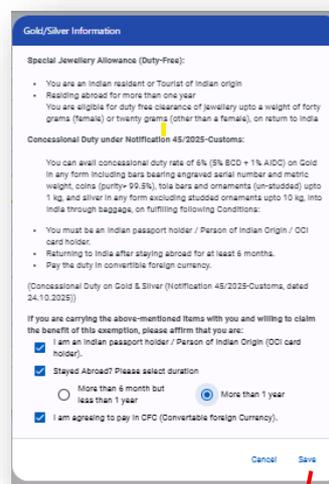
Stayed Abroad? Please select duration:

More than 6 month but less than 1 year More than 1 year

I am agreeing to pay in CFC (Convertible Foreign Currency).

Buttons: Cancel, Save

If the passenger clicks the 'Cancel' button



The screenshot shows the 'Gold/Silver Information' form with the following content:

Special Jewellery Allowance (Duty-Free):

- You are an Indian resident or Tourist of Indian origin
- Residing abroad for more than one year
- You are eligible for duty free clearance of jewellery upto a weight of forty grams (female) or twenty grams (other than a female), on return to India

Concessional Duty under Notification 45/2025-Customs:

You can avail concessional duty rate of 6% (5% BCD + 1% AIDC) on Gold in any form including bars bearing engraved serial number and metric weight, coins (purity> 99.5%), tola bars and ornaments (un-studded) upto 1 kg, and silver in any form excluding studded ornaments upto 10 kg, into India through baggage, on fulfilling following Conditions:

- You must be an Indian passport holder / Person of Indian Origin / OCI card holder.
- Returning to India after staying abroad for at least 6 months.
- Pay the duty in convertible foreign currency.

(Concessional Duty on Gold & Silver (Notification 45/2025-Customs, dated 24.10.2025))

If you are carrying the above-mentioned items with you and willing to claim the benefit of this exemption, please affirm that you are:

I am an Indian passport holder / Person of Indian Origin (OCI card holder).

Stayed Abroad? Please select duration:

More than 6 month but less than 1 year More than 1 year

I am agreeing to pay in CFC (Convertible Foreign Currency).

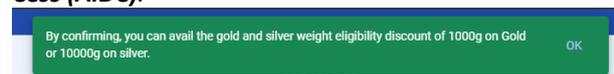
Buttons: Cancel, Save

If the passenger clicks the 'Save' button

Basic Customs Duty (BCD) at 35% and AIDC at 1% shall be applicable, and **no free allowance** shall be available, if **any** of the following conditions are met:

1. The passenger's type selected under the *Contact and Other Details* section is **not**:
 - Indian Passport Holder
 - Tourist of Indian Origin (NRI/OCI)
2. The passenger clicks the **Cancel** button and does **not agree** to any of the following conditions:
 - Indian Passport Holder / Person of Indian Origin (OCI card holder)
 - Has stayed abroad for more than **six (6) months** but less than 1 year OR more than 1 year prior to returning

If the passenger agrees to the prescribed conditions, they are permitted to import gold not exceeding **1 kg** and silver not exceeding **10 kg**, subject to a duty of **5% Basic Customs Duty (BCD) and 1% Agriculture Infrastructure and Development Cess (AIDC)**.

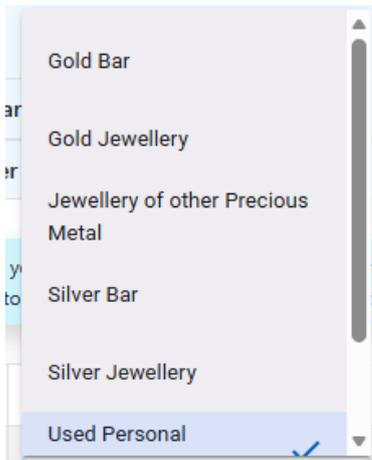


The non-exceeding amount is calculated as:

- Entered quantity (in grams) × Notified tariff value per 10 grams (in case of Gold)
- Entered quantity (in grams) × Notified tariff value per 1000 grams (in case of Silver)

- Agrees to pay duty in **convertible foreign currency**, calculated based on the **notified tariff rate of gold/silver**

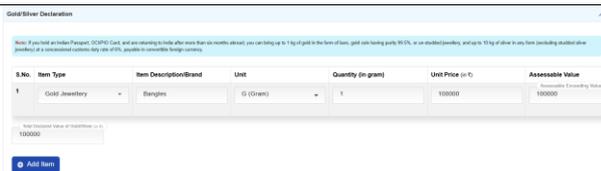
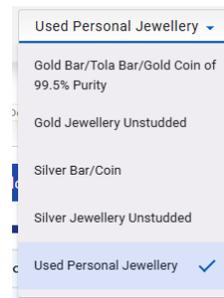
The duty is calculated on the following basis:
Entered quantity (in grams) × unit price (in ₹) entered by the passenger.



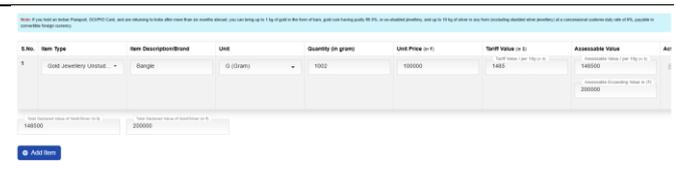
For quantities exceeding **1 kg of gold or 10 kg of silver**, a higher duty of **35% Basic Customs Duty (BCD)** and **1% AIDC** is applicable. The amount on which the duty is calculated is determined as:

Exceeding quantity (in grams) × unit price (in ₹) entered by the passenger.

Please note that the duty for the non-exceeding quantity of gold/silver must be paid **offline in convertible foreign currency (USD)**. The duty applicable to the exceeding quantity must be paid in **Indian Rupees (₹)**, either **online or offline**, as per the passenger's preference.



After entering the gold/silver details, the overall total duty and the segregation of the total duty under the respective heads—after deducting any applicable free allowance—are displayed at the bottom of the BD form (refer Figure



After entering the gold/silver details, the overall total duty and the segregation of the total duty under the respective heads—after deducting any applicable free allowance—are displayed at the bottom of the BD form (refer Figure

Total Duty Amount of Gold/Silver (in ₹)	Total BCD (in ₹)	Total SWS (in ₹)	Total IGST (in ₹)	Total AIDC (in ₹)		
1075	7307	0	0	1475		
Total Duty Amount After Free Allowance (in ₹)	Total BCD (in ₹)	Total SWS (in ₹)	Total IGST (in ₹)	Total AIDC (in ₹)	Total GSTDC (in ₹)	Total NCDD (in ₹)
7000	7000	0	0	2000	0	0

Note: Free allowance of 40g (female) or 20g (other than a female), if duration of stay abroad > 1 year, is applicable.

Table 5.1: Gold Duty Calculations

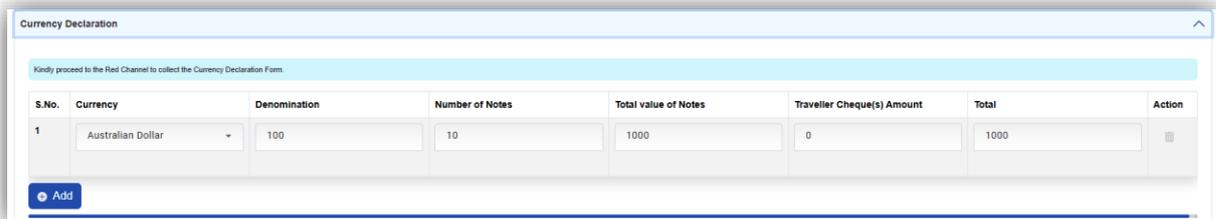
Passenger is required to provide the details for Gold/Silver type to be selected from the dropdown, description, unit, price per unit, quantity of the item. Based on the information provided the Item total value and total customs duty will be auto-calculated. Additional details can be added/deleted by clicking the  icon and  icon respectively.

If all changes have been made, Passenger can either click on **‘Submit’** button to submit the details or can click on **‘Save As Draft’** button.

Note:  icon will remain disabled in case only single line of item is added. If multiple line of items are declared then  icon will become enabled and officer can delete the required row of item.

5.2.5.3 Foreign Currency Details

If passenger selects the Currency checkbox the following Currency Declaration section will appear (refer Figure 4.11):



S.No.	Currency	Denomination	Number of Notes	Total value of Notes	Traveller Cheque(s) Amount	Total	Action
1	Australian Dollar	100	10	1000	0	1000	

Figure 5.14: Currency Details

- i. Currency details may be added by clicking the  icon and can be deleted by clicking on  icon. Select Currency type from the drop-down menu and fill in the respective details. Total is auto-calculated. If all changes have been made, passenger can either click on ‘**Save As Draft**’ button to save the current details filled or can click on ‘**Submit**’ button (refer Figure).

Note:  icon will remain disabled in case only one row of currency is added. If multiple rows are added for declaration then  icon will become enabled and officer can delete the required row of currency declared.

5.2.6 Upload Documents

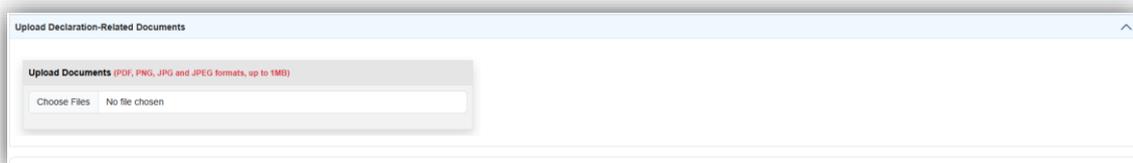


Figure 5.15: Upload Document

Total Duty Amount After Free Allowance (in ₹)	Total BCD (in ₹)	Total SWS (in ₹)	Total IGST (in ₹)	Total AIDC (in ₹)	Total GSTCC (in ₹)	Total NCCD (in ₹)
17500	17500	0	0	0	0	0

On click of ‘**Submit/Save as Draft**’ button passenger gets the successful message upon saving the details and will be redirected to the baggage declaration dashboard (refer Figure)



Figure 5.16: Passenger Submit BD

The passenger can view, edit or delete these declarations until they are verified by the Customs Officer and the payment is completed (refer Section 5.1).

6 Export Certificate

On hovering the cursor over ‘Export Certificate’ option, it shows 2 options:

- i) Dashboard
- ii) Request for Export Certificate

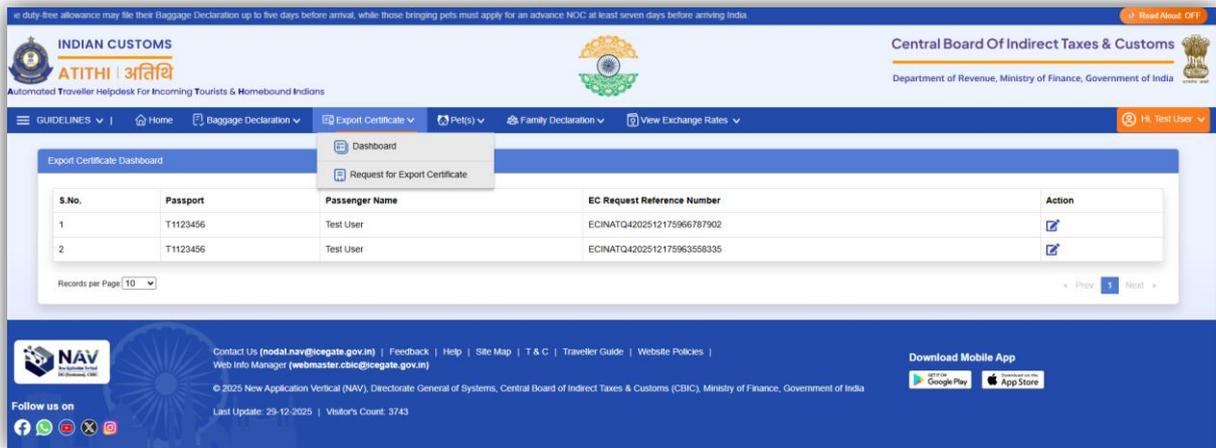


Figure 6.1: Passenger EC

6.1 Dashboard

Passenger can view the generated Export Certificate from Dashboard. From the Export Certificate tab, select ‘**Dashboard**’ to View all the Export Certificate generated by the passenger.

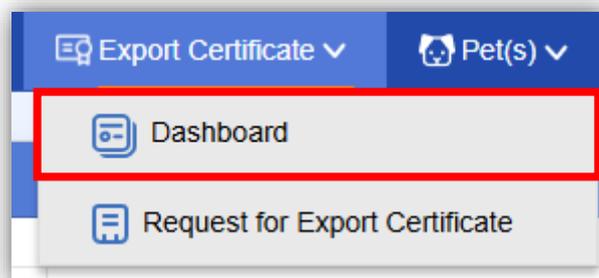


Figure 6.2: Passenger EC Dashboard

Click on ‘**Dashboard**’ option to reach out on the search screen shown in below Figure .

S.No.	Export Certificate Id	Passport Number	Passenger Name	EC Request Reference Number	Action
1	EC0000017	T1123456	Test User	INDEL4/T1123456/EXC/EC0000017	
2	EC0000009	T1123456	Test User	INDEL4/T1123456/EXC/EC0000009	
3	EC0000008	T1123456	Test User	INDEL4/T1123456/EXC/EC0000008	
4	EC0000007	T1123456	Test User	INDEL4/T1123456/EXC/0000007	
5	EC0000006	T1123456	Test User	ECINDEL4202601138314733225	
6	EC0000005	T1123456	Test User	ECINDEL4202601097948094948	

Records per Page: 10

« Prev 1 Next »

Figure 6.3: Passenger EC Dashboard Data

The EC details can be edited by clicking on edit  icon present under ‘Action’ column on the dashboard.  icon will allow the passenger to add, delete or update the Boarding pass, jewellery and articles other than jewellery details. The documents can also be added, deleted or updated (refer Figure)

Edit Certificate Request Collapse All Expand All

- Passenger Identity (Passport Details) ▼
- Contact and Other Details ▼
- Travel Details ▼
- Jewellery Details ▼
- Articles Other Than Jewellery ▲

S.No.	Invoice Details (if any)	Item Description 	Manufacturer details 	Year of Manufacture*	Identification of partucl:
1	<input type="text" value="id23"/>	<input type="text" value="camera"/>	<input type="text" value="canon"/>	<input type="text" value="2011"/>	<input type="text" value="sn22"/>

Figure 6.4: Passenger EC Edit

Once desired changes are made, the passenger can click on Update button to save the modified details and documents. Clicking on the ‘Update’ button will re-direct the passenger on the EC dashboard.

On the click of  icon, the passenger can download the Export Certificate. Below pdf (Figure) will appear on click of view.

OFFICE OF THE COMMISSIONER OF CUSTOMS
Dabolim International Airport

DUPLICATE

ANNEXURE-A

Serial No. ECINGOI4202505137127687234

Place of Issue Dabolim International Airport

EXPORT CERTIFICATE

(To be used in the case of private personal property intended to be re-imported into India subsequently)

PART-A

I Hereby Declare That The Article/articles particulars of which are given below is/are my personal property and is/are for my personal use and not merchandise for sale. I further declare that drawback of duty is not being claimed of exportation.

MANVI YADAV

Date 13-May-2025, 02:45 PM

Signature of Exporter/Passenger

N.B.: To obtain exemption from import duty on re-importation, the article must remain in the ownership of the exporter, or of his family. It must be brought back to India within one year of the date of export. The person re-importing it must produce this certificate and get the same endorsed from the customs, before departure out of the country.

Exporter's name and address MANVI YADAV
Address

Details of Passport No. U1234567 Date/Place of Issue 30/05/2025/Afghanistan

S.No.	Description of articles	Identification of particulars	Estimated value	Remarks
1	Laptop	IN22	100000	remarks

S.No.	Name of the product
1	Earrings

1/2

Figure 6.5: Passenger EC PDF1

Date
Countersigned
i/e Shift ACS

Signature of Customs Officer

PART-B

Certified that the particulars of the articles noted above have been verified and found correct. Articles shipped under my supervision by flight No. FN22 on 13-05-2025 00: (Date) (as detailed below).

N.B.: In case the Export Certificate has been issued in advance, a copy of the certificate may be retained by the Customs Officer at the departing airport for their record.

S.No.	Date of journey	Flight details
1.	13-05-2025 00:00:00	FN22

Signature of Customs Officer (Customs Stamp)

Figure 6.6: Passenger EC PDF2

6.2 Request for Export Certificate

From the Export Certificate Module tab, select ‘**Request for Export Certificate**’ for Export certificate generation as highlighted below (refer Figure).

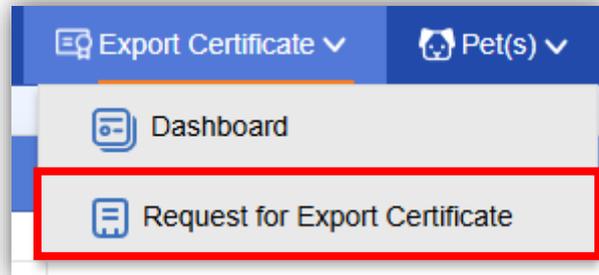
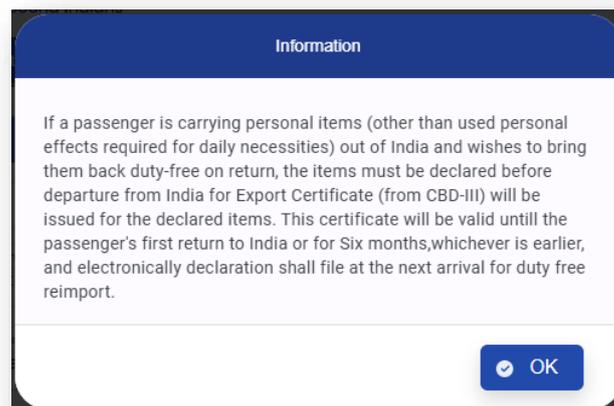


Figure 6.7: Generate Certificate

Clicking on ‘**Request for Export Certificate**’ will first open the popup containing declaration guidelines (refer Figure).



Only after clicking on ‘OK’ button in the popup, the passenger will be able to save and declare certificate details (refer Figure 7.3).

Request for Export Certificate Collapse All Expand All

Passenger Identity (Passport Details)

Passport Number * Name * Gender * Date of Birth *

Nationality * Passport Country * Date of Passport expiry *

Local Address * Abroad Address *

Contact and Other Details

Country Code For Mobile Number Mobile Number * Instant Messenger Type Email *

Travel Details

PNR Number E-Ticket Number Flight Number * Date of Travel *

Likely Date of Return * Port of Departure * Port of Destination(Country) * Port of Destination(Airport) *

Countries visited in last six days

Jewellery Details

S.No.	Invoice Details (if any)	Jewellery Description *	Item description with purity *	Identification of Particulars *	Net Weight(gms) *	Estimated Value
+ Add Item						

Items Other Than Jewellery

S.No.	Invoice Details (if any)	Item Description *	Manufacturer Details *	Year of Manufacture *	Identification of Particulars *	Estimated Value(in ₹) *	Remarks
+ Add Item							

Upload Documents

Upload Documents Documents Upload Instructions ?

Choose Files

(PDF,PNG,JPG and JPEG formats, up to 1MB)

Figure 6.8: Passenger EC Form

The certificate consists of 6 sections:

6.2.1 Passport/Passenger Details

This section consists of the following fields -Passport No, Name, Gender, Date of Birth, Nationality, Country of Passport Issuance, Date of Passport Expiry, Local and Abroad Address on the Passport. The fields are auto-filled and non-editable except abroad address.

Passenger Identity (Passport Details)

Passport Number * T1123456

Name * Test User

Gender * Male

Date of Birth * 17/12/2000

Nationality * India

Passport Country * India

Date of Passport expiry * 14/11/2063

Local Address * New Delhi

Abroad Address * Abroad address

Figure 6.9: Passenger EC Passport/Passenger Details

6.2.2 Contact Details

It consists of email id of the passenger, mobile number, Instant Messenger Type, Country code for Mobile Number and Instant messenger Number.

Contact and Other Details

Country Code For Mobile Number India (+91)

Mobile Number *

Instant Messenger Type WhatsApp

Instant Messenger Number

Email *

6.2.3 Travel Details

It consists of the following fields – PNR Number, E-Ticket Number, Flight Number, Likely Date of Return, Date of Travel, Port of Departure, Port of Destination (Country), Port of Destination (Airport) and Countries visited in last six days.

Travel Details

PNR Number pnr22

E-Ticket Number etn22

Flight Number * fn22

Date of Travel * 22/2/2026

Likely Date of Return * 28/2/2026

Port of Departure * Delhi-Indira Gandhi International Airp

Port of Destination(Country) * Afghanistan (AF)

Port of Destination(Airport) * Darwaz Airport (DAZ)

Countries visited in last six days US

Figure 6.10: Passenger EC Flight Details

6.2.4 Jewellery Details

Jewellery details section contains the details like Invoice details, Jewellery description, Item description with purity, Identification of Particulars, Net

Weight(gms), Estimated Value(in ₹), Remarks, and field to select and upload photograph of the jewellery. Additional jewellery details may be added by clicking the  icon and deleted by clicking on the  icon under Action. After filling up jewellery details click on save button.

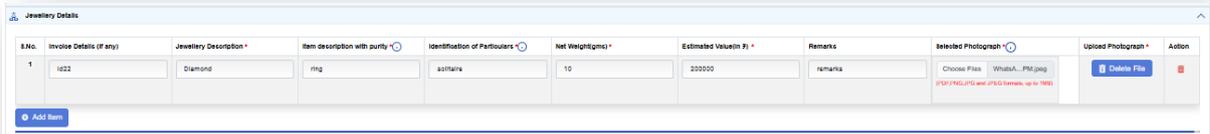


Figure 6.11: Passenger EC Jewellery Details

6.2.5 Items Other Than Jewellery

Passengers are required to provide details of other high value articles, that they are carrying and intended to be re-imported into India, like Item Description(Name of the product), Brand /Make/Manufacturer details, Year of Manufacture, Estimated Value (in ₹), Remarks and field to upload photograph of the articles. Additional details may be added by clicking the  icon and deleted by clicking on the  icon. For single row  icon will remain disabled.



Figure 6.12: Passenger EC Other Articles Details

6.2.6 Upload Documents

This section allows to upload additional relevant documents. Clicking on the Choose File, will capture the image using image scanner device and will be uploaded. Clicking on 'Upload file' will begin the uploading process. Once uploaded, Officer has the option to delete the uploaded file by clicking on **Delete File** button.

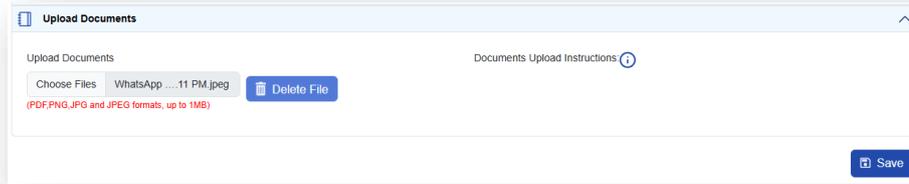


Figure 6.13: Upload Document EC

After entering all details, the Passenger has to click on Save. Clicking on ‘**Save**’, the following message appears – ‘Please proceed to the Departure Counter for Export Certificate verification’.

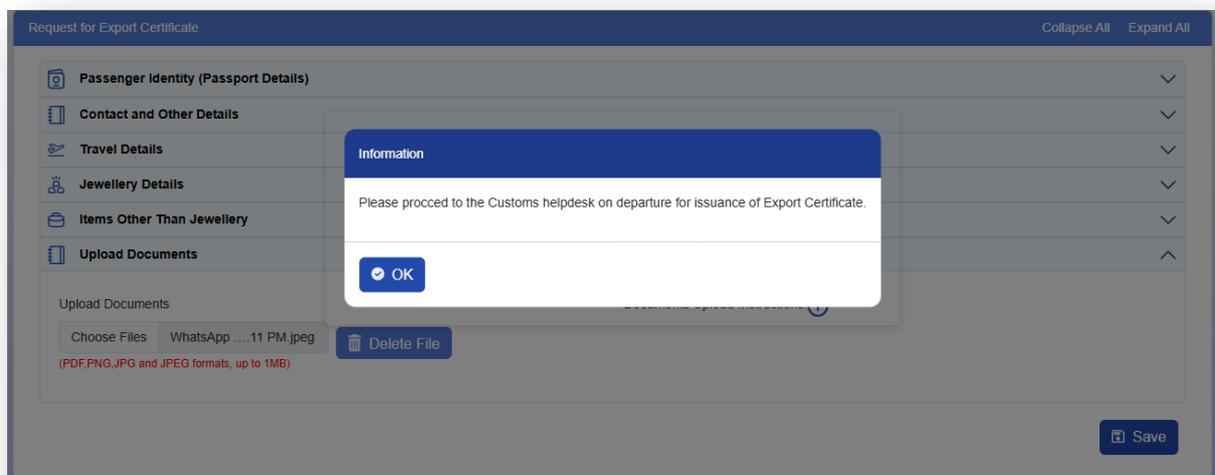


Figure 6.14: Passenger EC Printing Export Certificate

Click on **OK** to save the details and the passenger will be redirected to the dashboard (refer Figure).

Export Certificate Dashboard					
S.No.	Export Certificate Id	Passport Number	Passenger Name	EC Request Reference Number	Action
1	EC0000017	T1123456	Test User	INDEL4/T1123456/EXC/EC0000017	
2	EC0000009	T1123456	Test User	INDEL4/T1123456/EXC/EC0000009	
3	EC0000008	T1123456	Test User	INDEL4/T1123456/EXC/EC0000008	
4	EC0000007	T1123456	Test User	INDEL4/T1123456/EXC/0000007	
5	EC0000006	T1123456	Test User	ECINDEL4202601138314733225	
6	EC0000005	T1123456	Test User	ECINDEL4202601097948094948	

Records per Page: « Prev **1** Next »

Figure 6.15: Passenger EC Dashboard

Passenger can Edit the details from the EC dashboard till the time the EC is not generated by the customs officer upon verification of details.

The EC generated by the Customs officer can be viewed by the passenger by clicking on  icon.

OFFICE OF THE COMMISSIONER OF CUSTOMS
Dabolim International Airport

DUPLICATE ANNEXURE-A

Serial No. ECINGOI4202505137127687234

Place of Issue Dabolim International Airport

EXPORT CERTIFICATE
(To be used in the case of private personal property intended to be re-imported into India subsequently)

PART-A

I Hereby Declare That The Article/articles particulars of which are given below is/are my personal property and is/are for my personal use and not merchandise for sale. I further declare that drawback of duty is not being claimed of exportation.

MANVI YADAV
Signature of Exporter/Passenger

Date 13-May-2025, 02:45 PM

N.B.: To obtain exemption from import duty on re-importation, the article must remain in the ownership of the exporter, or of his family. It must be brought back to India within one year of the date of export. The person re-importing it must produce this certificate and get the same endorsed from the customs, before departure out of the country.

Exporter's name and address MANVI YADAV
Address _____

Details of Passport No. U1234567 Date/Place of Issue 30/05/2025/Afghanistan

S.No.	Description of articles	Identification of particulars	Estimated value	Remarks
1	Laptop	IN22	100000	remarks

S.No.	Name of the product
1	Earrings

1/2

Figure 6.16: Passenger Print Export Certificate1

Date
Countersigned
i/e Shift ACS

Signature of Customs Officer

PART-B

Certified that the particulars of the articles noted above have been verified and found correct. Articles shipped under my supervision by flight No. FN22 on 13-05-2025 00:00:00 (Date) (as detailed below).

N.B.: In case the Export Certificate has been issued in advance, a copy of the certificate may be retained by the Customs Officer at the departing airport for their record.

S.No.	Date of journey	Flight details
1.	13-05-2025 00:00:00	FN22

Signature of Customs Officer (Customs Stamp)

Figure 6.17: Passenger Print Export Certificate2

7 Temporary Import Certificate

The Temporary Import Certificate (Form CBD-IV) is issued by Indian Customs to tourists who bring into India any article of personal effects other than used personal effects required for satisfying daily necessities of life, for use during their stay in India, and who intend to re-export such articles at the time of departure.

This certificate allows temporary duty-free import of personal effects (other than daily-use items), subject to declaration at arrival and mandatory re-export. Without such declaration and certification, the goods may attract customs duty along with interest and/or penalty.

On hovering the cursor over ‘Temporary Import Certificate’ option, it shows 2 options:

- iii) Dashboard
- iv) Request for Export Certificate

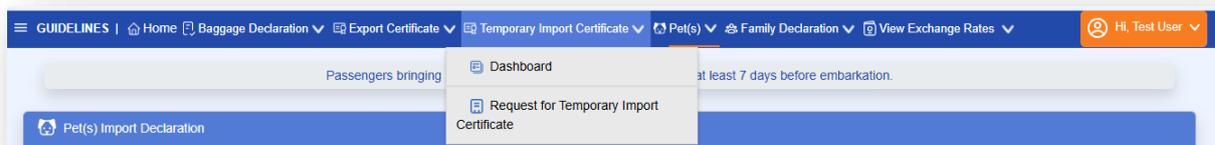


Figure 7.1: Passenger EC

7.1 Dashboard

Passenger can view the generated Export Certificate from Dashboard. From the Export Certificate tab, select ‘**Dashboard**’ to View all the Export Certificate generated by the passenger.

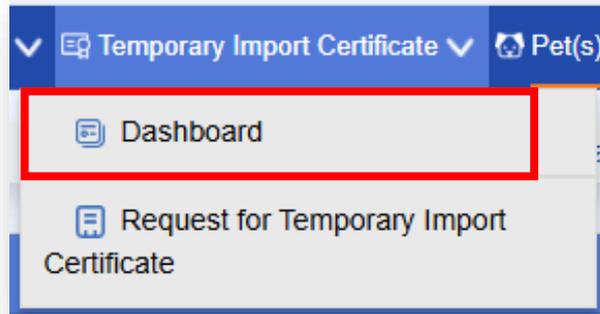


Figure 7.2: Passenger TIC Dashboard

Click on '**Dashboard**' option to reach out on the search screen shown in below Figure .

S.No.	Export Certificate Id	Passport Number	Passenger Name	EC Request Reference Number	Action
1	IC0000010	T1123456	Test User	INDEL4/T1123456/IMC/IC0000010	

Records per Page: 10

« Prev 1 Next »

Figure 7.3: Passenger EC Dashboard Data

The EC details can be edited by clicking on edit icon present under 'Action' column on the dashboard. icon will allow the passenger to add, delete or update the Boarding pass, jewellery and articles other than jewellery details. The documents can also be added, deleted or updated (refer Figure)

Passenger Identity (Passport Details)

Contact and Other Details

Travel Details

Jewellery Details

Articles Other Than Jewellery

S.No.	Invoice Details (if any)	Item Description	Manufacturer details	Year of Manufacture	Identification of partu:
1	id23	camera	canon	2011	sn22

Add Item

Upload Documents

Update

Figure 7.4: Passenger EC Edit

Once desired changes are made, the passenger can click on Update button to save the modified details and documents. Clicking on the ‘Update’ button will redirect the passenger on the EC dashboard.

On the click of  **icon**, the passenger can download the Export Certificate. Below pdf (Figure) will appear on click of view.

OFFICE OF THE COMMISSIONER OF CUSTOMS
Dabolim International Airport

DUPLICATE

ANNEXURE-A

Serial No. ECINGOI4202505137127687234

Place of Issue Dabolim International Airport

EXPORT CERTIFICATE

(To be used in the case of private personal property intended to be re-imported into India subsequently)

PART-A

I Hereby Declare That The Article/articles particulars of which are given below is/are my personal property and is/are for my personal use and not merchandise for sale. I further declare that drawback of duty is not being claimed of exportation.

MANVI YADAV

Date 13-May-2025, 02:45 PM

Signature of Exporter/Passenger

N.B.: To obtain exemption from import duty on re-importation, the article must remain in the ownership of the exporter, or of his family. It must be brought back to India within one year of the date of export. The person re-importing it must produce this certificate and get the same endorsed from the customs, before departure out of the country.

Exporter's name and address MANVI YADAV
Address

Details of Passport No. U1234567

Date/Place of Issue 30/05/2025/Afghanistan

S.No.	Description of articles	Identification of particulars	Estimated value	Remarks
1	Laptop	IN22	100000	remarks

S.No.	Name of the product
1	Earrings

1/2

Figure 7.5: Passenger IC PDF1

Date
Countersigned
i/e Shift ACS

Signature of Customs Officer

PART-B

Certified that the particulars of the articles noted above have been verified and found correct. Articles shipped under my supervision by flight No. FN22 on 13-05-2025 00:00:00 (Date) (as detailed below).

N.B.: In case the Export Certificate has been issued in advance, a copy of the certificate may be retained by the Customs Officer at the departing airport for their record.

S.No.	Date of journey	Flight details
1.	13-05-2025 00:00:00	FN22

Signature of Customs Officer (Customs Stamp)

Figure 7.6: Passenger IC PDF2

7.2 Request for Temporary Import Certificate

From the Export Certificate Module tab, select '**Request for Temporary Import Certificate**' for Export certificate generation as highlighted below (refer Figure).

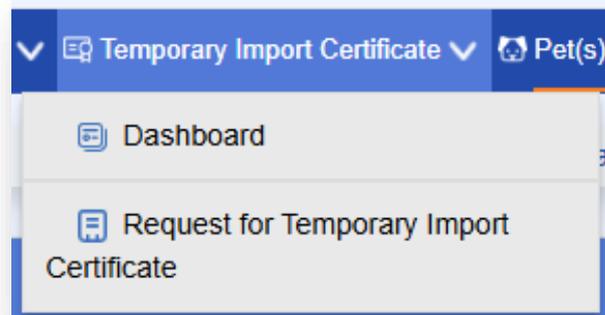


Figure 7.7: Generate Certificate

Request Import Certificate Collapse All Expand All

Passenger Identity (Passport Details)

Passport Number * Name * Gender * Date of Birth *

Passport Number is required.

Nationality * Passport Country * Date of Passport expiry * Local Address *

Abroad Address *

Contact and Other Details

Email * Mobile Number * Instant Messenger Type Instant Messenger Number

Travel Details

PNR Number * E-Ticket Number * Flight Number * Date of Arrival in India *

Country of Embarkation * Port of Embarkation(Airport) * Tentative Date of Departure from India * Tentative Airport of Departure *

Countries visited Last Six Days Number of Baggages

(including hand baggages)

Jewellery Details

S.No.	Invoice Details (if any)	Jewellery Description *	Item description with purity ⓘ	Identification of Particulars ⓘ	Net Weight
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicable Duty (at the rate of 35%)

[+ Add Item](#)

Items Other Than Jewellery

S.No.	Invoice Details (if any)	Item Description ⓘ	Manufacturer Details ⓘ	Year of Manufacture *	Identification of Particulars ⓘ	Estimated Value(in ₹) *	Remarks	S

Applicable Duty (at the rate of 35%)

[+ Add Item](#)

Upload Documents

(PDF,PNG,JPG and JPEG formats, up to 1MB)

Choose Files [Delete File](#)

Documents Upload Instructions: ⓘ

[Save](#)

1. Passport/Passenger Details (Refer Section)

2. Contact and Other Details (Refer Section)

3. Travel Details (Refer Section)

4. Jewellery Details (Refer Section)

5. Items other than Jewellery Details (Refer Section)

4. Upload Documents (Refer Section)

Figure 7.8: Passenger TIC Form

The certificate consists of 6 sections:

7.2.1 Passport/Passenger Details

This section consists of the following fields -Passport No, Name, Gender, Date of Birth, Nationality, Country of Passport Issuance, Date of Passport Expiry, Local and Abroad Address on the Passport. The fields are auto-filled and non-editable except abroad address.

The screenshot shows a form titled "Passenger Identity (Passport Details)". It contains the following fields:

- Passport Number: T1123456
- Name: Test User
- Gender: Male
- Date of Birth: 17/12/2000
- Nationality: India
- Passport Country: India
- Date of Passport expiry: 14/11/2063
- Local Address: New Delhi
- Abroad Address: Abroad address

Figure 7.9: Passenger EC Passport/Passenger Details

7.2.2 Contact and Other Details

It consists of email id of the passenger, mobile number, Instant Messenger Type, Country code for Mobile Number and Instant messenger Number.

The screenshot shows a form titled "Contact and Other Details". It contains the following fields:

- Email: [Redacted]
- Mobile Number: [Redacted]
- Instant Messenger Type: WhatsApp
- Instant Messenger Number: [Redacted]

7.2.3 Travel Details

It consists of the following fields – PNR Number, E-Ticket Number, Flight Number, Date of arrival in India, Port of Embarkation (airport), Tentative airport of departure, Countries visited in last six days and Number of Baggages.

Figure 7.10: Passenger EC Flight Details

7.2.4 Jewellery Details

Jewellery details section contains the details like Invoice details, Jewellery description, Item description with purity, Identification of Particulars, Net Weight(gms), Estimated Value(in ₹), Remarks, and field to select and upload photograph of the jewellery. Applicable duty (at the rate of 35%) is auto-filled based on the estimated value. Additional jewellery details may be added by clicking the  icon and deleted by clicking on the  icon under Action. After filling up jewellery details click on save button.

Figure 7.11: Passenger EC Jewellery Details

7.2.5 Items Other Than Jewellery

Passengers are required to provide details of other high value articles, that they are carrying and intended to be re-imported into India, like Item Description(Name of the product), Brand /Make/Manufacturer details, Year of Manufacture, Estimated Value (in ₹), Remarks and field to upload photograph of the articles. Applicable duty (at the rate of 35%) is auto-filled based on the estimated value. Additional details may be added by clicking the  icon and deleted by clicking on the  icon. For single row  icon will remain disabled.

Item No.	Invoice Details (if any)	Item Description	Manufacturer Details	Year of Manufacture	Identification of Particulars	Estimated Value (in ₹)	Remarks	Selected Photograph	Upload Photograph	Action
1	1022	camera	canon	2011	0122	200000	camera		Choose Files	Delete File

Figure 7.12: Passenger EC Other Articles Details

7.2.6 Upload Documents

This section allows to upload additional relevant documents. Clicking on the Choose File, will capture the image using image scanner device and will be uploaded. Clicking on ‘Upload file’ will begin the uploading process. Once uploaded, Officer has the option to delete the uploaded file by clicking on **Delete File** button.

Figure 7.13: Upload Document IC

After entering all details, the Passenger has to click on Save. Clicking on ‘Save’, the following message appears – ‘Please proceed to the Customs Helpdesk on Arrival for issuance of Temporary Import Certificate.’.

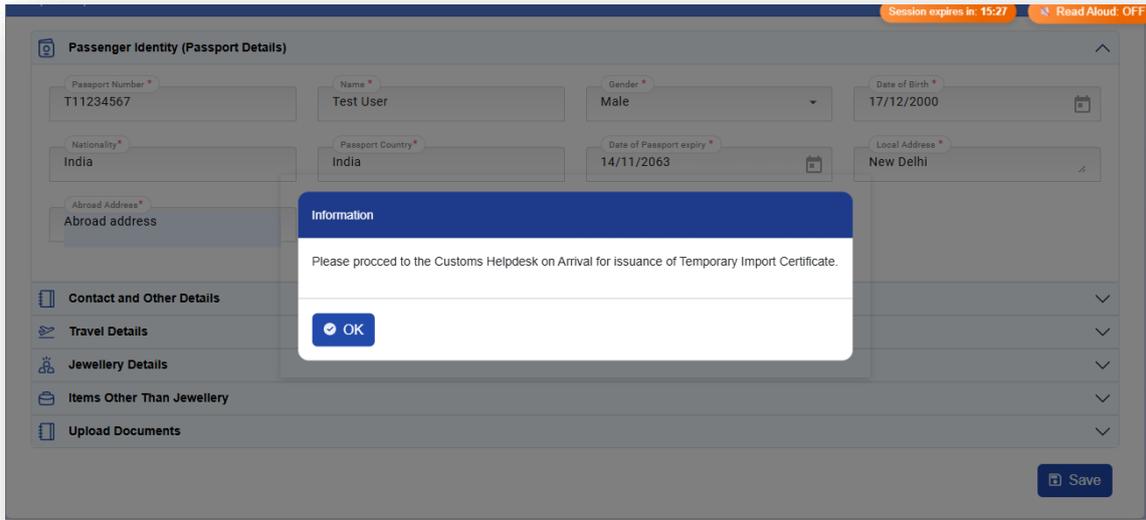


Figure 7.14: Passenger EC Printing Export Certificate

Click on **OK** to save the details and the passenger will be redirected to the dashboard (refer Figure).

The screenshot shows the "Import Certificate Dashboard" with a table of records. The table has the following columns: S.No., Export Certificate Id, Passport Number, Passenger Name, EC Request Reference Number, and Action. There is one record in the table. Below the table, there is a "Records per Page" dropdown set to 10 and navigation buttons for "Prev", "1", and "Next".

S.No.	Export Certificate Id	Passport Number	Passenger Name	EC Request Reference Number	Action
1	IC0000010	T1123456	Test User	INDEL4/T1123456/IMC/IC0000010	

Figure 7.15: Passenger IC Dashboard

Passenger can Edit the details from the EC dashboard till the time the EC is not generated by the customs officer upon verification of details.

The IC generated by the Customs officer can be viewed by the passenger by clicking on icon.

Figure 7.16: Passenger Print Import Certificate1

Figure 7.17: Passenger Print Import Certificate2

8 Pet(s)

On hovering the cursor over 'Pet(s)' module, it shows 2 options:

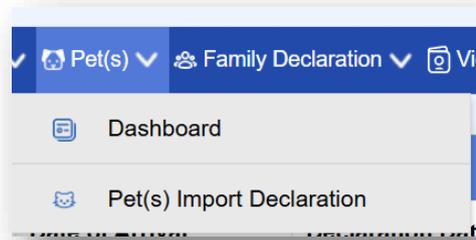


Figure 8.1: Passenger Pet Module

- i) Dashboard – To view the status of the Pet application on the dashboard (refer Section 12.1)
- ii) Pet(s) Import Declaration – To fill the pet (Dog/Cat) details (refer Section 12.2)

Note: A maximum of 2 pets per passenger is allowed:

- 2 cats, or
- 2 dogs, or
- 1 cat and 1 dog.

8.1 Dashboard

Passenger can view the status of the Pet application on the dashboard. From the Pet(s) tab, select '**Dashboard**' to view the list and status of all the pet declaration made by the passenger.

The declaration made can be edited by clicking on edit  icon present under 'Action' column on the dashboard.  icon will allow the passenger to add, delete or update the documents. Passenger will also be able to view the remarks from the AQCS officer as well as can send the remarks to the AQCS officer. Once, the Advance NOC is generated or the application is rejected the passenger can only view the declaration as well as the history of conversation with the AQCS officer from the dashboard by clicking on  icon.

S.No	Pet Declaration Id	Passport Number	Date of Arrival	Declaration Date	Current Status	Action
1	PET-0000008	T1123456	2026-01-14	2026-01-14	Pending with AQCS Officer	
2	PET-0000007	T1123456	2026-01-16	2026-01-14	Pending with AQCS Officer	
3	PET-0000006	T1123456	2026-01-15	2026-01-14	Close	
4	PET-0000005	T1123456	2026-01-14	2026-01-14	Rejected	

Records per Page: 10

« Prev 1 Next »

Figure 8.2: Passenger Pet Dashboard

8.1.1 Understanding Statuses on Dashboard

S.No.	Process	Current Status	Action
1. (refer section 12.2)	Pet Declaration submitted for the first time	Pending with AQCS officer	- Option to edit the documents
2. (refer section 12.2.5)	If Clarification is received from the AQCS officer	Notification Received	- Option to edit the documents and send remarks to AQCS officer
3. (refer section 12.2.5)	If Clarification is sent to the AQCS officer	Notification Sent	- Option to edit the documents and send remarks to AQCS officer
4. (refer section 6.3)	If Advance NOC is generated / Application is Rejected	Close	- View only. Advance NOC can be viewed under 'View Documents' section
5. (refer section 6.4)	If Final NOC is generated	Close	- View only. Final NOC can be viewed under 'View Documents' section
6. (refer section 6.4)	If Pet is quarantined /deported after generation of Advance NOC	Close	- View only. Quarantined/Deportation certificate can be viewed under 'View Documents' section

Table 8.1: Passenger - Understanding Pet Dashboard

8.2 Pet(s) Import Declaration

- a. From the Pet(s) tab, select '**Pet(s) Import Declaration**' for declaration of cat/dog as highlighted below (Refer Figure).

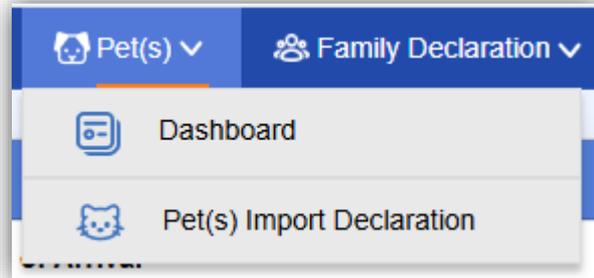
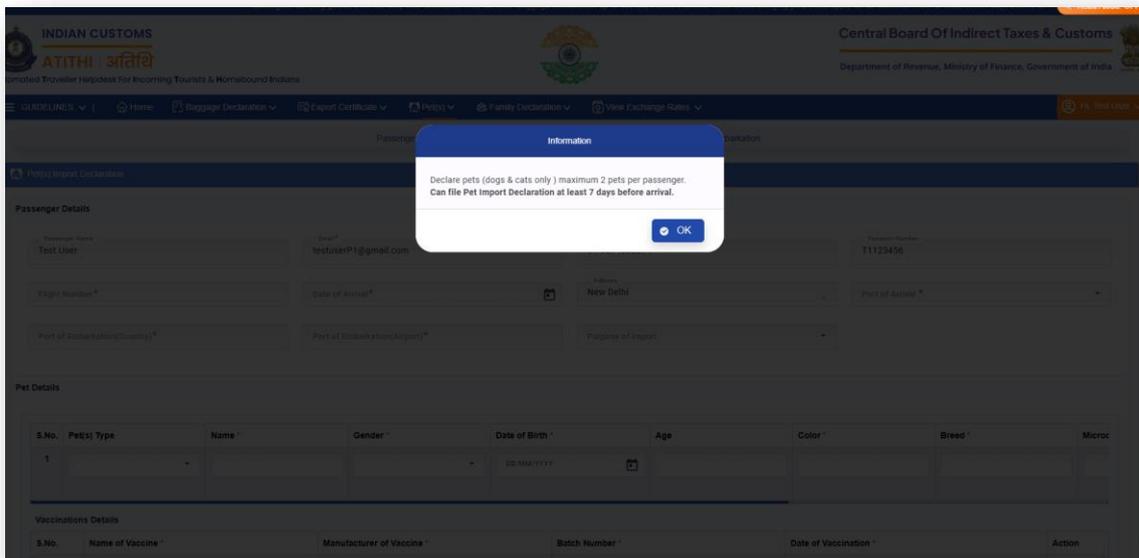


Figure 8.3: Passenger Cat(s) Declaration

- b. On click of '**Pet(s) Import Declaration**' will take you to screen through which user can fill in the declaration details (refer Figure).



- c. Click on **OK** to fill the pet declaration form.

Pet(s) Import Declaration Session expires in: 27:45 [Read Aloud](#) OFF

Passenger Details

Identity Type: Passport Number: Passenger Name:

Gender: Date of Birth*: Nationality: Date of Expiry:

Local Address: Abroad Address:

Contact and Other Details

Contact Number*: Email*: Instant Messenger Type:

Travel Details

E-Ticket Number: PNR Number: Flight Number*: Date of Arrival*:

Port of Arrival*: Port of Embarkation(Country)*: Port of Embarkation(Airport)*: Purpose of Import:

Countries visited Last Six Days:

Pet Details

S.No.	Pet(s) Type	Name *	Gender *	Date of Birth *	Age
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/> <input type="text"/>	<input type="text"/>

Vaccinations Details

S.No.	Name of Vaccine *	Manufacturer of Vaccine *	Batch Number *	Date of Vaccination *	Action
1	<input type="text" value="Enter Vaccine"/>	<input type="text" value="Enter Manufacturer"/>	<input type="text" value="Batch Number"/>	<input type="text" value="DD/MM/YYYY"/> <input type="text"/>	<input type="text"/>

[Add More](#)

Upload Documents

Note: All the documents are mandatory and required to obtain the NOC.

Documents Types (PDF,PNG,JPG and JPEG formats, up to 1MB) *	Action
<input type="text" value="Select File"/> <input type="text"/>	<input type="text" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="text"/>

[Add More](#)

[Add Pet](#) [Submit](#)

Figure 8.4: Pet Import Declaration Form

The form consists of 5 sections:

8.2.1 Passenger Details

It consists of Identity Type, Passenger Name, Email, Contact number, passport number, Name, Gender, date of birth, Nationality, date of Expiry, Local address and Abroad address.

Passenger Details			
Identity Type	Passport Number	Passenger Name	
Passport	T1123456	Test User	
Gender	Date of Birth*	Nationality	Date of Expiry
Male	17/12/2000	India	14/11/2063
Local Address	Abroad Address		
New Delhi	Abroad address		

Figure 8.5: Pet Declaration - Passenger Details

8.2.2 Contact Details

It consists of Contact number, Email, Instant Messenger type and Instant Messenger Number.

Contact and Other Details			
Contact Number*	Email*	Instant Messenger Type	Instant Messenger Number
[Redacted]	[Redacted]	WhatsApp	

Figure 8.6: Pet Contact Details

8.2.3 Travel Details

It consists of E-Ticket number, PNR Number, Flight Number, date of arrival, port of embarkation (Country), port of embarkation (airport), purpose of import and countries visited last six days.

Figure 8.7: Travel Details

8.2.4 Pet Details

Pet details section consists of the following details – Pet name, gender, date of birth, age, color, breed, microchip number, date and location of microchip, country of origin (birth) and country visited during last 2 years.

Non-Mandatory fields: country visited during last 2 years.

S.No.	Pet(s) Type	Name *	Gender *	Date of Birth *	Age	Color *	Breed *
1	Cat	Noor	Female	3/11/2025	0Y 3M	White	Persian

S.No.	Name of Vaccine *	Manufacturer of Vaccine *	Batch Number *	Date of Vaccination *	Action
1	Vaccine1	manufac	BN1222	31/12/2025	

Note: All the documents are mandatory and required to obtain the NOC.

Documents Types (PDF,PNG,JPG and JPEG formats, up to 1MB) *	Choose File	Action
Air Ticket	attendance.png	
Official Veterinary health certificate & Annexure 2.1.1 with Microchip details	attendance.png	

Figure 8.8: Cat Declaration - Pet Details

Vaccination details section consists of the following details - Name of the vaccine, manufacturer of the vaccine, batch number and vaccine date.

Vaccination details can be added by clicking on **Add More** button. Passenger can delete the vaccination details row by clicking on Delete icon. For single row icon will remain disabled.

Figure 8.9: Cat Declaration - Vaccination Details

Passenger can add more than one pet details in a single declaration by clicking on **Add Pet** button and can delete the details by clicking on Delete  icon. For single row  icon will remain disabled.

8.2.5 Upload Documents

This section will allow the passenger to submit essential scanned documents to get Advance NOC digitally from AQCS officer.

In order for files to be uploadable, the scanned document **MUST** be in PDF, PNG, JPEG, or JPG file. Size of the file should not exceed 1MB.

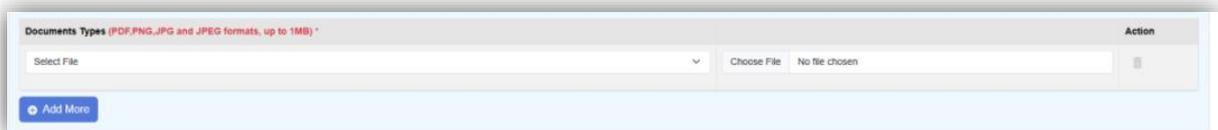


Figure 8.10: Pet Declaration - Upload Documents

Steps to Upload and submit the files.

Step 1: Select the document type from the dropdown list.

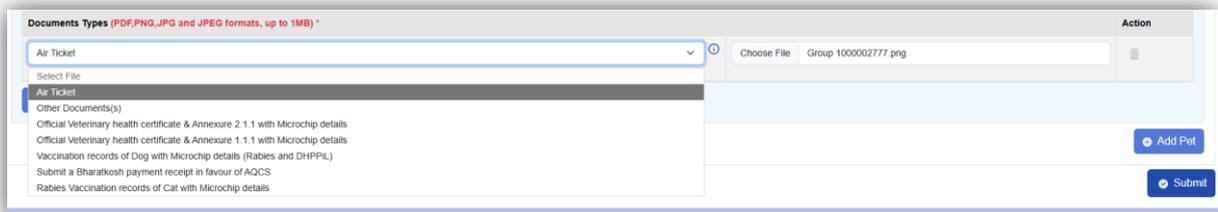


Figure 8.11: Pet Declaration - Documents dropdown list

Step 2: Click on Choose file. A file explorer window will appear, allowing user to browse the file for the document upload. Select the file to be uploaded. Once uploaded, Officer has the option to delete the uploaded file by clicking on delete  icon.

Click on Submit button, to submit the all the details/documents and to initiate the Advance NOC. Once, submitted the passenger will be redirected to the dashboard. The current status of the application will be 'Pending with AQCS Officer'. The status of Final and Advance NOC will be Initiated. Passenger can edit its application from the dashboard by clicking on the edit  icon.

S.No	Pet Declaration Id	Passport Number	Date of Arrival	Declaration Date	Current Status	Action
1	PD0000039	T1123456	2026-02-19	2026-02-18	Pending with AQCS Officer	
2	PD0000027	T1123456	2026-01-30	2026-01-30	Close	
3	PD0000016	T1123456	2026-01-20	2026-01-20	Partially Verified	
4	PD0000015	T1123456	2026-01-27	2026-01-20	Partial NOC Issued	
5	PD0000014	T1123456	2026-01-20	2026-01-20	Close	
6	PD0000013	T1123456	2026-01-20	2026-01-20	Close	
7	PD0000012	T1123456	2026-01-21	2026-01-20	Partially Verified	
8	PD0000011	T1123456	2026-01-20	2026-01-20	Partial NOC Issued	
9	PD0000010	T1123456	2026-01-20	2026-01-20	Close	
10	PD0000009	T1123456	2026-01-16	2026-01-16	Pending with AQCS Officer	

Figure 8.12: Pet Import Declaration - Dashboard status after submission

Clicking on icon will allow the passenger to add, delete or update the documents.

- Documents can be added by clicking on button.
- Documents can be deleted by clicking on icon.
- Documents can be updated by clicking on icon after the new document is uploaded.

Once all the changes are done passenger can click on submit button to save the latest changes.

Upload Documents Download Documents

Note: All the Documents are mandatory and required to obtain the NOC.

Documents Types (PDF,PNG,JPG and JPEG formats, up to 1MB) *

Documents Types	File Name	Action
Air Ticket	20251231_101237_001.png	
Official Veterinary health certificate & Annexure 2.1.1 with Microchip details	20251231_101237_002.png	

Figure 8.13: Pet Declaration - Edit Documents

Note: Passenger will be able to Edit the application till the time Advance NOC is not generated.

8.2.6 Clarification Section

This section is only visible if some remarks are added by the AQCS officer against the declaration. This will provide the messaging functionality in the form of remarks through Atithi Website for passengers and AQCS to send and receive

remarks. All the history of conversation between the AQCS and passenger will be maintained in this section along with date and time.

Remarks can be added by clicking on ‘Add Remarks’ button.



Figure 8.14: Pet Declaration - Clarification Section

Clicking on ‘Add remarks will pops up the new section to insert the remarks and click send.



Figure 8.15 : Pet Declaration – Add Remarks

The remarks will be visible to both the AQCS and passenger under clarification section. AQCS remarks will be listed under AQCS Officer Remarks and Passenger remarks will be listed under Passenger Remarks section.

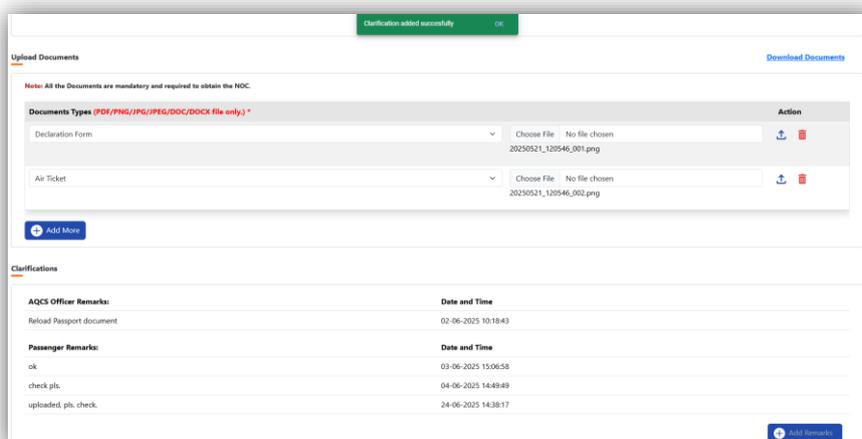


Figure 8.16: Pet Declaration - Added Remarks

8.3 Advance NOC

After verification of all the details and documents, AQCS officer will generate the Advance NOC which will be visible to the passenger under View Documents sections.

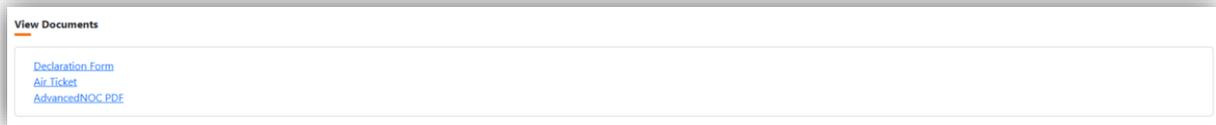


Figure 8.17: Pet Declaration - View Advance NOC

Passenger can view the Advance NOC PDF by clicking on the link '**AdvanceNOC PDF**'. A sample for generated PDF after clicking on the link is shown in the following Screenshot Figure .



Pet Declaration Id: PD0000046

GOVERNMENT OF INDIA

ANIMAL QUARANTINE & CERTIFICATION SERVICE (NR)

(Ministry of Fisheries, Animal Husbandry & Dairying)

(Department of Animal Husbandry & Dairying)

Kapashera, New Delhi - 110037 | Tel.: 011-25063272 | Fax.: 011 - 25060647

Website: www.aqcsindia.gov.in | E-mail: aqcsnr-dadf@nic.in

Advance No Objection Certificate for Import of Pet Cat(s)

Acknowledgement No of Application: INDEL4/T1123456/PDA/0000046

File No.: INDEL4/T1123456/PDA/0000046

Certification No: INDEL4/T1123456/PDA/0000046

Dear Applicant,

This is in reference to your Application for Advance No Objection certificate for import of Cat(s) into India on 2026-02-19 from Afghanistan (AF)-Darwaz Airport (DAZ).

After vetting the copies of Veterinary Health Certificate, other health document and the declarations, this office does not have any objection in importing the Pet Cat(s).

The details of the animal as under:

S.No.	Name Microchip No.	Breed	Sex	Age/ D.O.B.	Color
1	Noor-MN22345678	Persian	Female	0Y 3M	White

Subject to the conditions mentioned below:

a) This permission may be cancelled on the basis of any indication of disease threat on or before the date of arrival. No additional feed will be allowed with the animal(s).

b) The pet Cat(s) will be examined at port of entry. In case, the health status of the pet Cat(s) is/are found doubtful as per parameters mentioned in format enclosed (Annexure 1.3), the Cat(s) will be kept under quarantine observations at, AQCS Kapashera, New Delhi - 110037 till Final Clearance is accorded.

c) The Cat(s) is/are liable for deportation or re-exports in case the procedures are not fulfilled or the disease is diagnosed/developed during the quarantine period.

d) The permission is also subject to Custom clearance on arrival as per Custom Circular No. 15/2013 for assessment of TR status or 25/2013 for assessment of Re-import or under Director General of Foreign Trade (DGFT) license.

Figure 8.18: Pet Declaration - Advance NOC PDF 1

To,
 Mr. Test User
 E-mail - [REDACTED]
 Mobile No. [REDACTED]

AQCS Kapashera, New Delhi - 110037
Authorized Signatory
Name: AQCS
Designation: INDEL4

Copy to on duty Custom official (Through the owner/Authorized representative): For information and necessary action as per Custom Circular no.15/2013 and Notification No. S.O. 1495(E) dated 10.06.2014, Para 4(i) Customs are requested to ensure that the passenger produces the pet Cat(s) and documents at Airport office of AQCS, Kapashera, New Delhi - 110037 under Custom reference for clinical examination.

Figure 8.19: Pet Declaration - Advance NOC PDF 2

S.No	Pet Declaration Id	Passport Number	Date of Arrival	Declaration Date	Current Status	Action
1	PET-0000008	T1123456	2026-01-14	2026-01-14	Pending with AQCS Officer	
2	PET-0000007	T1123456	2026-01-14	2026-01-14	Pending with AQCS Officer	
3	PET-0000006	T1123456	2026-01-15	2026-01-14	Close	
4	PET-0000005	T1123456	2026-01-14	2026-01-14	Rejected	

Records per Page: 10

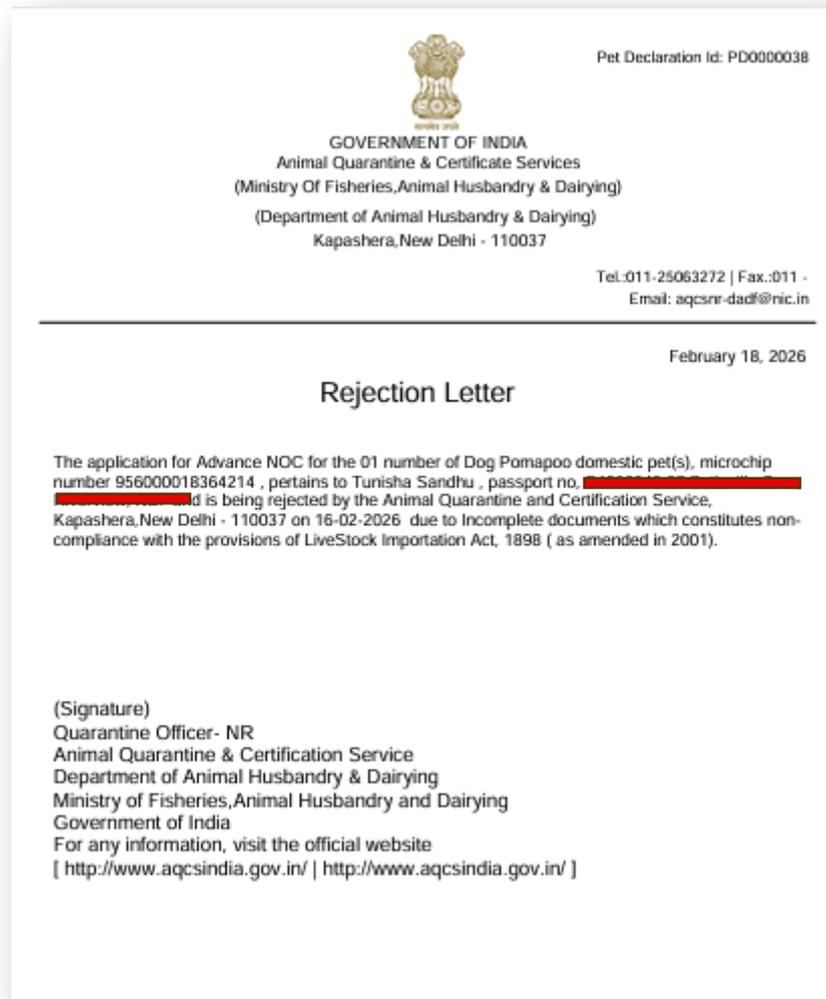
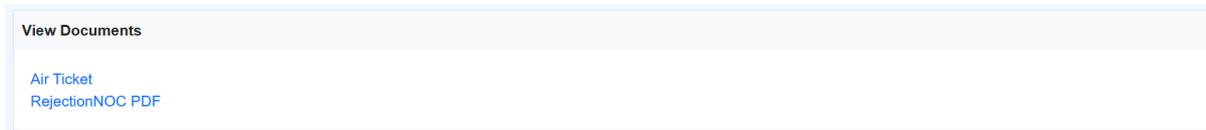
« Prev 1 Next »

Figure 8.20: Pet Declaration - Dashboard Status

8.4 Pet Declaration Rejected

In cases where the passenger fails to provide all relevant documents and required information for advance NOC generation, the AQCS reserves the right to reject the declaration.

Passenger can view the Rejection PDF by clicking on the link ‘**RejectionNOC PDF**’. A sample for generated PDF after clicking on the link is shown in the following Screenshot Figure .



8.5 Final NOC

Post arrival Quarantine Officer will examine the pet(s) and documents. Final NOC will be issued after the verification of the documents and if the pet(s) is/are found fit after physical verification. If the pet exhibits any clinical signs of diseases then it will be quarantined at respective AQCS (15 days) and necessary

testing will be carried out. After quarantined period if the reports of the pet is found to be fit then the Final NOC will be issued.

Passenger can view the Final NOC PDF by clicking on the link '**FinalNOC PDF**' visible under View Documents section. A sample for generated PDF after clicking on the link is shown in the following Screenshot Figure .

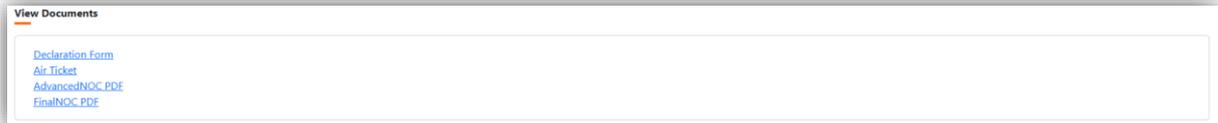


Figure 8.21: Pet Declaration - View Final NOC



Pet Declaration Id: PD0000046

GOVERNMENT OF INDIA

ANIMAL QUARANTINE & CERTIFICATION SERVICE (NR)

(Ministry Of Fisheries, Animal Husbandary & Dairying)
(Department of Animal Husbandary & Dairying)

Kapashera, New Delhi - 110037 | Tel.:011-25063272 | Fax.:011 - 25060647

Website: www.aqcsindia.gov.in | E-mail: aqcsnr-dadf@nic.in

Final No Objection Certificate for Import of Pet Cat(s)

Acknowledgement No of Application: INDEL4/T1123456/PDF/0000046

File No.:INDEL4/T1123456/PDF/0000046

Certification No: INDEL4/T1123456/PDF/0000046

This is to certify that the following described consignment of 01 number of Cat(s) imported from Afghanistan on 2026-02-19.

The details of the pet Cat(s) as under:

Table with 6 columns: SNO., Name Microchip No., Breed, Sex, Age/ D.O.B, Color. Row 1: 1, Noor-MN22345678, Persian, Female, 0Y 3M, White

1. The pet Cat(s) is/are healthy and do not exhibit any signs/symptoms of diseases as per Annexure No. 1.3 and Final No Objection certificate is accorded.

Or

2- The pet Cat(s) is/are not healthy and exhibit signs/symptoms of diseases as per Annexure No. 1.3 and is/are liable to be quarantined at Animal Quarantine & Certification Service.....For 15 days.

2(a)- Based on the routine observation and test reports (negative), the pet Cat(s) are found free from any infectious disease and Final No-Objection certificate is accorded.

Or

2(b) Based on the routine observation and test reports (positive), the pet Cat(s) are found suffering from..... And is/are liable to the deported/destroyed at the cost of owner as per the provisions of Notification No. S.O. 1495 E dated 10.06.2014.

To,

Mr. Test User (T1123456)
New Delhi

Mobile No: [Redacted]

E-mail: [Redacted]

Date of Issue: February 18, 2026

Copy to on duty Custom official (Through the owner/Authorized representative):

Signature box with fields: APCS Kapashera, New Delhi - 110037, Authorized Signatory, Name: APCS, Designation: INDEL4

For information and necessary actions as per Custom Circular no. 15/2013 and Notification No.

Figure 8.22: Pet Declaration - Final NOC PDF 1

Animal exhibiting clinical signs of diseases or in case of fake documents will be quarantined or deported respectively at respective AQCS (15 days) and necessary testing will be carried out.



Pet Declaration Id: PD0000027

GOVERNMENT OF INDIA
ANIMAL QUARANTINE & CERTIFICATION SERVICES
(Ministry of Fisheries, Animal Husbandry & Dairying)
(Department of Animal Husbandry & Dairying)
Kapashera, New Delhi - 110037

Email - aqcsnr-dad@nic.in
Tel: 011-25063272 | Fax: 011 - 25060647
February 18, 2025

To,
The Deputy Commissioner
Kapashera, New Delhi - 110037

Sub: Immediate Quarantine of 01 no. of Cat Persian microchip no. MN4156112 with fake advance NoC pertains to Mr/Ms Test User passport no. T1123456 New Delhi.

Respected Madam/Sir,

This office seeks your immediate attention regarding Deportation 01 no. of Cat Persian microchip no. MN4156112 with fake advance NoC pertains to Mr/Ms Test User passport no. T1123456 New Delhi.

2. The Pet is/are not healthy and exhibit signs/symptoms of diseases as per Annexure no.1.3/2.3 and is/are liable be quarantined at Animal Quarantines and Certification Service Kapashera, New Delhi - 110037 for

or

3. The importer not fit. This constitute a violation of Section 3 of the Livestock Importation Act, 1898 (as amended in 2001) and S.O. Notification 10.6.2014, S.O. 1496 (E) - Livestock Import Procedure. The presence of this pet poses a significant risk of introducing terrestrial animal diseases into the country. The unauthorized entry of these pets poses a potential risk for the introduction of terrestrial animal diseases into the country. Therefore, as precautionary measure, the pets will be subjected to a mandatory quarantine of minimum 15 days at the Animal Quarantine and Certification Service, Kapashera, New Delhi - 110037.

4. In view of this violation, this office strongly urges the Customs Authority to handover this pet for

5. The cost of Quarantine shall be borne by the passenger/importer.

Quarantine Officer
AQCS

CC to

- 1) The Additional Commissioner (Import) Kapashera, New Delhi - 110037
- 2) Mr/Ms Test User passport no. T1123456 New Delhi
- 3) Assistant Commissioner (Trade Division), DAHD, Govt. of India, New Delhi

Figure 8.23: Quarantine Certificate



Pet Declaration Id: PD0000036

GOVERNMENT OF INDIA
ANIMAL QUARANTINE & CERTIFICATION SERVICES
(Ministry of Fisheries, Animal Husbandry & Dairying)
(Department of Animal Husbandry & Dairying)
Kapashera, New Delhi - 110037

Email - aqcsnr-dadrf@nic.in
Tel.:011-25063272 | Fax.:011 - 25060647

February 12, 2026

To,
The Deputy Commissioner

Kapashera, New Delhi - 110037

Sub: Immediate Quarantine of 01 no. of Dog SHIH TZU microchip no. 981020061629024 with fake advance NoC pertains to Mr/MsSIMRAN passport no. [REDACTED]

Respected Madam/Sir,

This office seeks your immediate attention regarding Deportation 01 no. of Dog SHIH TZU microchip no. 981020061629024 with fake advance NoC pertains to Mr/MsSIMRAN passport no. [REDACTED]

2. The importer to be deport constitute a violation of Section 3 of the Livestock Importation Act, 1898 (as amended in 2001) and S.O. Notification 10.6.2014, S.O. 1496 (E) - Livestock Import Procedure. The presence of this pet poses a significant risk of introducing terrestrial animal

3. In view of this violation, this office strongly urges the Customs Authority to expedite the deportation of this pet at the earliest and balcklist the passenger for future import of pet due to

4. The cost of deportation including animal handling, intransit welfare, documentation and repatriation logistics shall be borne by the Airlines as per the direction of DGCA order vide

Quarantine Officer

CC to

- 1) The Additional Commissioner (Import) Kapashera, New Delhi - 110037
- 2) Mr/Ms SIMRAN passport no.P6952751 377 Mountainash Rd Brampton, ON
- 3) Assistant Commissioner (Trade Division), DAHD, Govt. of India, New Delhi

Figure 8.24: Deportation Certificate

9 Family Declaration

The Group declaration feature enables a passenger to add family members for baggage declaration without requiring each member to sign up separately.

On hovering the cursor over 'Group Declaration' option, it shows 2 options:

- i) Add Family Members

ii) View Family Details

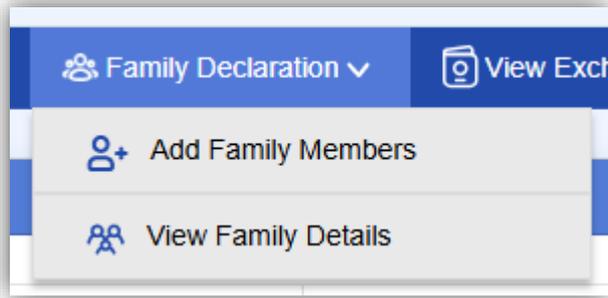


Figure 9.1: Group Declaration

9.1 Add Family Members

Clicking on the Add Family Members will first open the popup. Only after clicking on 'OK' button in the popup, the passenger will be able to add family members.

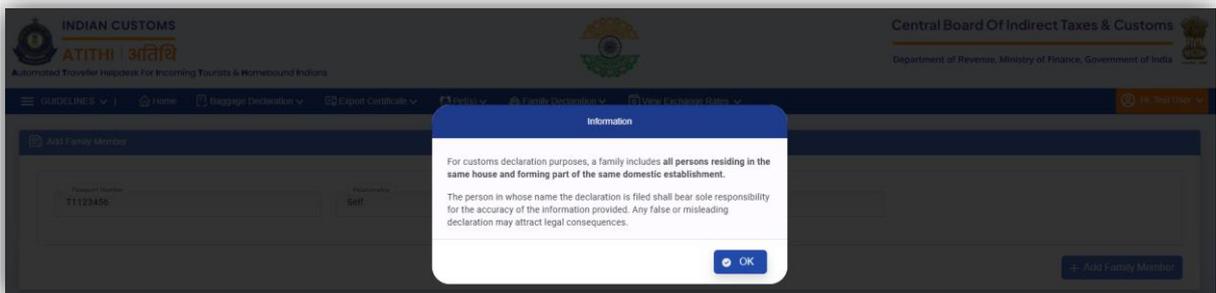


Figure 9.2 : Popup before adding Family Member

Steps to add Family Member

Step 1: Click on 'Add family Member' button to add the member details.

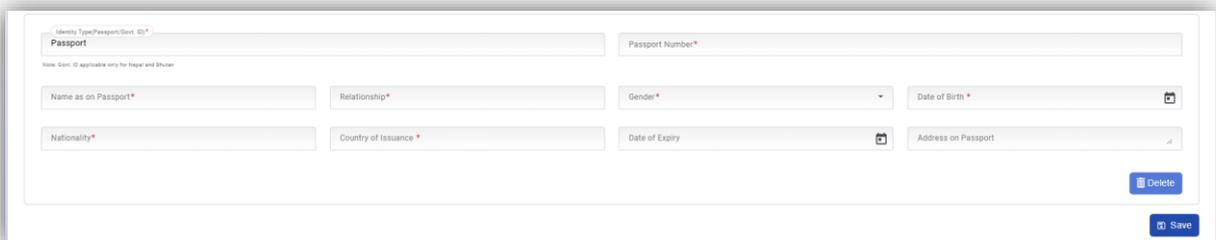


Figure 9.3 : Add Family Member

Step 2: Enter following member details by clicking on  button:

- Identity Type – Passport/Government ID – Government ID applicable only for Nepal and Bhutan.
- Identity Number – Unique identifier assigned to individuals.
- Name as on Identity – Name of the member as mentioned on the Identity card
- Relationship - This is a dropdown field. Select the relationship with the person who has logged into the application.
- Gender - This is a dropdown field
- Date of Birth – Date of Birth of the member
- Nationality - This is a dropdown field
- Country of Issuance - This is a dropdown field
- Date of Expiry – Expiry date of the Identity card
- Address on Identity

Figure 9.4 : Family Member Details

The screenshot shows a web form titled "Add Family Member". At the top, there are three input fields: "Passport Number" (containing "T1123456"), "Relationship" (containing "Self"), and "Name as on Passport" (containing "Test User"). Below these is a blue button labeled "+ Add Family Member". The main section of the form is for a specific family member. It has a header "Identity Type(Passport/Govt. ID)*" with a dropdown menu set to "Passport" and a "Passport Number*" field containing "PN2567847". A note below reads "Note: Govt. ID applicable only for Nepal and Bhutan". Below this are several fields: "Name as on Passport*" (containing "Rohan"), "Relationship*" (containing "Sibling"), "Gender*" (containing "Male"), "Nationality*" (containing "Indian"), and "Country of Issuance*" (containing "India"). There is also a "Date of Expiry" field with a calendar icon, containing "4/3/2027". To the right of these fields are two buttons: "Delete" and "Save".

Figure 9.5 : Save Family Member Details

Button to **Save** Family Member details

Note: Passenger can add multiple Members details in the same session by clicking on **+ Add Family Member** button and can delete the details on the click of **Delete** button.

Figure 9.6 : Add Family Member

Step 3: Once, all the details have been entered, click on ‘Save’ to save the member details. Clicking on Save will redirect to the View Family Members screen. It will show the list of all the family members added.

S. No.	Passport Number	Passenger Name	Relationship	Date of Birth	Action
1	PN35677	Viju	Sibling	11-07-2007	
2	PN2567847	Rohan	Sibling	11-06-2003	
3	PN7654357	Ayra	Child	07-09-2024	

Figure 9.7 : Added Family Details List

9.2 View Family Details

From the Group Declaration tab, select ‘View Family Details’ (Refer Figure).

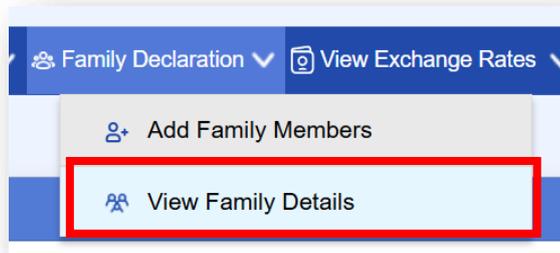


Figure 9.8 : View Family Details

All the Members added by the passenger are visible on the screen. Members details added can be edited by clicking on  icon or can be tagged / de-tagged by clicking on toggle  button.



Figure 9.9 : View Family Member Dashboard

Button to **Edit** Family Member details

Clicking on  icon will open the new screen to edit the details and update.

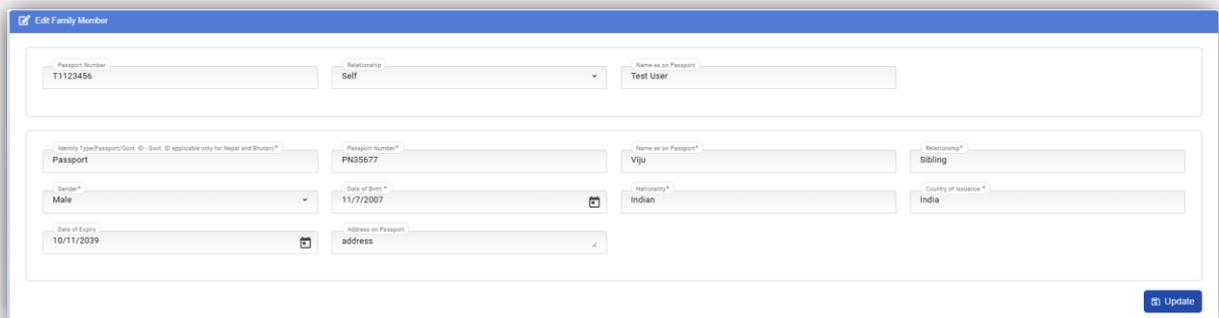


Figure 9.10 : View Family Details Edit Screen

Clicking on Update button will prompt the user to confirm the changes before saving.

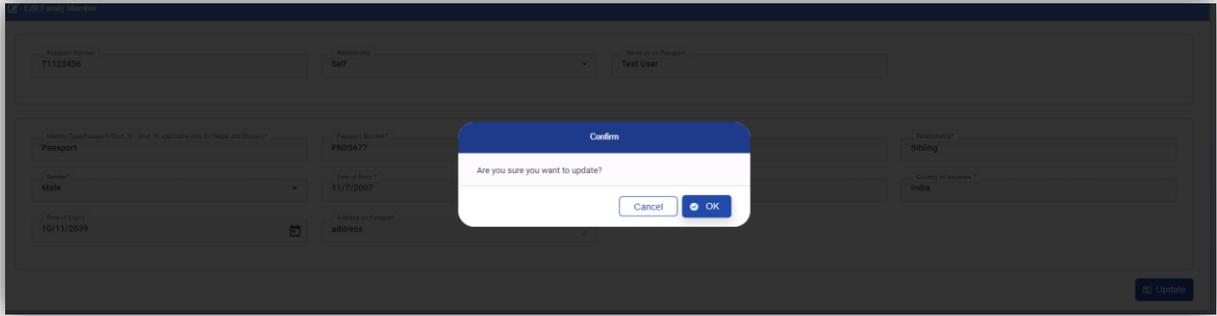


Figure 9.11: Family Details Update

Clicking on OK button will save the updated details.

When a passenger adds a group member, their status is automatically marked as ‘tagged’ i.e. . The toggle button will appear greyed out  when the member is untagged and the passenger will no longer be able to edit the details of the member.

S. No.	Passport Number	Passenger Name	Relationship	Date of Birth	Action
1	PN543577	Ayra	Daughter	07-09-2023	 
2	PNG11609	Vinay	Husband	01-09-1991	 

Tagged Family Member

De-tagged Family Member

Figure 9.12 : Tag/De-Tag Member

10 View Exchange Rates

From the ‘View Exchange Rates tab, select ‘View Exchange Rates’ as highlighted below (Refer Figure).

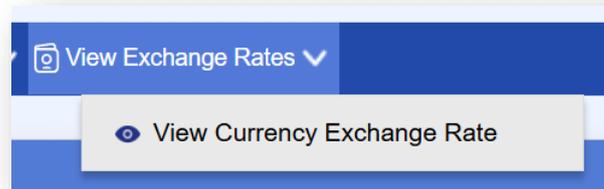


Figure 10.1: View Exchange Rates

The 'View Exchange Rate' module will enable passengers to access the import rate and export rate of the currencies. The applicable exchange rates for converting foreign currencies into Indian currency or vice versa, will be made available to ensure transparency for the passengers.

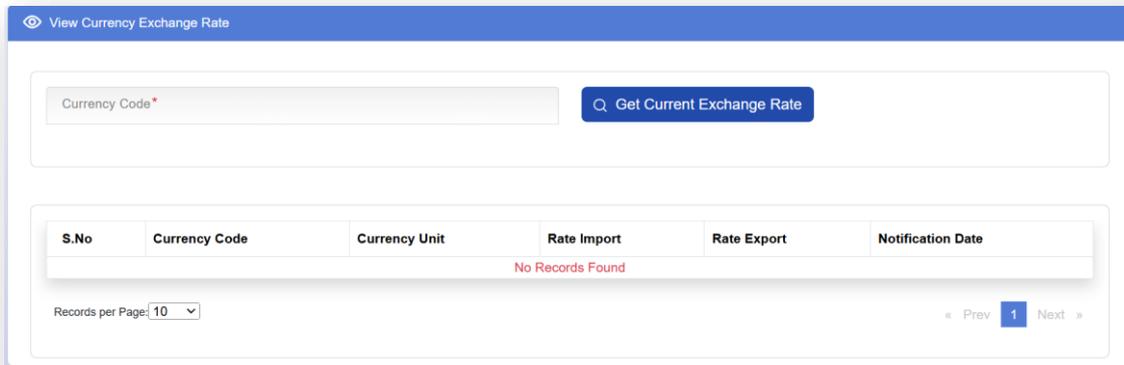


Figure 10.2: View Currency Exchange Rate

Steps to view the currency exchange rate:

Step 1: Select currency code from the drop-down. To view the rate for a specific currency, the passenger must select the corresponding currency code from the drop-down.

Step 2: Click on **Get Current Exchange Rate** button to view the import rate and export rate of the currency of the selected currency code (refer Figure)

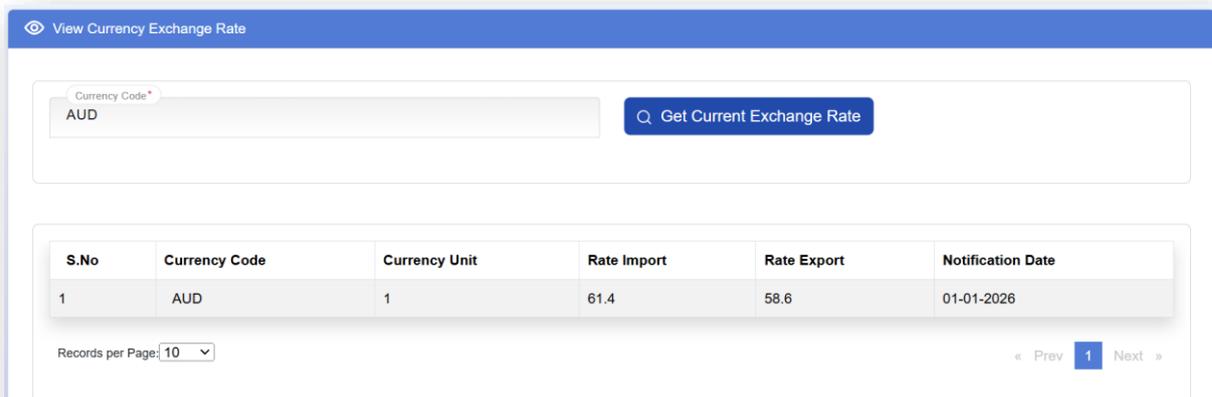


Figure 10.3: View Currency Exchange Rate

11 Annexure

11.1 Currency Code List

S. No	Currency Code	Currency Description
1.	AUD	Australian Dollar
2.	BHD	Bahraini Dinar
3.	CAD	Canadian Dollar
4.	CNY	Chinese Yuan
5.	DKK	Danish Kroner
6.	EUR	EURO
7.	HKD	Hong Kong Dollar
8..	KWD	Kuwaiti Dinar
9.	NZD	New Zealand Dollar
10.	NOK	Norwegian Kroner
11.	GBP	Pound Sterling
12.	QAR	Qatari Riyal
13.	SAR	Saudi Arabian Riyal
14.	SGD	Singapore Dollar
15.	ZAR	South African Rand
16.	SEK	Swedish Kroner
17.	CHF	Swiss Franc
18.	TRY	Turkish Lira
19.	AED	UAE Dirham
20.	USD	US Dollar
21.	JPY	Japanese Yen
22.	KRW	Korean Won

Source: View Exchange Rate, Retrieved from ICEGATE: <https://www.icegate.gov.in/>

11.2 Forms Abbreviations

Form	Full Name	Receipt Pattern
CBD-I	Indian Customs Declaration Form	Airport location code/Passport Number/BDR/Unique Number
CBD-III	Export Certificate	Airport location code/Passport Number/EXC/Unique Number

CBD-IV	Temporary Baggage Import Certificate	Airport location code/Passport Number/IMC/Unique Number
CBD-V	Detention Receipt	Airport location code/Passport Number/DR/Unique Number
Pet Declaration	Advance NOC	Airport location code/Passport Number/PDA/Unique Number
Pet Declaration	Final NOC	Airport location code/Passport Number/PDF/Unique Number