

A quick reference guide to importing oxygen concentrators into India

Step 1

Open a FedEx Account

Scenario 1- Shipping charges to be paid at ORIGIN:

If you, (shipper) do not have a FedEx account number:

- 1) Visit your local [fedex.com](https://www.fedex.com) or contact FedEx customer service for assistance to open an account
- 2) FedEx customer service will connect you with a FedEx Sales Representative who will assist with the account opening process

Scenario 2 - Shipping charges to be paid in INDIA:

If you, (importer) do not have a FedEx account number:

- 1) Visit [fedex.com/in](https://www.fedex.com/in) or contact FedEx customer service (toll free 1800 22 6161 / 1800 209 6161) or email - India@fedex.com to open an account
- 2) FedEx customer service will connect you with a FedEx Sales Representative who will assist with the account opening process

Note: The shipping charges can be paid either at ORIGIN or in India. Contact your FedEx Sales representative if you already have a FedEx account number and require assistance on how to import/export oxygen concentrators to India.

Step 2

Paperwork required from shipper at ORIGIN

- **Valid invoice, packing list and FedEx Air Waybill (AWB):**

Refer to Appendix A1 – sample invoice and Appendix A2 – sample commercial invoice for an illustrative format of the Invoice

Note:

- 1) If the shipment is for personal/non-commercial use, 'No commercial value' needs to be clearly stated on the invoice (Refer Appendix A1)
- 2) The name, address, value, product. description etc. should match (without discrepancy) as mentioned in the invoice and FedEx AWB

- **Know Your Customer (KYC) details:**

As a shipper, you need to ensure that the importer has uploaded the importer (consignee) KYC details on <https://kyc.fedex.com> based on the importer being an individual/business entity or NGO. (refer to the details in Appendix B, C and D). Please also refer to the FAQs on the KYC website for additional information.

- **Shipper (Sender) and Importer (consignee) details**

In the FedEx AWB and invoice, ensure you have entered the Shipper (Sender) and Importer (consignee) name and address with zip code, contact person's name, contact number and email address.



- **Shipment details:**

Prior to generating a FedEx AWB, ensure detailed and accurate description of the shipment content as per harmonized code, country of manufacturer, weight, dimension, number of packages, package type, customs value, carriage value (insurance value must be below or equal to customs value), FedEx shipping service to be used (International Priority/Economy/Priority Freight/Economy Freight) is kept ready.

- **Dangerous Goods (DG)/Non DG categorization and paperwork:**

- 1) If the Portable Oxygen Concentrators (POCs) work with direct power without in-built batteries, it would need a non DG declaration as per applicable laws in the place of origin.

Note: Mandatory for shipments originating from China. For other origin countries, please contact local FedEx customer service for further assistance.

- 2) If the POCs have in-built batteries, importers and/or shippers need to provide additional documents depending on watthour (WH) of the battery. (mandatory)

Additional documents/requirement would include:

- ✓ Shipper's Declaration for Dangerous Goods (DGD)
- ✓ The shipper needs to comply with ICAO/IATA packing, marking, labelling and documentation for safe transportation of lithium battery shipments

For any other information, including questions concerning the preparation and shipment of lithium batteries, contact local FedEx customer service.

Step 3

Generate Air Waybill (AWB) and book the pick up

The AWB can be generated either by the shipper or by the importer

Scenario 1- Shipper generates the FedEx AWB:

You can generate the FedEx AWB and book the pick up through fedex.com or contact the local FedEx customer service for assistance.

Scenario 2 – Importer generates the FedEx AWB:

For assistance on Import Pick up request – Remote Pick up Inquiry (RPI form), booking the pickup and FedEx AWB generation, you can contact your FedEx Sales Representative, FedEx customer service (toll free 1800 22 6161/ 1800 209 6161) or write to India@fedex.com

Step 4:

Paperwork required from Importer (India)

Please refer relevant Appendix for details on paperwork

- **Import by individual:** Appendix B
- **Import by business entity:** Appendix C
- **Import by state government/ any entity/ relief agency/statutory body, authorized by the nodal authority appointed by state government for import of oxygen concentrators donated from abroad for free distribution anywhere in India for COVID relief:** Appendix D

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APPENDIX B

Import by individual for personal consumption (HSN 9804.90.00):

Paperwork requirement:

SL No.	Description	Mandatory document	To be provided by	Where to apply & additional information
1	Shipment documents	<ul style="list-style-type: none"> Valid Invoice Packing list AWB 	Shipper	
2	Mandatory KYC document to file Bill of Entry (BOE)	Copy of any of the following 1) Aadhaar 2) Passport 3) Voter ID 4) PAN Card with address proof	Importer	Issued to individuals by Govt. of India

Additional requirement:

- Name mentioned on invoice and FedEx AWB must match with the above submitted KYC documents.
- Import for personal/ non-commercial use shall be of reasonable quantity. Additionally, 'No commercial value' needs to be clearly stated on the invoice.
- Basic Customs Duty (BCD) and cess on BCD is exempted for oxygen concentrators. Integrated Goods and Services Tax (IGST) payable @ 12%.
- Importer contact and assistance is needed for technical write-up, value evidence or any further documents as may be asked by Customs
- For expeditious customs clearance of imports, please ensure that the invoice and KYC documents are made available to FedEx in advance
- Please ensure that the address on KYC document is the same as the consignee address
- The correct phone number and email of consignee should be given
- For individual consignees, a 'non-IEC declaration' is needed. The declaration should state that the shipment clearance should be as per the individual's Aadhaar/PAN.

Note:

- Express (Courier clearance) – Weight per piece should not exceed 70 Kgs for X-Ray purpose.*
- Cargo Clearance – No weight limit.*

APPENDIX C

Imports by business entities (HSN 9019.20.10):

Paperwork requirement:

SL No.	Mandatory document	To be provided by	Description	Where to apply & additional information
1	Shipment documents	Shipper	<ul style="list-style-type: none"> Valid Invoice Packing list AWB 	
2	Import Export Code (IEC number)	Importer	Import Export Code (also known as IEC) is a 10-digit identification number that is issued by the DGFT (Director General of Foreign Trade), Department of Commerce, Government of India.	https://www.dgft.gov.in/CP/
3	Goods & Service Tax Identification Number (GSTIN)	Importer	Is a 15-digit PAN-based unique identification number allotted to every registered person under GST	https://reg.gst.gov.in/registration/
4	Authorized Dealer Code (AD Code):	Importer	AD Code is required for remittance only.	Consignee to obtain the AD code number from their bank.

Additional requirement:

- Name mentioned on Invoice and FedEx AWB must match with the above submitted IEC/GSTN documents
- Basic Customs Duty (BCD) and cess on BCD is exempted for oxygen concentrators. Integrated Goods and Services Tax (IGST) payable @12%.
- Importer contact and assistance is needed for technical write-up, value evidence or any further documents as asked by Customs
- Imports may be subjected to NOC from drug controller

Note:

- Express (Courier clearance) – Weight per piece should not exceed 70 Kgs for X-Ray purpose.
- Cargo Clearance – No weight limit.

APPENDIX D

Imports by state government or, any entity/ relief agency/statutory body, authorized by the nodal authority appointed by state government for import of oxygen concentrators donated from abroad for free distribution anywhere in India for COVID relief (HSN 9019.20.10):

Paperwork requirement:

SL No.	Mandatory document	To be provided by	Description & Significance
1	Valid Invoice, Packing list & AWB	Shipper	Invoice required to be mentioned with purpose as exported goods are for charitable purpose and sent free of cost.
2	Charitable Institution Registration Certificate	Importer	Issued by State/Central Government
3	Copy of PAN	Importer	Permanent Account Number (PAN) document to be provided by the consignee basis which customs will grant permission to file customs entry as per IEC notified by DGFT.
4	Duty Exemption Certificate (if applicable)	Importer	Duty Exemption Certificate needed if consignee has intended to claim any duty/tax exemption benefits.
5	Certificate issued by State's Nodal authority as appointed by State Government	Importer	<p>The importer shall before clearance of goods from Customs produce a certificate from the nodal authority appointed by the state government that goods are meant for free distribution from COVID relief.</p> <p>The Red Cross Society is exempt from providing this certificate. Exemption to Red Cross Society is covered under Sr. no 2 of Customs Notification 148/94 dated 13 July, 1994.</p>
6	Post Import Certificate issued by State's Nodal authority as appointed by State Government	Importer	After imports, the importer shall produce, to the Deputy or Assistant Commissioner of Customs at the clearance port within a period of six months from the date of importation or within such extended period not exceeding nine months, a simple statement containing details of goods imported and distributed free of cost. This statement shall be certified by the said nodal authority of the state government.

Additional requirement:

- Basic Customs Duty (BCD) and cess on BCD is exempted for oxygen concentrators
- Ad hoc exemption from Integrated Goods and Services Tax (IGST) has been granted by Indian customs which is applicable till 31/08/21 (Customs Notification 32/2021 dtd 31.05.2021)
- State Government shall appoint a nodal authority in the state for the purpose of this exemption. As per Section 2 (103) of the Central Goods and Services Tax Act, 2017, state include a Union territory with legislature
- The nodal authority so appointed shall authorize any entity, relief agency or statutory body, for free distribution of such COVID-19 relief material
- The said goods can be imported free of cost by a state government or, any entity/relief agency/statutory body, authorized in this regard for free distribution anywhere in India
- Relaxation from IGST is extended to import shipments of COVID-19 relief material even if imported on payment basis however such material should be meant for free distribution through government or any other relief agencies on the recommendation of the State nodal officer.
- Technical write-up letter mentioning technical information of the imported item, reason for importation, end use of imported item and any other details as may be asked by Customs to be provided by consignee
- Any other documents as may be asked by Customs during the clearance, such as value evidence letter etc. to be provided by consignee
- Imports may be subjected to No Objection Certificate (NOC) from drug controller

Note:

- *Express (Courier clearance) – Weight per piece should not exceed 70 Kgs for X-Ray purpose.*
- *Cargo Clearance – No weight limit.*