

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

Date: 20.08.2025

Public Notice: - 9 /2025

Subject: Procedure for postal Exports of E-Commerce parcels from SEEPZ-SEZ-Reg.

Representation is received from trade to expedite establishment of Foreign Post Office (FPO) Extension in SEEPZ-SEZ for promotion of E-Commerce Exports. In this regard, it may be noted that this office has already allowed courier agents to pick delivery of E-Commerce export parcels directly from SEEPZ-SEZ vide Public Notice No.28 of 2016. Furthermore, after consultation with Postal authorities, trade members and Associations it has been decided to setup Foreign Post Office (FPO) Extension in SEEPZ SEZ and allow filling of Shipping Bills in SEZ-Online system for postal exports .

Now for the purpose of further expanding E-Commerce Exports, following procedure is laid down for Customs clearance of Postal Exports in SEEPZ-SEZ:-

1. The procedure below will apply to E-Commerce Exports from SEEPZ-SEZ. The Unit may export goods to more than one consignee in a single Shipping Bill.
2. The unit will file Shipping Bill in SEZ-Online system and the same shall be assessed by the AO.
3. After Assessment, the unit/its representative shall bring the goods along with proper CN label and the assessed copy of the SEZ-Online Shipping Bill (in duplicate) to the Foreign Post Office Extension established at SEEPZ-SEZ for examination. One AO shall be posted at the Foreign Post Office Extension for the said purpose.
4. Ordinarily, there shall not be any open examination of the parcels and goods shall be cleared on basis of checking marks and nos. Any open examination, if required, must be done with prior written approval of Specified Officer SEEPZ. Once the goods have been examined, the Examining AO shall affix his dated signature and office seal over the assessed Shipping Bill copy.

5. The unit/ its representative shall then submit the parcel alongwith the Shipping bill copy to the postal authorities for booking of parcel. The postal authorities shall not accept the parcel without the sign and seal of the customs authorities in the shipping Bill.
6. After booking the parcel, the postal authorities shall endorse the tracking numbers on the customs copy of the assessed Shipping Bill and take the parcel in their custody. Once the parcel has been booked by the postal authorities, under no circumstances should the parcel be handed back to the exporter without approval of Specified Officer SEEPZ-SEZ.
7. The assessed Shipping bill copy with tracking numbers endorsed on the same by the postal authorities should be handed over to the AO posted at the Foreign Post Office Extension who shall then give LEO in the SEZ-Online System.
8. The post endorsed shipping Bill copy with the tracking numbers of the parcels must be kept in custody for record purposes by the AO posted at the Foreign Post Office Extension.
9. The Postal Authorities shall submit the proof of Exports i.e., the relevant CN Forms to the office of Specified Officer SEEPZ-SEZ. The document must contain the tracking numbers of the parcel along with the dispatch identifier.
10. Any doubts in implementation of this Public Notice shall be resolved by taking reference to CBIC Circular 14/2018 wherever feasible. This Public Notice shall be treated as a Standing Order for all officers posted in SEEPZ-SEZ.

Digitally signed by
(Dnyaneshwar B. Patil, IAS)
Dnyaneshwar Bhalchandra Patil
Zonal Development Commissioner
SEEPZ-SEZ
2025.09.25 21:02:06

Copy To:-

1. Shri Vimal Anand, Joint Secretary, SEZ Division, Department of Commerce, Ministry of Commerce & Industry
2. Shri Sudhir Jakhare, Assistant Post Master General, India Post with request to operationalize the Post Office Extension in SEEPZ-SEZ in line with above Public Notice at the earliest.
3. All Units, SEEPZ-SEZ for information and Necessary Action.