

## Standard Operating Procedure (SOP) for DPD at JNPCT

### ONLINE REGISTRATION OF IMPORTER:

1. The importer who intend to avail DPD facility from JNPCT shall click below link:  
[https://focus.jnport.com:7074/FOCUS/MastersEntry/Customer\\_registration.aspx](https://focus.jnport.com:7074/FOCUS/MastersEntry/Customer_registration.aspx) .
2. **This link is also available under Quick Links on homepage of jnport.gov.in.**
3. Select 'Importer'.
4. Fill up all details correctly. Else it will be rejected.
5. Upload following documents:
  - a) Self-attested copy of PAN Card (name and designation of person signed to be mentioned)
  - b) Self-attested copy permission letter of Jawahar Customs or relevant page of PN 69/2018 or 15/2019 (name and designation of person signed/attested to be mentioned)
  - c) Self-attested copy of GST certificate (name and designation of person signed/attested to be mentioned)
  - d) Self-attested copy of IEC certificate (name and designation of person signed/attested to be mentioned)
6. IN case the above link is not working or down for some reason, the they can send following scanned documents online to mail id: [jnpctdpd@jnport.gov.in](mailto:jnpctdpd@jnport.gov.in)
  - i) Duly filled in registration form of JNPCT.
  - ii) Self-attested copy of permission letter issued by JNCH, Nhava Sheva for DPD facility.
  - iii) Self-attested copy of Pan Card.
  - iv) Self-attested copy of GST certificate.
  - v) Self-attested copy of IEC certificate
7. Upon scrutiny, the Terminal will create a DPD code against the Importer after registering the party in the Terminal Operating System (TOS).
8. The DPD code will be intimated to them through mail to enable them to inform the same to the concerned Shipping Line for indicating in the IGM as well as Import Advance List (IAL).
9. Further, the party details will also be registered in the Import e-Form 13 module and user id and pass word will be communicated to them for generating PIN for the trailers through the PIN system.
10. Both 'DPD code' and 'user id' with 'password' will be intimated to the Importer online through e-mail to the ids provided in their Registration Form.

### Charges for DPD containers:

As per Trade Notice dtd. 20.02.2020 issued by JNPT, no DPD charges are applicable at JNPCT of importer takes delivery from Terminal within 48 Hrs. However Ground rent charges are also will be collected from Importer/s at actuals. In addition to this, one Shifting charge (Rs 2023/- + GST for 20" container and Rs 3034.5/- + GST for 40' container) towards change of destination is also applicable for DPD containers nominated to CFS by Shipping line after 48 hrs.

**PD account:**

Importer need to open a PD account with Minimum balance depending on the basis of fortnight average handling of containers and the same shall be as given below, in case THC billing is carried out to shipping lines:

Slab	Volume Handled	Minimum Balance ( In Rs.)
Slab I	1 – 10 TEUs	8,000.00
Slab II	11 25 TEUs	20,000.00
Slab III	25 – 50 TEUs	40,000.00
Slab IV	51 – 100 TEUs	80,000.00
Slab V	More than 100 TEUs	100,000.00

**THC billing to Importers:**

Vide Trade Notice dtd. 20.02.2020, JNPCT has commenced THC billing directly to importers. Detailed procedure is given in the trade notice. In case THC billing is opted then minimum balances will be as under:

Slab	Volume Handled	Minimum Balance ( In Rs.)
Slab I	1 – 10 TEUs	48,000.00
Slab II	11 25 TEUs	1,20,000.00
Slab III	25 – 50 TEUs	2,40,000.00
Slab IV	51 – 100 TEUs	4,80,000.00
Slab V	More than 100 TEUs	6,00,000.00

**Charges of THC :**

Sr.No	Description	Charges	
1	Handling charges (for all cntrs)	3,938.00	
2	Reefer monitoring charges/ 4 Hrs ( for reefer ctrs)	\$ 4.9028	
3	Addl. Shifting charges (if activity performed based on request)	2,023.00	
4	Ground rent charges, if applicable	As per SOR	

	<b>Note</b> : Above charges are for 20'normal ctr. For 40'- 1.5 times and 45' it is 2 times.		
	For Hazardous ctr it is 1.25 times, ODC it is 2 times.		
	<b>Other charges</b>		
		<b>20'</b>	<b>40'</b>
1	Toll charges (for all ctrs)	267.00	534.00
2	MUC charges (for all ctrs)	155.00	155.00
3	ITRHO charges (if moved by Rail)	400.00	800.00

#### **Method of Payment:**

The DPD code allotted by Terminal itself is PD account number. All payments are to be made through PCS in advance. Importer need to register at Port Community System (PCS) under link 'stake holder registration' option on website: [www.indianpcs.gov.in/IPA\\_PCS/](http://www.indianpcs.gov.in/IPA_PCS/). For any queries mail to [pcssupport@portall.in](mailto:pcssupport@portall.in) contact PCS support on 1800 115 055.

For system/PCS related issues with JNPT, you may contact our IT section on 6781 5180 or 67815223 or mail ids: [ctcctech@jnport.com](mailto:ctcctech@jnport.com) or [pcs@jnport.gov.in](mailto:pcs@jnport.gov.in).

#### **Deactivation of account:**

In case, amount of PD account goes below minimum balance as indicated above, the Import E-Form 13 (PIN system) account will be deactivated and Importer will not be able to allocate containers or generate PINs for container for delivery. To avoid deactivation of accounts, importers shall ensure sufficient balance in PD account is always maintained and all necessary payments towards DPD charges or any other charges are to made three days in advance prior to arrival of containers.

In case account is deactivated, then you need to recoup the sufficient amount and contact JNPT Finance section for activation of the same on 6781 4043 or 6781 4099 or mail [finrevct@jnport.com](mailto:finrevct@jnport.com) or [narendravinchhi@jnport.gov.in](mailto:narendravinchhi@jnport.gov.in).

#### **RELEASE OF DPD CONTAINER:**

1. Importer need to send scanned copies of Customs Out of Charge, print out of valid e-DO generated through PCS & stamp duty payment challan online to the following mail ids to facilitate release of DPD containers :

[jnctdpd@jnport.gov.in](mailto:jnctdpd@jnport.gov.in), [planning@jnport.gov.in](mailto:planning@jnport.gov.in)

Please note that it is mandatory on the part of importer to get the e-DO through PCS from the concerned Shipping Agency.

2. On the above Basis, DPD containers of that importer will be released in the system by the Terminal.
3. Once containers are released from the system by the Terminal the importer will get the pendency in the PIN system screen.
4. For any issues related to release of containers, please contact shift officer on 6781 5201, 6781 5229.

#### **PIN SYSTEM PROCEDURE:**

1. DPD agency to log-in from <http://203.153.35.154:7072/eform13> or <http://59.185.244.74:7072/eform13> (alternate) from the internet browser (**Use only Internet Explorer**) or go to **www.jnport.gov.in – Customers - E-advise - Import E form 13**
2. DPD agency to Login with user name and password (username is given in the permission letter to be entered in small case).
3. **Change password immediately after first log-in.**
4. DPD agency will get status of pendency of containers on their account at JNPCT after release of the same in the system after receipt of documents ie out of charge, DO & Stamp duty payment challan.
5. DPD agency need to create their Transporters (as users) under him with username and password.
6. Allocate containers to different transporters in accordance with pendency.
7. Transporter need to log-in from <http://203.153.35.154:7072/eform13> or <http://59.185.244.74:7072/eform13> (alternate) from the internet browser (**Use only Internet Explorer**)
8. Transporter will get number of containers allocated to him and accordingly he need to generate that many PINs.
9. To generate PIN, Transporter need to enter details of trailers & drivers.
10. Transporter need to communicate the PIN to the truck driver.
11. Driver need to carry the PIN with him and furnish the PIN at “Check Post” along with “Container No.” (he intends to carry).
12. JNPT staff generates “pick-up ticket” based on “PIN & Container No.” and handed over to the driver.
13. Driver to enter the Terminal with “Pick up ticket” and go to the respective yard get the container loaded.

14. Upon arrival of trailers, DPD containers are loaded using RTGC/Reach Stacker as the case may be.
15. The trailer with DPD container will proceed to gate to move out after generation of EIR/Gate pass, verification & endorsement of OOC by Customs and CISF verification.
16. In case of any problem, cancellation of pickup & PIN shall be carried out at the Gate by Gate Officer (Terminal gate officer)
17. For any system related issues related to PIN system, please contact MS section (Mr Venkat), on 6781 5180, 6781 5187 or mail to [pcs@jnport.gov.in](mailto:pcs@jnport.gov.in).
18. For cancellation of PIN, please contact Shift Supdt (Planning) on 6781 5019 or Gate Officer on 6781 5074 or mail to [planning@jnport.gov.in](mailto:planning@jnport.gov.in).

### **REGISTRATION OF TRAILERS AND DRIVERS IN AGS:**

Importer need to **register their tractor trailers & drivers** and also advise **their transporter to register their tractor trailers** through PIN system Portal (Import E-form 13 portal) with the help of link [Registration](#) given in the portal. Only registered trailers/drivers on this portal only will be allowed in side terminal for taking delivery of DPD containers from JNPCT. **Procedure for Truck/driver registration is given at sr. no. 18 of 'direct port delivery' on our website [www.inport.gov.in](http://www.inport.gov.in).**

### **TIME FOR DELIVERY OF DPD CONTAINERS:**

As per Custom notification no 161/2016, DPD container has to be picked up by the Agency within 48 hours of its landing. Otherwise, the same may be shifted to any of the CFS as nominated by concerned Shipping Agency in Import Advance List (IAL). Once pickup is generated, the DPD container will be allowed to take delivery even after 48 hrs as per PN 08/2017.

\*\*\*\*\*