



केन्द्रीय सीमा शुल्क, प्रमुख आयुक्त के कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS**  
हैदराबाद- सीमा शुल्क आयुक्तालय, लाल बहादुर स्टेडियम मार्ग, वशीरबाघ, हैदराबाद - ४.  
**HYDERABAD CUSTOMS COMMISSIONERATE, L.B.STADIUM ROAD:**  
**BASHEERBAGH: HYDERABAD - 500 004**

C.No.S/26/AEO/58/2018-Cus.Tech

Dated: .01.2018

**PUBLIC NOTICE NO.01 /2019**

Sub: AEO programme digitization – Ease of doing business – Development of web based application for AEO-T1 (aeoindia.gov.in) - Reg.

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Attention of the Trade and Customs House Brokers is invited to the Board's Circular No.26/2018-Customs dated 10.08.2018 wherein it was stated that "The Online processing of AEO T1 application will commence as soon as the necessary digital infrastructure is in place."

2. Keeping in line with the target of digitization, an online AEO website has been developed for online filing and processing of AEO T1 applications. This AEO Website (**domain name: aeoindia.gov.in**) was launched on 30.11.2018 and subsequently the access to the website was made available to the applicant, for filing of AEO T1 application (annexures).

3. Further, for ensuring seamless transition to the online web-application, it has been decided to concurrently continue with the manual filing and processing of AEO T1 applications upto 31.03.2019. All the new applications for AEO are to be mandatorily filed in AEO Web (aeoindia.gov.in), from 1<sup>st</sup> Apr.,2019 onwards.

4. The process for filing of AEO T1 application for the applicant has three main components:

1. Registration
2. Sign Up(With registration details)
3. Filing & Submission of Annexure 1& 2
4. The duly filled in application, then, moves on to the dashboard of Customs Official for verification and processing.

5. The step-wise workflow of AEO Web Application (Filing of application by the applicant) is furnished below:

- (i) Applicant has to first register himself before login
- (ii) A registration window will open wherein the applicant has to provide his basic details and choose his ID and Password
- (iii) On the number and e-mail provided, the applicant will be sent an OTP, which he needs to input to complete registration
- (iv) After providing the OTP, the applicant is successfully registered. He can now use the ID and Password for login.
- (v) Applicant logs in with the ID and Password provided by his during registration
- (vi) Applicant's dashboard will open. Clicking on 'Application form' takes him to the Annexure 1
- (vii) Once the applicant has filled his details in Annexure 1, he can save it and move to Annexure-2
- (viii) At the end of Annexure 2, applicant can click 'Save and Preview' button to have a final look at his filled application
- (ix) Applicant's 'Preview Application' Screen appears. Here he can have a preview of all the information provided and documents uploaded.

- (x) Once satisfied with his application, applicant can scroll down the preview of Annexure 2 and either click 'Submit' or he can 'update the Annexure 1&2'
- (xi) Once applicant is satisfied with his application, he submits 'Submit' in preview window and the application is submitted successfully. The application now moves to Customs Officials' dashboard for processing.

The step-wise process ppt for Filing of application by the applicant is available on [hyderabadcustoms.gov.in](http://hyderabadcustoms.gov.in).

6. All the concerned are advised to thoroughly familiarize themselves with the procedure prescribed to file AEO application in AEO Web ([aeoindia.gov.in](http://aeoindia.gov.in)) and are requested to make use of the online platform with immediate effect.

7. Attention of the Trade and Customs House Brokers is also invited to Para 3 (viii) of the Board's Circular No. 03/2018-Customs dated 17.01.2018 regarding amendment in the AEO Programme whereby the validity of AEO Certificate of T1 & T2 were extended to 3 years uniformly. Accordingly, in order to synchronize validity with review and OSPCA of AEO-T1 certified entities, their intervals are also being extended to 3 years from existing 2 years. However, DIC may initiate review of any entity at any point of time if there are reasons to believe, to the satisfaction of the AEO Programme manager, that the adherence to the conditions and standards of AEO status is compromised or affected.

8. Further changes in the customs law and procedures, if any, will be communicated.

9. Difficulties, if any, may be brought to the notice of this office.

  
(Anil Kumar Jain)  
Chief Commissioner

To  
All (As per Distribution List)

Copy Submitted to:  
The Chief Commissioner of Central Tax and Customs, Hyderabad Zone, Hyderabad.

Copy to:  
The Deputy/Asst. Commissioner of Customs, ICD, Sanathnagar & Thimmapur, Air Cargo Complex, EPD,  
Hyderabad.

Superintendent, Systems for placing on the website of the Customs Comm'te.  
{Authority : F.No.D-20/DIC/AEO/16/2017 dated 10<sup>th</sup> Aug.,2018}