

## **STANDARD OPERATING PROCEDURE (SOP) at JNPCT**

### **A. Registration:**

1. The importer who intend to avail DPD facility shall submit duly filled registration for along with following documents to JNPCT to get themselves registered as per Customs Public Notice no. 05/2017:
  - 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.
2. Upon scrutiny, Terminal will generate a DPD code against the importer to enable them to inform the same to the concerned shipping line to indicate the same in the IGM as well as Import Advance List (IAL).
3. Further, user id will also be allotted for generating PIN for the trailers through the PIN system.
4. Both 'DPD code' and 'user id' will be intimated to the importer through e-mail to the ids provided in their registration form.

### **B. PD Account and payment:**

5. Presently no PD account to be opened by the concerned importer at JNPCT.
6. All applicable charges shall be levied to the concerned shipping agencies like ITRHO charges. The importer have to pay the same to the shipping agency at the time of collecting DO.

### **C. Release of DPD container:**

7. After landing of DPD containers in JNPCT yard, the importer shall obtain 'Out of Charge' from Customs, DO from the concerned Shipping Agency and make payment of stamp duty to the statutory authorities for taking delivery of import container.

8. These 3 documents are to be submitted at POC office, Container terminal located nearby to Customs Boarding office.
9. Basis above, DPD containers of that importer will be released in the system by the Terminal.
10. Once containers are released from the system by the Terminal the importer will get the pendency in the PIN system screen

#### **D. PIN System Procedure:**

1. Import to log-in from [http://61.12.23.45/eform13\\_import](http://61.12.23.45/eform13_import) or [http://27.251.201.17/eform13\\_import](http://27.251.201.17/eform13_import) alternate from the internet browser (**Use only Internet Explorer**)
  2. Import to Login with user name and password (username is given in the permission letter to be entered in small case and initial password will be 1234) .
  3. **Change password immediately after first log-in.**
  4. Import 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. Importer 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://61.12.23.45/eform13\\_import](http://61.12.23.45/eform13_import) or [http://27.251.201.17/eform13\\_import](http://27.251.201.17/eform13_import) alternate from the internet browser with his user name pass word given by DPD agency (**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 number he wish to carry.
  12. JNPT staff generates pick-up ticket based on PIN & container number 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.
11. Upon arrival of trailers, DPD containers are loaded using RTGC/Reach Stacker as the case may be.
  12. The trailer with DPD container will proceed to gate to move out after generation of EIR/Gate pass, endorsement of Customs and CISF verification.

13. In case of any problem, cancellation of pickup & PIN shall be carried out at the Gate by Gate Officer
14. For any system related issues, you may contact Shri RD Rao, Asst. Manager (MS) on 27245186, 67815186 or Mr Venkat, on 27245187, 67815187.
15. For cancellation of PIN contact Shift Supdt (Planning ) on 27245019 or Gate Officer on 27245074.

**E. Time for delivery of DPD containers:**

16. 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 shall be nominated to JNP-CFS presently operated by Speedy Multi-modes Ltd after 48 hours.