F. No. S/22-Gen-402/2017-18/AM (I)/JNCH   Dated   02.08.2018

PUBLIC NOTICE NO. 116/2018

Subject: -   Procedure to be followed for obtaining unique DPD code to DPD importers -Reg.

Attention of the Importers, Exporters, General Trade, Customs Brokers, Port Terminal Operator, Shipping Lines / Shipping Agents, CFSs coming under the jurisdiction of Jawaharlal Nehru Customs House (JNCH), Nhava Sheva and all other stakeholders is invited to the Public Notice No. 127/2016 JNCH dated 16.09.2016, Public Notice No. 05/2017 dated 12.01.2017 and Public Notice No. 53/2018 JNCH dated 30.03.2018 regarding the procedure for registration of DPD clients at Terminals.

2.   Vide Public Notice No. 53/2018 JNCH dated 30.03.2018 (directions were issued to port terminals in terms of Clause (n) of Regulation 5(1) and Sub Regulation (2) of Regulation 7 of Handling of Cargo in Customs Areas Regulations, 2009) provided that:

   i.   DPD Importers are required to get themselves registered at JNPCT only. After obtaining DPD permission letter from JNCH Customs, Importers are required to submit specified documents as per prevalent practice for registration at JNPCT. JNPCT will allot unique code to these DPD Importers. **Other terminals (NSICT/NSIGT/GTI/BMCT) will use the same DPD Code (allotted by JNPCT) for the purpose of extending DPD facility to Importer** including opening PD account etc.

   ii. Whenever such DPD code is allotted by JNPCT, intimation of the same should be sent to other terminals (NSICT/NSIGT/GTI/BMCT). Thereafter, importer should approach other terminals to comply with other requirements like opening of PD Account etc with the same DPD code (as allotted by JNPCT).

   iii. GTI/NSICT/NSIGT/BMCT will share existing DPD codes allotted by them to DPD clients with JNPCT. While allotting unique DPD codes to new DPD clients, to avoid duplicity, JNPCT have to ensure that these new DPD codes are not the same as already allotted by other Terminal Operators to any DPD Importer.

   iv. JNPCT have to share DPD codes already allotted to DPD clients with other Terminal Operators. In order to achieve single DPD code at all Terminals, GTI, NSICT, NSIGT and BMCT have to replace their existing DPD codes to the DPD codes provided by JNPCT within 45 days of issuance of this Public Notice.

3.   Issue was also discussed during the meeting with CSLA, MANSA, Port Terminals conducted on 5th July 2018 and it was informed that there are several instances where DPD importer are only registered with JNPCT Terminal but did not approach other terminals (GTI, NSICT/ NSIGT or BMICT) to obtain registration and comply with other requirements like opening of PD Account etc with the same DPD code (as allotted by JNPCT). There are situations where DPD deliveries are adversely affected especially when calling terminal of vessel is changed.

4. In view of the above, it has been decided that all DPD importers, who are registered with either JNPCT or any other Terminal but not registered with all the Terminals should obtain registration with other Terminals and comply with other requirements like opening of PD Account etc. In this regard, it is also being informed again that compliance of such requirements is simple and can be done online. Necessary links are provided in the Annexure A.

5. In case of any difficulty, the issue may be brought to the notice of Additional Commissioner in charge of 'DPD Cell', NS-III (email address: dpd.amijnch@gmail.com.)

Sd/-
(SUBHASH AGRAWAL)
Commissioner of Customs (NS-III)

Copy to: -

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH.
2. The Commissioner of Customs, NS-G/ NS-I/ NS-II / NS-IV / NS-V, JNCH.
3. All Additional / Joint Commissioners of Customs, JNCH.
4. All Deputy / Assistant Commissioner of Customs, JNCH.
5. All Sections / Groups of NS-G, NS-I, NS-II / NS-III/ NS-IV / NS-V, JNCH.
6. Terminal Operator (JNPCT, GTI, NSICT, NSIGT, BMCT),
7. Representative of BCBA / FIEO for information and circulation among their members.
8. AC/DC, EDI for uploading on JNCH website immediately

REGISTRATION WITH JNPCT:

1. Please use link available on JNPT website. (http://jnport.gov.in/Direct_port.aspx) which also contains various other information in relation to DPD.

    1. Form for registration of DPD Agency with JNPCT
    2. Direct Port Delivery Registration Procedure
    3. Direct Port Delivery at JNPCT
    4. **Information about Nodal Officers' for DPD**
    5. Public Notices Issued by JNPT in respect of Direct Port Delivery (DPD)
    6. Public Notices Issued by Customs in respect of Direct Port Delivery (DPD)
    7. Standard Operating Procedure (SOP) for DPD for JNPCT
    8. **Trade Notice on Charges for DPD containers at JNPCT.**
    9. **Corrigendum to Trade Notice dtd. 12.9.17 on DPD**
    10. Help Line Numbers of JNPCT for DPD issues
    11. **Procedure to Open PD Account**
    12. **DPD Parties registered at JNPCT**
    13. **PIN System Procedure**

Procedure to Open PD account

1. DPD code provided to you by JNPT is itself PD account number.
2. You need to transfer the money to that account through Port Connectivity System (PCS)
3. For that you have to be registered with PCS and get User id and password.
 4. First send mail to support.ipcs@nic.in along with PAN number requesting them for User Id and Password. Mail should be sent from the registered mail id. PCS will check whether your party is already registered with them or not. IN case of any problem contact them on 9910716769 or 1800 115 055
5. If your party is already registered with PCS, then PCS team will send you User id and password through mail.
6. In case you are newly registered party, you need to register yourself online though 'Stake Holder Registration' Option on www.indianpcs.gov.in by uploading requisite documents online. After registration is complete, PCS will send you the user id and password.
7. Once User id and password received by you, you need to transfer money through PCS by login into PCS website. Check 'PCS payment User guide' provided in www.jnport.gov.in under link direct port delivery (http://jnport.gov.in/Direct_port.aspx) at sr. no.
8 and follow the steps for transfer of money. 8. After transfer the money check with our Finance section for confirmation on vidyasagarerugu@jnport.gov.in or finrevct@jnport.com or contact them 6781 4548 or 6781 4099 or 6781 4097. 9. For system/PCS related issues with JNPT, you may contact our IT section on 6781 5180 or 6781 5223or ctcctech@jnport.com or pcs@jnport.gov.in.
10. 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 4107 or 6781 4548 or 6781 4097 or mail finrevct@jnport.com or vidyasagarerugu@jnport.gov.in .

REGISTRATION WITH GTI:

http://eform13.apmtmumbai.com/CustomerRegistration/

REGISTRATION PROCEDURE:
1. **Online Registration Process:**
    i.   APM Terminals Mumbai has provision for online registration of DPD Customer.

    ii.   DPD Customer logs into APMT Mumbai's website www.apmtmumbai.com & Click on "**Customer**"→"**Customer Registration Form**" option for online registration.

    The guidelines for online Customer registration are mentioned in **Customer→Directions-Customer Registration.**

2. **Alternate Registration Process:**

     i. APM Terminals Mumbai receive a written request over email Mumbaistatistics@apmterminals.com from a "Customs approved DPD Importer" for registration as a DPD Customer at the Terminal.

     ii. The Terminal will share its Customer registration form with details of supporting documents required and it's bank details for future financial transactions.

3. The supporting documents require for registration are as under:

     i) A request letter mentioning the Sr. No. in the list of Public Notice No.161/2016 JNCH dated 28.11.2016 or Public Notice No.180/2016 JNCH dated 19.12.2016 or self-attested copy of permission letter issued by JNCH, Nhava Sheva for DPD facility.

     ii) Self-attested copies of PAN card.

     iii) Certificate of Incorporation or Partnership deed or IT Returns of last two years

     iv) Letter of authorization of Custom Broker for carrying out clearance of containers.

     v) List of authorized signatories of the company on their letter head.

4. Within 48 hours of receipt of the details and the documents, the Terminal registers the Customer in its IT systems and creates a unique code for the same.

5. This code is communicated to the DPD Customer to the email address as indicated in the application of DPD Client along with the login ID and Password for Web-Access (Customer interface system).

6. The Terminal's Finance Team shares APMT Mumbai's Bank Account Details with the Registered DPD Customers to maintain positive PDA Balance. In the event that the Customers do not maintain positive PDA, containers will be released only upon payment of applicable charges.

7. The Terminal's Operations team shares the code generated for the specific Customer with the Shipping lines also.

REGISTRATION WITH NSICT / NSIGT:

1. DP World Terminals Mumbai (NSICT / NSIGT) receives a written request over email (crm.nsict@dpworld.com) from a "Customs approved DPD Importer" for registration as a DPD Customer at the Terminal.

2. The Terminal will share its Customer registration form with details of supporting documents required and it's bank details for future financial transactions. The supporting documents required for registration are as under:

     a. A request letter mentioning the Sr. No. in the list of Public Notice No.161/2016 JNCH dated 28.11.2016 or Public Notice No.180/2016 JNCH dated 19.12.2016 or self-attested copy of permission letter issued by JNCH, Nhava Sheva for DPD facility.

     b. Self-attested copies of PAN card.

     c. Letter of authorization of Custom Broker for carrying out clearance of containers.

     d. List of authorized signatories of the company on their letter head.

OR

1. Submitting all the documents and filled up form at DP WORLD gate for physical approval.

2. Registration mail with DPD Code and all the further process will be received on the registered email id after approval

REGISTRATION WITH BMICT:

1. Fill application form
2. Supporting documents required
3. Mailing the application form & supporting documents to the email id - registration@bmctpl.com
4. Registration mail with DPD Code and all the further process will be received on the registered email id after approval