



**OFFICE OF THE COMMISSIONER OF CUSTOMS (NHAVA SHEVA-I)**  
**JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,**  
**URAN, RAIGAD, MAHARASHTRA – 400 707 FAX: 022-**  
**27243245 e-mail: edi@jawaharcustoms.gov.in**

F. No. EDI/ Misc.-154/2017 /JNCH

Date:29.07.2020

**Public Notice No.93/2020**

**SUB: Instructions for uploading documents in E-Sanchit for approval of AD Code/IFSC with Bank Account in ICES – reg.**

Attention of all stakeholders is invited to the Public Notice No. 79/2020 dated 08.07.2020. The Directorate General of Systems, CBIC has now enabled a functionality within ICEGATE login which allows the exporters to make an online request for registration/modification of their AD Code / Bank Account(s) and also electronically submit the required documents through E-Sanchit.

2. The following legible scanned documents are **required to be uploaded in E-Sanchit**

2.1 **Fresh registration of AD Code with Bank Account** for the purpose of foreign remittance and IFSC with Bank Account for the purpose of IGST refund /Drawback

- (i) Bank authorisation letter in format attached as **Annexure-A**
- (ii) Copy of IEC
- (iii) Copy of GST registration Certificate
- (iv) Copy of PAN Card of the Company/Partnership Entity
- (v) Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account
- (vi) Copy of cancelled cheque

2.2 Modify/Change in registered IFSC with Bank Account for the purpose of IGST refund/Drawback.

- (i) The documents as enlisted at 2.1 (i) to (vi).
- (ii) NOC from bank, whose bank account registered in ICES, which is required to be changed.

2.3 The exporters are advised to request the respective Bank to send the abovementioned Bank Authorisation Letter and/or NOC from their branch E-mail ID directly to the E-mail ID-**edi@jawaharcustoms.gov.in**, EDI, Section, NS-I JNCH, Nhava-Sheva.

3. In case of non-receipt of Bank Authorisation Letter from the Bank E-mail ID as advised in para 2.3 above, the genuineness of Bank authorisation letter and/or NOC will be cross-checked with the Bank through email by this office after receipt of application through ICEGATE.

4. After verification of the genuineness of the request, the EDI Section shall process the same in the system on the same day.

5. Public Notice No. 103/2018 dated 27.06.2018 is hereby rescinded.

6. Difficulty, if any, in implementation of these instructions should be brought to the notice of the Additional Commissioner (EDI) or Deputy Commissioner (EDI), JNCH immediately.

Sd/-  
(Sunil Kumar Mall)  
Commissioner of Customs, NS- I

**Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Commissioner of Customs, NS-G/ NS-II / NS-III/ NS-IV / NS-V, JNCH.
3. All the Additional/Joint Commissioner of Customs, JNCH, Nhava Sheva.
4. All the Deputy/Assistant Commissioner of Customs, JNCH, Nhava Sheva.
5. Notice Board, JNCH.
6. DC/EDI for Uploading on the JNCH Website.
7. BCBA / FIEO / AIIEO / Other Associations.
8. Office copy.

**ANNEXURE-A**  
**BANK AUTHORISATION LETTER**

**REFERENCE TO Public Notice No 93/2020 dated 29.07.2020**  
**read with PUBLIC NOTICE 79/2020- DATED-08.07.2020, JNCH,**  
**NHAVA-SHEVA, RAIGAD (MAHARASTRA)**

It is certified that M/s.....  
Address of account holder.....  
.....is holding CURRENT/CREDIT  
ACCOUNT SINCE.....with our Branch. It is also certified that above  
mentioned name, address and Director/Partner/Proprietor details are matching with  
IEC.....The information of IEC Holder, Bank  
Account Details are as under:-

1. BANK ACCOUNT NUMBER:
2. AD CODE:
3. IFSC :
4. NAME OF AUTHORISED SIGNATORY (DIRECTOR/PARTNER/PROPIORTOR)  
IN BANK ACCOUNT:
5. EMAIL ID OF ACCOUNT HOLDER:
6. CONTACT NUMBER OF ACCOUNT HOLDER:
7. NAME OF BANK:
8. NAME OF BRANCH:
9. ADDRESS OF BRANCH:
10. EMAIL ID OF BRANCH:
11. CONTACT NUMBER OF BRANCH:
12. NAME & CODE OF ISSUING AUTHORITY:

Signature of issuing authority  
Bank stamp

Email the Bank Authorisation Letter from bank branch mail id to  
edi@jawaharcustoms.gov.in for registration said AD Code/IFSC with Bank account with  
Customs for remittance /drawback/IGST refund.

