

**OFFICE OF THE COMMISSIONER OF CUSTOM (EXPORT)**

**JAWAHARLAL NEHUR CUSTOM HOUSE,  
SHEVA, TALUKA-URAN, DISTRICT-RAIGAD,  
MAHARASHTRA-400 707.**

F. No. S/43-59/2007 CHS

Date: 27/02/08.

FACILITY NOTICE NO. 22 /2008.  
(Referred / amended vide P.N.No. [38/2013](#))

**SUB : ISSUE OF TEMPORARY PASSES TO THE REPRESENTATIVE OF  
THE SHIPPING LINE/AGENT.**

In Supercession of the earlier Facility Notice No. 15/07 dated 17.04.2007 the following procedure is to be followed in respect of issue of temporary passes for the duration of six months to four representatives from each Shipping line/agent, for transacting business within the Jawaharlal Nehru Custom House Building. Such representatives of shipping line/Agent will always display the temporary pass issued to them whenever they visit the Custom House.

All Shipping line/Agent are directed to follow the procedure, as laid down below, for procuring the temporary passes:

1. The Shipping line/agent shall apply to Deputy Commissioner (Preventive General for issuing temporary entry pass to their employee in the Proforma

appended and also submit a photocopy of Identity card, issued to the said employee by said shipping line/agent.

2. The Shipping line/Agent shall submit 3 copies of photograph of the said four employees.
3. The application form should be countersigned by either the Secretary or the President of MANSA.
4. The Shipping line/Agent may apply for its renewal fifteen days before the expiry of the temporary pass along with a copy of the pass previously issued.
5. In case of expulsion of the employee from service of Shipping line/Agent, it will be the duty of MANSA to inform the department and the temporary pass may be surrendered to Customs.
6. CHS section will issue the temporary pass to the employee.

The above said practice shall be strictly followed.

Sd/-27.02.08

( **K.L. GOYAL** )

**COMMISSIONER OF CUSTOMS**

(EXPORT)

Encl : Annexure-I

**ANNEXURE - I**

**APPLICATION FOR THE ENTRY PASS TO JAWAHARLAL NEHRU  
CUSTOM HOUSE BUILDING PREMISES**

**NHAVA SHEVA**

**To**

**The Deputy Commissioner,**

**Preventive (General)**

**Jawaharlal Nehru Custom House,**

**Nhava Sheva.**

Photograph



I/we, proprietors/partners of \_\_\_\_\_ shipping line  
having our registered office at \_\_\_\_\_

\_\_\_\_\_ request you to issue an Entry  
Pass for Jawaharlal Nehru Custom House Building for a period of Six months to our employee  
Mr./Ms. \_\_\_\_\_

\_\_\_\_\_ .

I/we hereby declare that the following details about Mr./Ms  
\_\_\_\_\_ furnished by us are true and correct.

I/we further declare that we have authorised him/her to transact business in JNCH on our behalf and we shall be held responsible for any act or omission on the part of Mr./Ms.\_\_\_\_\_.

1. Name of the employee.
2. Age and Educational Qualification.
3. Permanent Address.
4. Present Address.
5. Two identification marks.
6. Specimen signatures (Two).
7. Name of the section to be visited.

I/we also declare that we have employed the said person after conducting proper police verification. I/we undertake to surrender the Entry Pass of the said employee as soon as he/she ceases to be in my/our employment.

Proprietor' Signature/Seal