

**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-III),
MUMBAI CUSTOMS ZONE-II
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL: URAN, DIST: RAIGAD, PIN - 400 707.**

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

Date: 29.08.2018

PUBLIC NOTICE NO. 128/2018

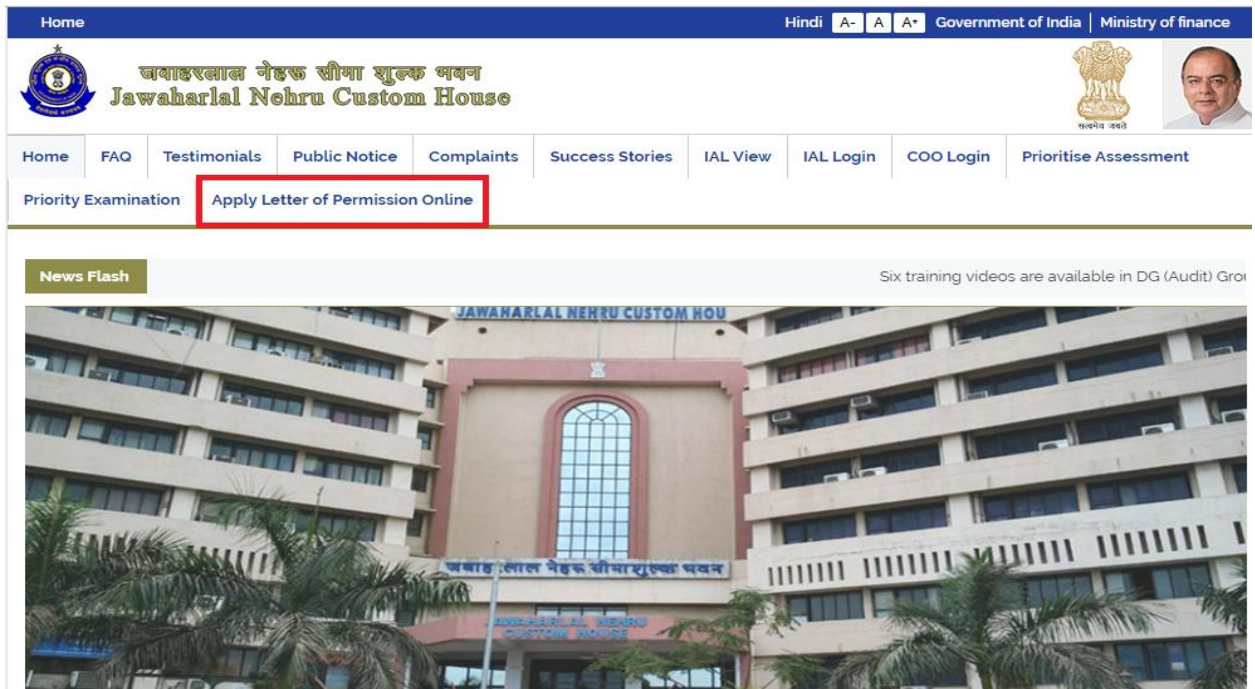
Subject: - Introduction of module for online application for DPD permission – reg

Attention of the Importers, Exporters, General Trade, Custom Brokers, Port Terminal Operators, Shipping Lines / Shipping Agents, CFSs coming under the jurisdiction of JNCH and all other stakeholders is invited to various Public Notices issued from time in relation to introduction and implementation of DPD facility at JNCH.

2. It is for information of all concerned that Mumbai Customs, Zone-II, as further trade facilitation measure, has introduced "Online DPD Permission Module" and dispensed with the need to provide hard copy of application and documents for DPD permission such as Annexure A, PAN etc. in physical form. This module has been created to enable traders / importers willing to avail DPD facility to apply online on DPD JNCH website (www.dpdjnch.com). Importers can apply for DPD by filling relevant details online and uploading the necessary documents. Details are as under:

3. Importers or their authorised Customs Brokers are required to visit **DPD JNCH website** (www.dpdjnch.com) and follow the steps mentioned below:-

(a) To click on **Apply Letter of Permission online** tab highlighted on the screenshot below or visit <http://dpdjnch.com/apply-letter-of-permission-online.aspx> url.



The screenshot shows the website interface for the Jawaharlal Nehru Custom House. At the top, there is a navigation bar with 'Home', 'FAQ', 'Testimonials', 'Public Notice', 'Complaints', 'Success Stories', 'IAL View', 'IAL Login', 'COO Login', and 'Prioritise Assessment'. Below this, there is a 'Priority Examination' section with a red box highlighting the 'Apply Letter of Permission Online' link. The main content area features a 'News Flash' section with a photograph of the Jawaharlal Nehru Custom House building. The building is a large, multi-story structure with a prominent arched entrance and a sign that reads 'JAWAHARLAL NEHRU CUSTOM HOUSE'.

(b) On Apply Letter of Permission (LOP) Online screen, to fill in the relevant details such IEC, Name of the importer, Importer's address, E-mail ID, Contact No., Importer's representative and/or Authorised Customs Broker's details etc. They can also provide preferred CFS name for cases wherein the container is not RMS facilitated. If importer is an AEO client, AEO number must be provided. The sample of required details is presented below:-

Apply Letter of Permission (LOP) Online

IEC Number:	<input type="text"/>	Name of the Importer:	ABCDE
E-Mail ID:	abcde@xyz.com	Office Address of the Importer:	12, abc, mumbai
Name of Importer Representative:	abcdkl	Mobile Number:	1234569870
Name of the preferred CFS, if stacking code DPD-CFS:	abc	AEO Number	if applicable

Authorized CHA Details

CHA Full Name:	abcd efgh
Mobile Number:	1203547896
Email ID:	abc@xyz.com

[Add More](#) [Remove](#)

Supporting Documents (Max File Size to be mentioned for uploading with specified formats pdf & jpeg only.)

DPD Request Letter:	Choose File	No file chosen
PAN Card:	Choose File	No file chosen
Authorisation Letter:	Choose File	No file chosen
GST Registration Copy:	Choose File	No file chosen
IEC Copy:	Choose File	No file chosen
Other Document:	Choose File	No file chosen

I here by submit that I will follow all the procedures and instructions issued by Mumbai Customs with respect to Direct port delivery facility.

[Submit](#) [Close](#)

(c) Thereafter, to upload supporting documents such as DPD Request Letter, PAN, etc. by clicking on **Choose File** button as shown below. The uploaded documents must be in **jpeg/jpg or pdf** format. Each uploaded document must **not be greater than 4 MB** in size. They must ensure that documents uploaded are not in a format other than specified or be greater than the file size specified as above.

Apply Letter of Permission (LOP) Online

IEC Number:	<input type="text"/>	Name of the Importer:	ABCDE
E-Mail ID:	abcde@xyz.com	Office Address of the Importer:	12, abc, mumbai
Name of Importer Representative:	abcdkl	Mobile Number:	1234569870
Name of the preferred CFS, if stacking code DPD-CFS:	abc	AEO Number	if applicable

Authorized CHA Details

CHA Full Name:	abcd efgh
Mobile Number:	1203547896
Email ID:	abc@xyz.com

[Add More](#) [Remove](#)

Supporting Documents (Max File Size to be mentioned for uploading with specified formats pdf & jpeg only.)

DPD Request Letter:	Choose File	No file chosen
PAN Card:	Choose File	No file chosen
Authorisation Letter:	Choose File	No file chosen
GST Registration Copy:	Choose File	No file chosen
IEC Copy:	Choose File	No file chosen
Other Document:	Choose File	No file chosen

I here by submit that I will follow all the procedures and instructions issued by Mumbai Customs with respect to Direct port delivery facility.

[Submit](#) [Close](#)

(d) After completion of steps above, click on **Submit** button as shown below.

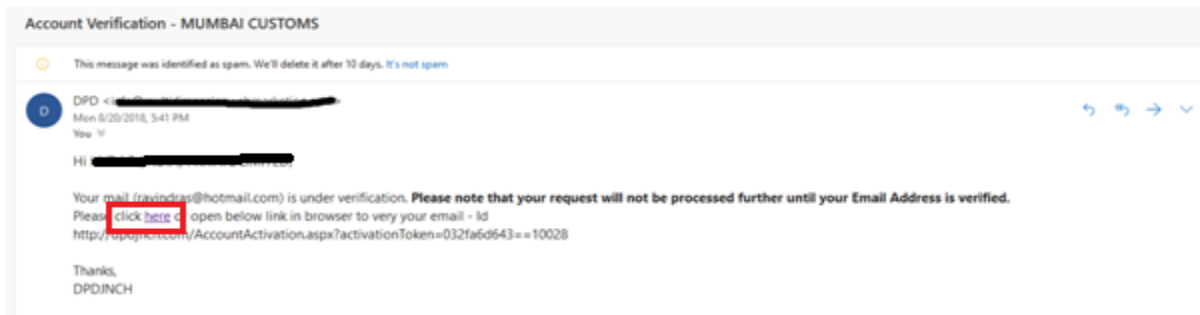
Supporting Documents (Max File Size to be mentioned for uploading with specified formats pdf & jpeg only.)

DPD Request Letter:	Choose File	No file chosen
PAN Card:	Choose File	No file chosen
Authorisation Letter:	Choose File	No file chosen
GST Registration Copy:	Choose File	No file chosen
IEC Copy:	Choose File	No file chosen
Other Document:	Choose File	No file chosen

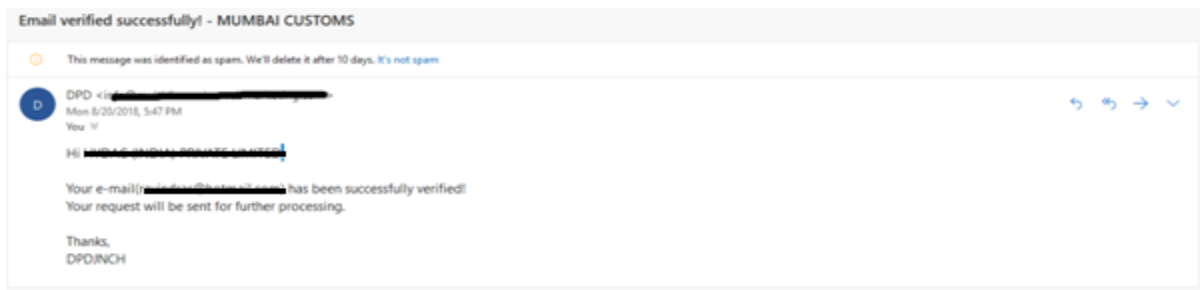
I here by submit that I will follow all the procedures and instructions issued by Mumbai Customs with respect to Direct port delivery facility.

[Submit](#) [Close](#)

(e) An email will be generated to the applicant in the format as shown below. The applicant is required to click on **click here** hypertext as shown below to confirm filing of online application.



(f) On successful verification, a mail will be generated to the applicant as shown below.



(g) Thereafter, application with submitted information and documents will be available for processing to the DPD Cell, JNCH. In case of query, if any, a mail shall be generated for required documents like IEC copy, PAN, etc. On submission of all required documents the application shall be approved online and shall be intimated through system generated email along with DPD permission letter as attachment. Similarly, rejection shall also be intimated through system generated email.

4. The importers are strongly encouraged to avail the above trade facilitation measure, as it will significantly reduce the need for submission of hard copies of documents physically and would reduce release time and costs involved.

5. In case of any difficulty, the specific 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 Commissioners of Customs, JNCH.
5. All Sections/Groups of NS-G, NS-I, NS-II, NS-III, NS-IV, NS-V, JNCH.
6. Representative of BCBA/FIEO for information and circulation among their members for information.
7. AC/DC, EDI for uploading on JNCH website.