

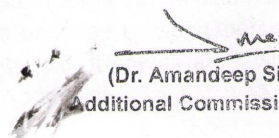
OFFICE OF THE COMMISSIONER OF CUSTOMS
IGI AIRPORT, T3, NEW DELHI- 100 037.

F. NO. VIII (AirCus)/48/ Tech/ SOPArm/14/2017

Dt: 20.07.2017

Sub: SOP on 'Procedure for Customs Clearance of Arms and Ammunition imported as baggage by Sports Persons and Foreign Delegations' for examination- reg.

Please Find Enclosed Herewith Standard Operating Procedure For Customs Clearance Of Arms And Ammunition Imported As Baggage By Sportspersons And Foreign Delegations for strict compliance. Any deviation from the SOP would be viewed seriously. Any difficulties in implementation of the same may be brought to the notice of the undersigned.


(Dr. Amandeep Singh)
Additional Commissioner.

Encl: As above.

Copy to:

F. NO. VIII (AirCus)/48/ Tech/ SOPArm/14/2017


5866
21/7/17

Dt: 20.07.2017

1. AC (CCCU), Office of the Chief Commissioner of Customs, Delhi Zone, New Custom House, for kind information.
2. PA to Commissioner of Customs, IGI Airport, New Delhi.
3. JC (Preventive), IGI Airport, for information.
4. President, National Rifle Association of India, 51-B, Institutional Area, Tughlakabad, New Delhi- 110062.
5. All DCs/ ACs in charge of Baggage Shifts (A,B,C,D)/ Preventive Shifts (A, B, C, D)/ Technical for strict compliance.
6. Sh. Vineet Kumar, AC, for uploading the SOP on the Facebook Page of the Commissionerate website of Zone.

21/7/17 ✓
Sent to all offices
21/7/17

The National Rifle Association of India	
Date	12/8/17
Receipt No.	1513
Section	


(Dr. Amandeep Singh)
Additional Commissioner.

STANDARD OPERATING PROCEDURE FOR CUSTOMS CLEARANCE OF ARMS AND AMMUNITION IMPORTED AS BAGGAGE BY SPORTSPERSONS AND FOREIGN DELEGATIONS

It has been noticed that procedure and practice being followed by Baggage Shifts in respect of customs clearance of arms and ammunition at the time of Departure and Arrival is not uniform. In order to ensure that a uniform procedure is followed by all Baggage Shifts in this regard, and in supersession of the interim procedure prescribed for clearance of arms and ammunition vide letter C.No. VIII (AirCus)/48/TECH/01/2014 dated 11.05.2017, the following Standard Operating Procedure is prescribed for strict compliance in order to ensure smooth clearance of arms and ammunition being carried in baggage, while at the same time enforcing various laws, rules and regulations in this regard:-

Scope: This S.O.P. applies to export, import or re-import of arms, ammunition, spares and accessories such as Shotgun, rifles etc carried as baggage by sportspersons or members of visiting foreign delegations and air-marshals etc. It covers arms whether fully assembled or in a semi or completely knocked down condition.

1. DEPARTURE (EXPORT): The following procedure should be followed at the time of Departure in cases where arms and ammunition being taken out of the country for their subsequent re-import into the country:-

1.1 Arms, ammunitions, spares and accessories presented for export should be examined by the Baggage Officer and an Export Certificate should be issued containing, inter alia, the name of the passenger/ shooter, flight no. and date, passport no., and detailed Description of arms, ammunition, spares and accessories (incl. quantity, make, model, caliber, & Sl. No.). Export Certificate should contain these details in respect of all arms, ammunition, accessories and spares being taken by the passenger abroad, to enable proper matching and identification at the time of re-import and shall be endorsed by ACS (Baggage) Departure, who should mention his name, designation, and shift on the Export Certificate. Export Certificate shall be issued for each passenger separately. Original copy of the Export Certificate should be handed over to the passenger. Duplicate copy of the Export Certificate should be retained in the record, along with a copy of the weapon-carry letter issued by Ministry of Youth Affairs and Sports/ NRAI/ State Rifle Association/ District Rifle Association/ Recognised Shooting Club or any other organisation authorized in this regard. Arms License should

be examined where applicable and a copy of the same should be retained for the record.

1.2 A separate serially numbered Register for Arms & Ammunition should be maintained by all the Baggage shifts for making requisite entries at the time of departure. It should contain the following information;

- i. S. No. of Export certificate.
- ii. Date and Flight No.
- iii. Name of the Passenger/ Shooter and ID card issued by NRAI/ relevant Association/ Shooting Club.
- iv. Passport Number.
- v. Arms License No. , if applicable.
- vi. Ref. No. and Date of the Weapon Carry Letter and the name of the issuing Association/ Club.
- vii. Detailed description of arms, ammunition, spares and accessories (incl. quantity/number, make, model, caliber, & Sl. No.).
- viii. Name and designation of the Officer signing the Export Certificate.

2. IMPORT OF WEAPONS: A separate serially numbered Register for import of Arms & Ammunition should be maintained by the Baggage shifts for making requisite entries at the time of Arrival. It should contain the following information;

- i. Sl. No.
- ii. Date and Flight No.
- iii. Name of the passenger/ Shooter & ID Card No issued by the NRAI/ relevant Association/ Shooting Club.
- iv. Passport Number
- v. Ref. No. and Date of the Weapon Carry Letter and the name of the issuing Association/ Club (in the case of re-import).
- vi. Arms Licence No. (wherever applicable).
- vii. Detailed description of arms, ammunition, spares and accessories (incl. quantity, make, model, caliber, & Sl. No.).
- viii. Details of the Export Certificate (in the case of re-import) viz., Export Certificate number, date, and Baggage Shift.

- ix. Renowned Shooter letter reference no. issued by NRAI. (in the case of fresh imports).
- x. Specific recommendation letter issued by NRAI for import of arms/ammunition (in the case of fresh imports).
- xi. Value (in Rs.) (in the case of fresh imports).
- xii. Duty (in Rs.) (in the case of fresh imports).
- xiii. BR No. (in the case of fresh imports).
- xiv. DR No. and date, in case any arms, ammunition and spares are detained.
- xv. Reason for detention (if detained).

3. ARRIVAL (RE-IMPORT): The following procedure should be followed at the time of Arrival in the case of re-import of Arms and Ammunition in respect of which an Export Certificate had been issued by Customs at the time of Departure;

3.1 Details of arms and ammunition sought to be reimported into the country should be entered in the relevant columns of the register prescribed in para 1.2 above.

3.2 Customs Declaration Form which is mandatory for red channel passengers i.e. passengers carrying dutiable/ prohibited goods, along with Original copy of the Export Certificate shall be submitted by the passenger/ shooter to the Baggage officer.

3.3 Arms and ammunition presented for clearance should be examined with respect to details given in the Export Certificate (EC) to establish that the identity of the goods is the same as the ones taken out of the country at the time of Departure. Arms License should also be examined, wherever applicable. Wherever the ammunition re-imported by the passenger/shooter is more than the amount exported out of the country, the amount in excess of that exported out, should be treated as fresh import and will be cleared after following procedure as laid down in para 5 below.

3.4 Where the Baggage Officer is of the view that there is a mismatch between description of arms and ammunition or the quantity/number exceeds that given in the Export Certificate or where the identity of goods cannot be established vis-a-vis goods taken out of the country at the time of departure, the same should be detained against a

Detention Receipt for subsequent clearance after due verification from the warehouse, with the prior approval of DC/AC in-charge of the Baggage shift.

3.5 Where the baggage officer has reasons to doubt the truthfulness of the declaration of the passenger/ shooter, he may also conduct a thorough examination of the baggage of the passenger to satisfy himself.

3.6 The original copy of Export Certificate submitted to the Baggage Officer for clearance should be cancelled / debited by the Baggage Officer mentioning therein details Flight no. and date of arrival of the passenger and this original copy should be retained by Customs. A photocopy of the cancelled / debited Export Certificate can be handed over to the passenger/ shooter for their record.

3.7 It must be ensured that all documents produced in support of re-import are in favour of the concerned passenger only and not in favour of any third party.

3.8 Clearance of re-imported arms and ammunition should be allowed after approval of Deputy Commissioner / Assistant Commissioner in-charge of the Shift.

4. ARRIVAL (TEMPORARY IMPORT OF ARMS AND AMMUNITION BY INTERNATIONAL OFFICIAL DELEGATIONS AND FOR PARTICIPATING IN SHOOTING TOURNAMENTS ETC. FOR SUBSEQUENT RE-EXPORT):

4.1 In the case of arms and ammunition temporarily imported into India by international official delegations and for participating in shooting tournaments etc. on the strength of letter/ authorisation issued by the Ministry of Youth Affairs and Sports/ NRAI Ministry of External Affairs (MEA), Ministry of Home Affairs (MHA) etc., the Baggage officer must ensure that arms and ammunition being imported in this manner match in all particulars with the arms and ammunition authorised to be imported by the concerned competent authority in their letter/ authorisation.

- 4.2 Details of arms and ammunition being temporarily imported into the country for subsequent re-export should be entered in the register prescribed in para 2 above.
- 4.3 The Authorization Letter issued by the appropriate authority should, inter alia, contain Ref. No. date, name of the passenger (s), detailed description of arms, ammunition, spares and accessories (incl. quantity, make, model, caliber, & Sl. No.) being carried by them etc. The original copy of the authorisation letter should be endorsed by the Baggage Officer clearly mentioning his name, designation, and shift, and should be handed over to the authorised representative of the delegation. A copy of the endorsed authorization letter should be retained by the Baggage Officer for record.
- 4.4 At the time of departure, the authorised representative of the delegation shall produce before the Baggage Officer (Departure), the Original Copy of the authorisation letter endorsed by customs at the time of Arrival. The Baggage Officer (Departure) shall match the details mentioned in the endorsed authorization letter vis-a-vis the arms and ammunition being exported, to establish that the identity of the goods is same vis-a-vis goods declared at the time of import. Details of arms and ammunition being re-exported should be entered in the Register maintained for this purpose (ref. para 1.1 above), and the said original copy of authorization letter shall be retained in Customs (Departure) with a copy provided to the authorized representative of the delegation.
- 4.5 In case the Baggage Officer (Departure) notices any discrepancy/ mismatch between description of arms and ammunition given in the authorization letter and goods presented for re-export, he should immediately bring the same to the notice DC/AC in-charge of Baggage. Such arms and ammunitions with discrepancy should be detained for subsequent clearance from the warehouse after due verification.
- 4.6 It must be ensured that all documents produced in support of temporary import and subsequent re-export are in favour of the concerned passenger only and not in favour of any third party.
- 4.7 In case of arms and ammunition being imported as baggage by air marshals, the said arms and ammunition should be detained, as is the case at present, and be

deposited in the warehouse. At the time of departure, the same may be released to them for being escorted to the aircraft by CISF personnel, as is the present practice.

5. ARRIVAL (FRESH IMPORT OF ARMS AND AMMUNITION BY RENOWNED SHOOTERS):

The following procedure should be followed at the time of Arrival in the case of fresh import of Arms and Ammunition by renowned Shooters. "Renowned Shooter" means a person who has participated in a National Shooting Championship in an Open Men's Event or Open Women's Event or Open Civilian's Event whether through Qualifying Tournament or Wild Card Entry conducted in accordance with the rules of the International Shooting Union, and has attained the Minimum Qualifying Score prescribed by the National Rifle Association;

5.1 Customs Declaration Form which is mandatory for red channel passengers i.e. passengers carrying dutiable/ prohibited goods shall be submitted by the passenger/ shooter to the Baggage officer.

5.2 An entry should be made in the relevant columns of the register maintained for import of arms and ammunition mentioned in para 2 above.

5.3 Arms, ammunition, accessories, and spares presented for clearance should be thoroughly examined. The Baggage Officers should, inter alia, check the following documents:-

- i. A currently valid Renowned Shot Certificate issued by the National Rifle Association of India / other competent certifying agency as per law.
- ii. A specific recommendation issued by the NRAI / other competent certifying agency as per law permitting the said renowned shot to import arms and ammunition. Such recommendation should inter alia include detailed description of arms, ammunition, spares and accessories including the quantity, type, caliber, etc. sought to be imported.
- iii. The Arms Licence should be checked to determine the number of arms/weapons that the passenger is entitled to import. The Arms License should be checked for the type of weapon the licensing authority has authorised him to possess, and validity of the license and the purchase period.

- iv. Invoice produced in support of the weapons sought to be imported.
- v. All these documents should be in the name of the passenger presenting the goods for import. The baggage officers should also scan/check the passenger's baggage to satisfy himself about the truthfulness of the baggage declaration made by the passengers. A renowned shooter should be allowed to import arms/ammunition of that particular weapon under 'Baggage Rules' in which he/she has been declared 'Renowned Shooter' by the NRAI.

5.4 Clearance of newly imported arms, ammunition, accessories and spares should be on payment of duty and in favour of the concerned passenger only and not in favour of any third party. The Baggage Officer should make an entry in the arms licence indicating detailed description of arms, ammunition, (incl. quantity, make, model, caliber, & Sl. No.). Name and designation of the Baggage Officer should be clearly mentioned in the arms licence while making such entry. In case of any doubt regarding eligibility for import of the said arms and ammunition, or about the valuation thereof goods may be detained and cleared after, verification of documents may be got conducted through NRAI/ Arms Licensing Authority/ other relevant authorities and/or examination/ valuation of goods may be got conducted through the experts from such authorities.

5.5 While clearing newly imported arms and ammunition, the following documents should be retained for the record:-

- i. A copy of the currently valid Renowned Shot Certificate issued by the National Rifle Association of India / other competent certifying agency as per law.
- ii. Original Copy of the specific recommendation issued by the NRAI / other competent certifying agency as per law enabling the said renowned shot to import arms and ammunition.
- iii. Copy of the arms licence endorsed by the Baggage Officer.
- iv. Invoice produced in support of the weapons sought to be imported.

5.6 If, in the view of the Baggage officer, checking / verification of documents/ arms and ammunition and / or taking opinion of experts in the case of fresh import of arms, ammunitions, spares and accessories is likely to take time and may require references to be made to NRAI, licensing authorities, and other concerned authorities, the same

should be detained and subsequently released from the warehouse after due checking/ verification as explained in para 6 below. This may also have to be done in case the arms/weapons are imported in a semi or completely knocked down condition and an expert's help is required to assemble them for verification of number, type and specification. Where any delay in granting clearance is anticipated owing to these factors, the baggage officer should promptly offer to the passenger the option of depositing the arms, ammunition etc. in a warehouse so that he/she is not held up. In case the passenger declines to do so, the matter should be brought to the notice of the DC/AC incharge of the shift.

5.7 The Detention Receipt should contain, inter alia, the name of the shooter, Flight No., passport no., detailed description of arms, ammunition, spares and accessories (incl. quantity, make, model, caliber, & Sl. No.), and name, designation, and shift of the detaining officer. Details of concerned passenger and detained goods should be entered in the Detention Register being maintained for this purpose. Detained goods should be deposited in the Warehouse for subsequent clearance after verification / checking. A copy of the Detention Receipt should be given to the shooter for reference and follow up.

5.8 Clearance/ Detention of arms and ammunition should be done with the prior approval of Deputy Commissioner / Assistant Commissioner in-charge of the Baggage shift.

5.9 In the case of doubts about the clearance of arms and ammunition requiring immediate intervention, the matter may be immediately brought to the notice of Additional Commissioner of Customs in-charge of Baggage by the DC/ AC in-charge of the Baggage shift.

6. PROCEDURE TO BE FOLLOWED IN RESPECT OF CLEARANCE OF DETAINED ARMS AND AMMUNITION-

6.1 Arms, ammunition, accessories, and spares detained for clearance after due verification shall be subsequently cleared from the warehouse.

6.2 Warehouse officers shall maintain a register in respect of detained arms and ammunitions. It should contain the following information;

- i. Sl. No.
- ii. DR No. and date.

- vi. Export Certificate issued by Customs at the time of Departure. (in the case of re-import of arms and ammunition).
- vii. Expert opinion, if any/ verification letter from the concerned authorities, if any.

6.4 DC/AC in-charge of the warehouse may contact the Licensing Authority or Secretary, NRAI, to nominate an expert to examine the detained goods and to furnish his opinion on the description of detained goods, valuation thereof, as well on eligibility to import the same IF needed before a decision is taken on clearance of goods. Further, the verification of validity of documents produced by the shooter may be got conducted through the concerned agencies/ authorities.

6.5 Clearance of newly imported arms, ammunition, accessories and spares should be on payment of duty. Clearance should be in favour of the concerned passenger only and not in favour of any third party.

6.6 ACS (Warehouse) should make an entry in the arms licence indicating detailed description of arms, ammunition, spares and accessories (incl. quantity, make, model, caliber, & Sl. No.). Name and designation of the ACS (Warehouse) should be clearly mentioned in the arms licence while making such entry.

6.7 Release of detained goods should be with the prior approval of DC/AC in-charge of the Warehouse. While releasing the detained goods, documents mentioned at 6.3 (ii), (iv), (v), (vi), and (vii) and copies of documents mentioned at 6.3 (i) and (iii) should be retained for the record.

6.8 In the case of any doubts about the clearance of arms and ammunition, the matter may be brought to the notice of **Additional Commissioner of Customs in-charge of Warehouse, immediately.**