

**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (I)**  
**JAWAHARLAL NEHRU CUSTOM HOUSE,**  
**SHEVA, DIST. RAIGAD, MAHARASHTRA**

F.No. S/12-Gen-115/2005 AM(X)

Date: 31.07.06

**FACILITY NOTICE NO. 47/2006**  
**(Referred / amended vide P.N.No. [64/2006](#))**

**Sub: Filing of EGM**

Attention of Exporters/CHAs/Shipping Agents and all other concerned is invited to the Public Notice No 5/2004 dated 5.2.2004 and Standing order No 52/2004 dated 31.12.2004 and [28/2006](#) dated 21.7.2006 regarding EGM amendments. As per the laid down procedures, before any amendment in EGM the manual EGM filed in MCD has to be verified. The trade has been representing that verification from MCD takes time and it causes delays in the generation of EP copies. Further, there also take place delays on the part of shipping lines in filing EGM. With a view to further streamline the procedure of filing EGM electronically and in MCD and reconciliation of electronically filed EGM with the EGM filed in MCD, the following procedure is prescribed:

1. An EGM Coordination Unit has been set up at CWC, CFS, Dronagiri which will act as an extension of MCD as far as receipt and reconciliation of the EGMs are concerned. The hard copy of the EGM shall be filed by the shipping lines at CWC, CFS, Dronagiri at EGM Coordination Unit and shall be temporarily retained at Dronagiri to obviate referring for verification of EGM to MCD. The hard copy of the EGM along with exporters copy of shipping bills shall be transferred to MCD for storage after 45 days.
2. The Hard copy of the EGM should be verified with the electronically filed EGM (checklist EGM available with CMC) and if any discrepancy is noticed explanation of the shipping lines should be immediately called for and further necessary action taken to get it rectified wherever called for.
3. Further, sailing date of vessels should be obtained from the Boarding Officer to monitor timely filing of EGM (both electronically and hard copy) and in case of delay in filing the EGM action should be initiated against the shipping lines.
4. List of vessels for which EGM has been filed electronically on a particular day shall be displayed on the notice board for information of the Shipping Lines/CHAs/Exporters. The Shipping Lines/CHAs/Exporters should approach DC Dronagiri for correction of any errors in the EGM within 15 days to avoid referring of the matter of EGM verification from hard copy to MCD, as EGMs shall stand transferred to MCD for storage after 45 days.
5. DC Dronagiri, in-charge of EGM Coordination Unit, will monitor the filing of EGM and reconciliation of the electronic and hard copy of EGM. It will be the responsibility of the officers posted to EGM Coordination Unit to monitor the timely filing of the EGM, reconciliation of the electronic EGM with the hard copy of the EGM and verification required for any EGM amendment.
6. The procedure required to be followed by the shipping line to file EGM as prescribed in the Facility notice No. 56/2005 dated 31.10.2005 should be followed strictly.
7. This facility will come into effect from 01.08.2006 and with effect from 01.08.2006 the hard copy of the EGM along with exporters copies of shipping bills shall be filed by shipping lines at EGM Coordination Unit at CWC, CFS, Dronagiri.

The contents of this notice may be brought to the notice of all the members of your Association/ Organization. Difficulties, if any, in the implementation should be brought to the notice of the undersigned immediately.

Sd/31.7.2006

**(H.O. TEWARI)**

**COMMISSIONER OF CUSTOMS (EXPORT),**

**JAWAHARLAL NEHRU CUSTOM HOUSE.**

Copy to: Chief Commissioner of Customs, Mumbai Zone-II