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GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS (APPRAISEMENT)  
CUSTOM HOUSE, KARACHI

NO.S1/MISC/238/2005-V

Dated: 0/11/2005.

PUBLIC NOTICE NO. 27 /2005 - (A)

Subject: PROCEDURE FOR EXAMINATION / ASSESSMENT OF CHILDREN TOYS AND OFFICE FURNITURE / HOUSE HOLD FURNITURE

In order to further streamline processing, examination and assessment of imported Toys and Furniture consignments and to obviate the chances of mis-declaration and under-invoicing, the following procedure is prescribed to be followed by all concerned with immediate effect:-

- (i) At the time of filing of GD at the Customer Service Centre, the importers / clearing agents shall declare complete description specifications of each item including art number, brand, composition, size, material, origin and quantity and the CSC / PRAL staff shall ensure that the detailed description is fed into the computer, before affixation of Machine number. No GD shall henceforth be entertained at the Customer Service Centre that does not specify the complete particulars of each item.
- (ii) Before endorsing examination order on the GD, the Group shall ensure that complete description has been made in respect of items.
- (iii) While passing order for examination by the Group to the shed staff, it shall be clearly mentioned that full description alongwith art number, brand, composition, sizes, material origin and quantity shall be confirmed by the shed staff. The Group shall also call catalogues of toys / furniture, if not already available with the Group of the same item, for retention in the Group.
- (iv) On the basis of physical examination, the shed staff shall endorse a detailed report showing the description, quantity, art number, brand of each item. The examination report shall also be fed into the computer alongwith all the aforesaid particulars, by the shed staff. In case the shed staff does not give full details in examination report, the report to that effect will be made to ADC concerned who will bring this in the notice of Collector whereas the GD shall be sent back to the examination staff by the Group for doing the needful on the same day.
- (v) On receipt of the examination report and if required, catalogues for toys / furniture, the Group shall finalize the assessment strictly in accordance with the evidence / law while thwarting every chance of under-invoicing / mis-declaration.

(Azhar Majeed Khalid) 11/11/05  
Collector

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All concerned