



भारत सरकार

GOVERNMENT OF INDIA

आयुक्त, सीमाशुल्क (निवारण) का कार्यालय, पटना

OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE), PATNA

पाँचवा तल, केंद्रीय राजस्व भवन, वीरचंद पटेल पथ, पटना – ८००००१,

5<sup>TH</sup> FLOOR, C.R. BUILDING, BIRCHAND PATEL PATH, PATNA – 800 001

फैक्स Fax: 0612- 2504506, ईमेल E-mail: cuspatna@gov.in

F. No. GEN/TECH/Misc/353/2022-Technical Section

Date: 06-10-2025

**PUBLIC NOTICE NO. 05/2025**

**DATED - 06-10-2025**

**Subject: - Procedure for exports through FPO-reg.**

It is to bring to kind notice of Public, Exporters, Customs Brokers and all other stakeholders that the Central Board of Indirect Taxes and Customs has notified Exports by the FPO under Exports by Post Regulations 2018 as amended by Exports by Post (Amendment) Regulations, 2022 and Postal Export (Electronic Declaration and Processing) Regulations, 2022. The Foreign Post Office Patna will be operational with effect from 08.10.2025. The following Procedure of export is to be adhered at Foreign Post Office Patna (Location code- INPNF5), at G.P.O Golamber, Patna.

**For exports, the following procedure is being prescribed.**

1. The exporters holding a valid Import-Export Code issued by the Director General of Foreign Trade shall be permitted to export of goods by filling Postal Bill of Export (PBE) in the form prescribed in Exports by Post Regulations 2018 as amended by the Exports by Post (Amendment) Regulations, 2022 and the Postal Export (Electronic Declaration and Processing) Regulation 2022.
2. An exporter who wishes to export goods through post or his authorised agent shall register himself on the PBE automated system. The PBE automated System shall validate and recognize the registered person and enable him to file electronic declaration and upload supporting documents on the said system.
3. For export of goods by post, in furtherance of the business, the exporter or his authorised agent shall make an entry through an electronic declaration in the form prescribed and shall ensure the accuracy and completeness of the information given, therein, the authenticity and validity of any document supporting it, and compliance with the restriction or prohibition, if any, relating to the goods under the Act or under any other law for the time being in force.
4. Upon filing of electronic declaration for export, the exporter shall present the export goods to the postal authorities. The export goods shall bear a declaration from the exporter regarding the contents of each of the packages, the value thereof and other particulars to be affixed on the package, in the format laid down by the

postal authorities.

5. The postal authorities shall present the export goods and the corresponding electronic declaration to the proper officer of Customs at the foreign post office, in such manner as to the satisfaction of Customs Officer for screening, inspection, examination and assessment thereof.

6. All the letters and parcels before being produced by the postal authorities to Customs Officer in the Foreign Post Office should ensure that prohibited goods like narcotic drugs, foreign exchange, currency etc. is not being sent through the parcel. The suspected parcels are to be presented to the Customs department which can be detained and handed over to the Postal authorities for action as stipulated in Notification no. 26/2009- Cus (N.T) dated 17.03.2009.

7. The detained parcels are opened by Customs Officer in presence of the postal authorities and if same do not contain any prohibited or restricted goods and there is no mis-declaration of value the parcels are re-packed and handed over to postal authorities for export.

8. The Customs Officer may call for clarification or documents, electronically on the PBE Automated System from the exporter or his authorized agent in relation to the export goods. Where the Customs Officer is satisfied that the goods entered are not prohibited goods and the duty assessed thereon has been fully paid, may make an Order permitting clearance of the goods for export.

9. The postal authorities shall furnish the proof of export and corresponding electronic data captured on the PBE Automated System to customs.

#### **10. Procedure for e-commerce exports through post:**

**10.1** Any exporters holding a valid Import-Export Code will be permitted to export goods by filling Postal Bill of Export (PBE) in the form prescribed in Exports by Post Regulations 2018 as amended by the Exports by Post (Amendment) Regulations, 2022 and the Postal Export(Electronic Declaration and Processing) Regulation 2022.

**10.2** Every PBE-I (for e-commerce exports) shall be filed in duplicate and shall cover only one consignor. There will be no limitations on the number of postal shipments which can be effected under a single Postal Bill of Export-I. Invoices should be attached by the exporter with the PBE-I. Importer shall in addition file postal label or declaration as per CN22/CN23 which has a column 'sale of goods'.

**10.3** PBE along with goods shall be presented to Customs at the Foreign Post Office. Upon completion of processing of PBE, the goods shall be presented to the Postal department, who will acknowledge receipt of the shipment on the PBE and affix the tracking number by the postal authorities; the PBE shall be brought back to the proper officer for grant of 'Let Export Order'. Original PBE will be retained by Customs and the duplicate PBE will be handed over to

the exporter or his customs broker.

**11. Retention of records.** – The exporter or his authorized agent shall retain records for a period of five years from the date of filing an electronic declaration on the PBE Automated System, a copy of the said declaration and all supporting documents which were used or relied upon for such electronic declaration and, where required, shall produce them before Customs in connection with any action or proceedings under the Customs Act, 1962 or under any other law for the time being in force.

**Anish Gupta**  
**ADDITIONAL COMMISSIONER**  
**Customs (P) Patna**

Copy to:

1. The Additional Commissioner, Customs (P) Zone Patna.
2. The Chief Post Master General, FPO, G.P.O Golamber, Patna.
3. The Additional Director (Directorate General of Systems, EC/EDI Project), C.R. Building, I.P. Estate, New Delhi for information.
4. The Joint/Assistant Commissioner, Customs (P) Division Patna.
5. The Assistant Commissioner, LCS Raxaul/ Jogbani/Customs (P) Division, Muzaffarpur/ Motihari/ Forbesganj/ GIA Gaya to give wide publicity among exporters.
6. The Superintendent (Systems) for uploading on official web-site.
7. The Office of the Bihar Chamber of Commerce and Industries, Khemchand Choudhary Marg Patna-800001.
8. CHA Association, LCS Raxaul/ Jogbani, through LCS Raxaul/ Jogbani
9. Guard file/Notice Board.