



**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL),
MUMBAI CUSTOMS ZONE-II
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA- SHEVA, TAL-URAN,
DIST.-RAIGAD, MAHARASHTRA- 400707**

F. No. S/6-MISC-05/2024-25 PCS/JNCH

Date-03.12.2024

DIN- 20241254YB000088558D

Public Notice: 104/2024

Subject: Procedure to issue EDI Port Clearance/Advance Port Clearance – reg.

Attention of all the **Shipping Lines/Steamer Agents**, Members of trade, authorized representatives and all other stakeholders is invited to the CBIC's Circular No.02/2015-Customs dated 15.01.2015, JNCH's PN No.48/2016 dated 07.03.2016 and No.67/2020 dated 13.05.2020 on the subject matter of "procedure to issue EDI Port Clearance/Advance Port Clearance - reg."

2. The Port Clearance is granted in terms of **Section 42** of the Customs Act, 1962 which inter-alia states that no conveyance to leave without written order of proper officer. In order to obtain the Port Clearance Certificate, the following documents are required to be produced along with application as envisaged in Customs Act, 1962, Customs Preventive Manual and other Allied Acts as amended from time to time: -

- i. Light House Certificate
- ii. NOC from Immigration Department
- iii. Port Health Certificate
- iv. Income Tax Certificate
- v. Load Line Certificate
- vi. Ship Safety Radio Certificate
- vii. Ship Safety Equipment Certificate
- viii. Ship Registry Certificate
- ix. Port Dues Certificate

3. The JNCH vide Public Notice No.48/2016 dated 07.03.2016 and No.67/2020 dated 13.05.2020, provided that **Shipping Lines/Steamer Agents** may avail the facility of submitting **one-time continuity bond** for obtaining Advance Port Clearance to the Deputy/Assistant Commissioner of Customs, Preventive General, as per the format annexed (**Annexure-I**). The continuity bond shall be executed on Stamp Paper of **Rs. 500/-** being stamp duty. The continuity bond shall be submitted to the Port Clearance Section of JNCH **manually, and thereafter the photo copy can be submitted.** This

Bond/Guarantee letter will be submitted by Shipping Lines/Steamer Agents for the Advance Port Clearance which will be granted to vessels calling to JNPA Port on the condition of submission of following documents within **seven days** from the sailing of the vessel: -

- i. Inward Clearance Certificate of the Vessel
- ii. Outward Clearance Certificate of the Vessel
- iii. Immigration NOC for the Vessel
- iv. PHO Certificate of the Vessel
- v. Ship Registry Certificate

4 . The Advance Port Clearance shall be issued by Port Clearance Section with **due approval of AC/DC, Preventive General**. Before granting of sailing permission, Advance Port Clearance along with following documents should be checked by Boarding/Preventive Officer, JNCH:-

- i. Inward Clearance Certificate of the Vessel
- ii. Outward Clearance Certificate of the Vessel
- iii. Immigration NOC for the Vessel
- iv. PHO Certificate of the Vessel
- v. Load Line Certificate
- vi. Ship Safety Radio Certificate
- vii. Ship Safety Equipment Certificate

The Certificate/Documents **not submitted** at the time of advance Port Clearance are to be submitted **within seven days** from the sailing of the vessel by the Shipping Line/Steamer Agents for closure of Port Clearance Application.

5. The Shipping Lines/Steamer Agents are required to undertake that the vessel will be **neither carrying any dangerous drugs nor any consignments of Arms and Ammunition, fissionable material like Uranium, Plutonium, thorium etc. in the same bottom.**

6. Advance Port Clearance once issued shall be valid for **03 days** and same can be extended **03 times for three days each** and the application for extension has to be submitted.

7. The Shipping Lines/Steamer Agents should also bind themselves (Undertaking as **Annexure-A**) in the event of any failure on their part to submit the above said documents within seven days from the sailing of the vessel, **suitable action shall be initiated against them as per provisions under Customs Act, 1962.**

8. The extant provisions of **manual issuance of Port Clearance Certificate**, as a trade facilitation measure & ease of doing business, **will now be processed through online mode**. All the applications for Port Clearance Certificates along with the required documents as enumerated in above paras must be submitted through **new on-line platform (URL link is <https://jnch.e-pcc.in>)**. The application for Port Clearance must be submitted well before the expected time of departure (ETD) of vessel for smooth functioning. The Shipping Lines/Steamer Agents shall ensure that all the requisite fields are correctly

filled and the uploaded documents are legible to avoid any delays. ***The Port Clearance Certificates would be issued in office hours only.***

9. The Shipping Lines/Steamer Agents listed in **Annexure-II** are already **on-board on the new online portal**. The User ID and Password to access the on-line platform will be communicated to the Shipping Lines/Steamers Agent on their registered **email IDs** available with the department. The Shipping Lines/Steamers Agents that are **not listed in the Annexure-II** are required to submit **(1100 hrs to 1200 hrs)** their request **manually to the Port Clearance Section, JNCH, Nhava Sheva, on any working days** for enabling them to be on-board the on-line portal. Thereafter, the User ID and Password to access on-line platform to eligible applicants will be communicated through their registered email IDs **within same day by 1700 hrs**.

10. **The User Manual for applying on-line Port Clearance Certificate Application including editing/amendment/extension/closure is attached as "Annexure -B".**

11. On receipt of the application for Port Clearance Certificate through **on-line portal**, the officer at **Level 1 (Administrative Officer/Superintendent of Customs)** will verify the correctness and genuineness of the documents submitted by **Shipping Lines/Steamer Agents**. **The on-line application will be processed (on-line) as under: -**

(i). if found correct, the officer at **Level 1** shall send the application to the officer at **Level 2 (AC/DC-Preventive General)** for granting on-line Port Clearance Certificate. The officer at **Level 2**, if satisfied with the completeness of the application, will grant **on-line Port Clearance Certificate** which can be **downloaded** by the holder of the **User ID through on-line portal**. **Also, the on-line PCC will be sent to their registered email-ID.**

(ii). if found incomplete/incorrect, the officer at **Level 1** will issue **deficiency memo (on-line)** to the Shipping Lines/Steamer Agents which will be accessible by the Shipping Lines/Steamer Agents through their User ID. The Shipping Lines/Steamer Agents will reply to deficiency memo on-line, and if the documents re-submitted are found satisfactory, **the officer at Level 1** shall send the application to the officer at **Level 2 (AC/DC)** for granting on-line Port Clearance Certificate. The officer at **Level 2**, if satisfied with the completeness of the application, will grant **on-line Port Clearance Certificate** which can be **downloaded** by the holder of the **User ID through on-line portal**. **Also, the on-line PCC will be sent to their registered email-ID.**

(iii). if found incomplete/incorrect by the officer at **Level 2**, he/she may issue deficiency memo (on-line) to the Shipping Lines/Steamer Agents which will **again be** accessible by the Shipping Lines/Steamer Agents through their User ID. The Shipping Lines/Steamer Agents will reply to deficiency memo on-line which will automatically directed to officer at **Level 1**, and if the documents re-submitted are found satisfactory, **the officer at Level 1 will send the application to officer at Level 2 for granting on-line PCC**. The officer at **Level 2**, if satisfied with the

completeness of the application, will grant **on-line Port Clearance Certificate** which can be **downloaded** by the holder of the **User ID through on-line portal**. Also, the **on-line PCC will be sent to their registered email-ID**.

(iv). Once the **on-line Port Clearance Certificate** is granted, the same will be available to the Shipping Lines/Steamer Agents and can be downloaded using their User ID through on-line portal. And, on-line PCC will be available at their registered email ID. The **on-line Port Clearance Certificate** will also contain **QR Code** for verification of the genuineness of the details.

(v). If Vessel has not sailed within the stipulated period of On-line PCC, the Shipping Lines/Steamer Agents can apply for **extension of on-line PCC** using **EDIT Mode available in the on-line portal**. Thereafter, extension application will be forwarded to officer at **Level 1** who, if satisfied with reasoning given, will grant **on-line PCC with extended period (3 days on each occasion)** which will be accessible through User ID. The on-line PCC will also be communicated to applicant through registered email ID. **The extension can be accorded maximum three times only.**

(vi). The Shipping Lines/Steamer Agents, if wish to carry out amendment in already submitted application in **the name of Master of the Vessel & Next Port of Call** before sailing of the Vessel, same can be applied to **Level 1 officer** using **EDIT Mode** available in the on-line portal. The **Level 1 officer**, after due verification, will grant on-line PCC with amended details which will lead to **generation of updated on-line PCC**.

(vii). The Shipping Lines/Steamer Agents, after sailing of the Vessel, will submit the Certificate/Documents which were not submitted at the time of **advance on-line Port Clearance Certificate, within seven days** from the sailing of the vessel for **closure of Port Clearance Application**. The closure request will be submitted to **Level 1 Officer** through on-line portal using **"Submit Closure Request" button** which will be accessible to User ID. **The Level 1 officer, after verifying the correctness of documents, will close the request.** In case, not satisfied, Level 1 officer can issue Deficiency Memo through on-line portal. After receipt of on-line response from Shipping Lines/ Shipping Agents, Level 1 officer, if satisfied, will finally close the request.

12. Further, as a trade facilitation measure issuance of **manual port clearance** will continue along with on-line mode **till 31.12.2024**. The manual process for issuing Port Clearance Certificates will be discontinued on **31.12.2024 (midnight)**. **The manual application, if any, will be considered with the approval of JC/ADC (PG) only under exceptional circumstances.**

13. This Public Notice shall come into force with effect from **06.12.2024**. **And, this** Public Notice, for the purpose of implementation, will act as Standing Order for Departmental Officers/Staffs. This Public Notice will **supersede** all the previous Public Notices issued in this regard in JNCH, Nhava Sheva. The list of

documents required may undergo change as per legislative requirements or as per changes in provisions of the Customs Act, and/or Allied Acts/Board's Circulars in this regard.

14. In case of any difficulty related to the new online process, the Shipping Lines/Steamer Agents may contact the Deputy/Assistant Commissioner of Customs, Preventive General at portclearance.jnch@gov.in.

**Signed by Dhirendra Singh
Garbyal**

Date: 03-12-2024 18:07:09

(D. S. GARBYAL)

COMMISSIONER OF CUSTOMS, NS-GEN

Enclosures: As above.

Copy to:

1. The Chief Commissioner of Customs, Mumbai Zone-II
2. All the Commissioner of Customs, Mumbai Zone-II
3. All Addl./ Joint Commissioner of Customs, Mumbai Zone-II
4. All Deputy/ Asstt. Commissioner of Customs, Mumbai Zone-II
5. The DC/EDI for uploading on the JNCH website
6. Notice Board
7. Office Copy.

ANNEXURE-I**FORMAT FOR CONTINUITY BOND (ADVANCE PORT CLEARANCE)**

The Asst./Dy. Commissioner of Customs,
Preventive General, JNCH.

Sir,

Sub: Continuity Bond /Guarantee for a period of one year from _____ to ____ towards issuance of Port Clearance for vessels calling JNPT Port pending submission of documents within seven days from the sailing of the vessel.

Ref: Public Notice No. 12/2007 dated 22.03.2007 as amended time to time.

This Bond/ Guarantee letter is being submitted/executed, for the Advance Port Clearance being granted to our vessels calling JNPT Port during the period from

_____ to _____ with submission of the following Certificates/ Documents within seven days from the sailing of the vessel.

INWARD CLEARANCE CERTIFICATE FOR THE VESSEL.

OUTWARD CLEARANCE CERTIFICATE FOR THE VESSEL.

IMMIGRATION NOC FOR THE VESSEL

PHO CERTIFICATE FOR THE VESSEL.

SHIP REGISTRY CERTIFICATE.

In the event of any failure on our part to submit the said documents within seven days from the sailing of the Vessel, suitable action shall be initiated against us by the Customs as per provisions under Customs Act, 1962.

The vessels will be neither carrying any dangerous drugs, nor any consignments of Arms and Ammunition, fissionable material like Uranium, plutonium and thorium in the same bottom.

We undertake to apply for renewal of this BOND/ Guarantee and issue us Bond/reference number that can be referred/furnished for all our vessels calling from JNPT Port.

Thanking you.

Yours faithfully,

For _____
As Agents _____

ANNEXURE-‘A’

-

Undertaking

Dated:.....

To,

**The Dy./Asstt. Commissioner of Customs
Preventive General,
Mumbai Customs Zone-II, Nhava Sheva**

Respected Sir,

Sub: Request for issuance of Advance Port Clearance for vessel MV /MT

- reg.

This is to inform you that the above vessel MV/MT _____ is arriving at JNPA Port on _____ at _____ hours from _____ and _____. And the vessel is scheduled to sail on _____ at _____ Hrs to _____ (Destination port). We request you to issue us **ADVANCE PORT CLEARANCE** for the said vessel and we hereby undertake to provide all the relevant documents to customs on the next working day after sailing of the said vessel.

Yours truly,

.....
(As Agents) Name & Stamp

ANNEXURE-II

Sr No	Company Name	ICEGATE ID	PAN NO	SHIPPING LINE CODE	SHIPPING AGENT CODE	AUTHORISED PERSON NAME	DESIGNATION	E-MAIL ID	PHONE NO
1	MERCHANT SHIPPING SERVICES PVT. LTD	MERJNP123	AABCM6541J	MS03	AABCM6541J	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
2	SAMSARA SHIPPING PVT. LTD	SAMNSA123	AAACS9285Q	SAM04	AAACS9285Q	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
3	OASIS SHIPPING PVT. LTD	OASNSA123	AAACO5458M	OAS01	AAACO5458M	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
4	SEA TRADE SHIPPING (INDIA) PVT. LTD	STARDE12	AAHCS9557L	AAHCS9557L	AAHCS9557L	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
5	ZODIAC SHIPPING AGENCY (INDIA) PVT. LTD	ZODIACNSA123	AABCZ8500C	AABCZ8500C	AABCZ8500C	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
6	DIAMOND MARITIME AGENCY PVT. LTD	DMANSA123	AACCD0503A	DMA	AACCD0503A	UNMESH RAUT	MANAGER	opns-jnpt@merchantsphg.com	8657491548
7	GAC SHIPPING (INDIA) PVT. LTD	GACJNP1	AABCG4164H	GAC02	AABCG4164H	JEEVAN GAJANAN MHATRE	DY. MANAGER	jeevan.mhatre@gac.com shipping.jnpt@gac.com	9820835012
8	GOODRICH MARITIME PRIVATE LTD.	GMPLMUMBAI	AAACG3630R	GRM	GMP	HARESH LAXMIDAS VED	SR. MANAGER	opshv@goodrichindia.com scmtrmum@goodrichindia.com	9167630194
9	PIL (INDIA)PVT. LTD	PILINDIANSA	AAACP3644E	PIL	AAACP3644E	KALBINDER SINGH	REGIONAL MANAGER	ops@innsa.pilship.com	7200098680
10	T.S. LINE (INDIA) PVT. LTD	TSLINENSA123	AACCT8966D	AACCT8966D	AACCT8966D	SUSHANT MHATRE	BRANCH HEAD	opnsjnpt@tslineindia.com	7567697511
11	RCL AGENCIES (INDIA) PVT. LTD	RCLAIP123	AAHCR9728E	AAHCR9728E	AAHCR9728E	SACHIN PATIL	DY. MANAGER	perationsrclindia@seatradeshshipping.com	8291974130
12	OOCL (INDIA) PVT. LTD	ORIENTOCL	AAACO5785D	OOCL	AAACO5785D	BIJAYRAM ROUT	DY. MANAGER	bbyopn@oocl.com	9820047583 9870009206
13	ISS SHIPPING INDIA PVT. LTD	ADSTEAMJNP1	AAACS6213Q	ISS2	AAACS6213Q	NARENDRA MHATRE	MANAGER	youriss.jnpt@iss-shipping.com	9892056860
14	UNIFEEDER AGENCIES INDIA PVT. LTD	UNIFEEDERNSA	AAECP2527J	UNF1	UNF1	LINGARAJ B IPRACHARAN SAHU	SR. MANAGER	lingaraj.sahu@unifeeder.com	9820067261
15	SEA CONSORTIUM SHIPPING (INDIA) PVT. LTD	AAMCS5523KSA	AAMCS5523K	SLSCS	AAMCS5523K	ABHAY MEGHSHYAM GHARAT	MANAGER	xpfnsa@gmail.com	9619880373
16	EVERSHINE CONTAINER LINE PVT. LTD.	CHETANECL	AADCE3941J	ECL3	AADCE3941J	ANIL. B. TANDEL	MANAGER	accts@ecpl.in	9773938816
17	EFFICIENT MARINE SERVICES LLP	EFFICIENTNSA	AAHFE4457C	EMS	EFFICIENTNSA	SANDEEP BALKRISHNA PATIL	MANAGER	mumopsl@efficientmarine.com	9930091128
18	SHAAN MARINE SERVICES PVT. LTD	AAICS6661SABOM1	AAICS6661A	SMP	AAICS6661A	MAYUR SINGH	DIRECTOR	info@shaanmerine.com ops@shaanmerine.com agency@shaanmerine.com	9619109299
19	SAMUDRA MARINE SERVICE PVT. LTD	SAMUDRA15	AAPCS2590D	MUD	SMD02	DEEPAK A. KHUNE	MANAGER	mumbai@samudramarine.com	8879005883
20	SCOPRIO SHIPPING AGENCIES PVT. LTD	AAHCS9153JSABOM1	AAHCS9153J	SCP	AAHCS9153J	RAMCHANDRA GHADI	MANAGER	info@scorpioship.com	9167885302 9004081718
21	WAN HAI LINES (INDIA) PVT. LTD	WANHAI	AAACW4257A	WAN01	AACW4257A	RAJENDRA SURESH GAIKWAD	SR. EXECUTIVE	rajendra_gaikwad@wanhai.com	9987751444
22	ALX SHIPPING AGENCIES INDIA PVT. LTD	AAUCA5556G	AAUCA5556G	ALX	AAUCA5556G	SUNIL KUMAR NAIR	MANAGER	alxindia26@gmail.com	9833737611
23	J. M. BAXI & CO	JNP1NEWLINE	AAAFJ5198E	JMB01	AAAFJ5198E	PARESH SHANKAR VAIVADE	DY. GENERAL MANAGER	tramp.jnpt@jmbaxom	8879735715
24	SEA LINK AGENCIES PVT. LTD	SEALINKJNP1	AAQCS3495L	SEA	AAQCS3495L	VIJAY D. KADU	BRANCH MANAGER	jnpt@sealinkagencies.com	9820017380
25	INTEROCEAN SHIPPING (INDIA) PVT. LTD	KAILASH1	AAACI0143F	IN01	AAACI0143F	VIJAY D. KADU	BRANCH MANAGER	jnpt@interocean.in	9820017380
26	SIMA MARINE (INDIA) PVT. LTD	AAJCS7502DNSA	AAJCS7502D	SMM	AAJCS7502D	DEEPAK VISHNU SURVE	MANAGER	indiaops@simamarine.in	9930269304
27	EVERGREEN SHIPPING AGENCY (INDIA) PVT. LTD	AABCE2879HSA	AABCE2879H	EG11	AABCE2879H	VIJAY POOJARI	ASSTT. MANAGER	nxw@evergreen-shipping.co.in	9833090299
28	POSEIDON SHIPPING AGENCY PVT. LTD	POSEIDONSA	AADEP7086R	AADEP7086R	AADEP7086R	SAMAR MODAK	CAPT.	samarmodak@abraogroup.com	9769342640
29	INTERASIA SHIPPING LINES INDIA P. LTD	IALINDIA01	AAECI2931B	AAECI2931B	AAECI2931B	UTTAM BHIKA BHALERAO	ASSTT. MANAGER	ialin.op@interasianline.com	8297970704
30	SHREE SAMARTH KRUPA SHIPPING & LOGISTICS CO.	ACXFS2188N	ACXFS2188N	SSK02	ACXFS2188N	SUNIL ANANT BANGARE	DIRECTOR	agency@sskslc.com sskslco@gmail.com	9323722776
31	ADMIRAL SHIPPING LTD	ADMIRAL JNP1	AAACA6759K	ASY	AAACA6759K	RAMESH SINGH	ASSTT. MANAGER	jnpt@atlanticglobalshipping.com	9619953949
32	ATLANTIC GLOBAL SHIPPING PVT. LTD	JNP1GLOBAL	AAACA5006D	ASPL	AAACA5006D	SANTOSH MANJREKAR	MANAGER	jnpt@atlanticglobalshipping.com	9820557648
33	MAERSK LINE INDIA PVT. LTD	Maersk21	AAHCM0698N	MSK3	AAHCM0698N	NILESH B. GHARAT	MANAGER	nilesh.b.gharat@lns.maersk.com	9820010715
34	BEN LINE AGENCIES	BENLINEHO BENLINEHO952013	AACCB7195G	BEN	BEM1	THOMAS GLORIA D'SOUZA	SR. MANAGER	Mumbai@benline.com	7977968359
35	OCEAN NETWORK EXPRESS INDIA PVT. LTD	ONEYINDIASL	AACCO5653N	AACCO5653N	AACCO5653N	SUBHASH N. DONGRE	AGM	in_nsa.vo@one-line.com	7506726321
36	COSCO SHIPPING LINES (INDIA) PVT. LTD	AABCC9418QSA	AABCC9418Q	CHZ	AABCC9418Q	ADNAN KHAN	ASSTT. MANAGER	INNVAOPS@coscon.com	9930800842
37	MASTER LOGITECH PVT. LTD	PGLPLMASTERGROUPS	AACCP3404G	PRD	AACCP3404G	SRIDHAR POOJARI	SGM	sridhar.poojari@mastergroups.com	9820463761
38	CMA CGM AGENCIES INDIA PVT. LTD	CMACGMIND	AADCC3951G	CMA CGM	CCA1	VAIBHAV MHATRE	ASSTT. MANAGER	mby.vmhatre@cma-cgm.com	8879020769

39	ZIM INTEGRATED SHIPPING SERVICES (I) P. LTD.	ZIMINDASA	AAACZ2355G	ZIM01	AAACZ2355G	SATYAJEET PATNAIK	GENERAL MANAGER	ops@starship-nhv.zim.com	9004088532
40	STAR SHIPPING SERVICES (INDIA) PVT. LTD.	STARBOM2019	AAJCS2011H	STR01	AAJCS2011H	SATYAJEET PATNAIK	GENERAL MANAGER	ops@starship-nhv.zim.com	9004088532
41	EMIRATES SHIPPING AGENCIES INDIA PVT. LTD.	ESAEMITATES	AABCE5632L	ESA	AABCE5632L	AJAY NAKHWA	SR. MANAGER	nsaops@in.emiratesline.com	8291270421
42	MSC AGENCY (INDIA) PVT. LTD	MSCJNPT02	AACCM7663A	MSC1	AACCM7663A	MANISH KUMAR	AGM	363-importoperations-mscjnpt@msc.co.in	9967635976
43	WILHELSEN PORT SERVICES INDIA PVT. LTD	WILHELSENJNPT	AAACF0220A	WMS02	AAACF0220A	ATISH MHATRE	MANAGER	wps.nhavasheva@wilhelmsen.com	9136670524
44	KMTC (INDIA) PVT. LTD	KMTCNSA1	AAFCK2156D	KMD	AAFCK2156D	SADASHIV M. SHETTY	DY. MANAGER	nsaops@ekmtc.com	9821825447
45	SINOKOR INDIA PVT. LTD	SINOKORNSA	ABGCS9508P	NEW	ABGCS9508P	MAHESH D. MHATRE	MANAGER	ops@pginpt.com	9833327897
46	ARMITA INDIA SHIPPING PVT. LTD	ARMITANSA123	AAECI3741D	IRISL	AAECI3741D	MANISH THAKKAR	MANAGER	opnsjnpt@armitaindia.com	9870204817
47	SAMUDERA SHIPPING LINE INDIA PVT. LTD	AAGCS7372A	AAGCS7372A	SMS1	AAGCS7372A	PRAFULLA CHABUKSWAR	MANAGER	jnptops.ssl.india@samudera.id	9870023337
48	TRANSWORLD GLOBAL LOGISTICS SOLUTION (INDIA) PVT. LTD	GLOBAL17	AAFCT5406M	AAFCT5406M	AAFCT5406M	venu nari	MANAGER	venu@tglsindia.com	9969443210
49	HMM SHIPPING INDIA PVT. LTD	HMMUMBAI20	AABCH5572J	AABCH5572J	AABCH5572J	ANAND Bhole	SR. EXECUTIVE	idand@hmm21.com	8291100122
51	SEAHORES SHIP AGENCIES PVT. LTD	SEAHORSEMUM	AABCS2057F	SHS2	AABCS2057F	AMIT MHATRE	ASSTT. MANAGER	ssansa@seahorsegroup.co.in	9821887236
52	DARIYA SHIPPING AGENCIES PVT. LTD	AAHCD6457C	AAHCD6457C	AAHCD6457C	AAHCD6457C	PRAKASH SONU SAKPAL	MANAGER	mumbai@dariyashipping.com	9082163377 8657953705
53	HUB & LINKS LOGISTICS	HUBLINKS	AACCH0890G	HUB	AACCH0890G	K. P. MANOJKUMAR	DIRECTOR	impdoc.nsa@hublinkindia.com	9820820203
55	ARGOSY SHIPPING AGENCY PVT. LTD	AAHCA9897MSABOMI	AAHCA9897M	ASAPL 1	ARG02	PRAKASH LAD	DIRECTOR	prakash.lad@argosy.in argosy@argosy.in	9619574111
56	SEABRIDE MARINE AGENCIES PVT. LTD	SBMAMUMBAI	AAVCS1374C	SBA	AAVCS1374C	MAHESH D. MHATRE	MANAGER	ops@pginpt.com	9833327897
57	PAEKH MARINE SERVICES PVT. LTD	PMSMUMBAI	AAJCP0051C	PMA	AAJCP0051C	MAHESH D. MHATRE	MANAGER	maresh@pginpt.com	9833327897
58	ALLIED SHIPPING AGENCIES PVT. LTD	ALLIED123	AAFCA9242E	ASI1	AAFCA9242E	RAVINDRA MHATRE	ASSISTANT	INFOR@ALLIEDSHIPPING.CO.IN	9820548225
59	MARCONS SHIPMANAGEMENT PVT. LTD	AAACM0164CSA	AAACM0164C	MN01	AAACM0164C	KIRANKUMAR SUBHASH SHIMP	ASSISTANT	ops@marconsgroup.com	9867511955
60	MARINELINKS SHIPPING AGENCIES	MARINEMPA	AAGFM0084N	MLSA	AAGFM0084N	VIJAY SONUR	MANAGER	mumbai@marienlinks.in	9820801992
61	J. M. Baxi Marine Services Pvt. Ltd.,	AAGCJ1755QCSA005	AAGCJ1755Q	AAGCJ755Q	AAGCJ755Q	ASHOK DHARNU POOJARY	DGM	Ashokp@JMBaxi.com	9819086797
62	TRANSORIENT SHIPPING PVT. LTD.,	AAKCT7556RPSL000	AAKCT7556R	AAKCT7556R	AAKCT7556R	UNMESH RAUT	MANAGER	ops@transorientshipping.com	8657491548



Port Clearance Certificate User Manual

Version 1.0 Dated 3rd December 2024

Table of Contents

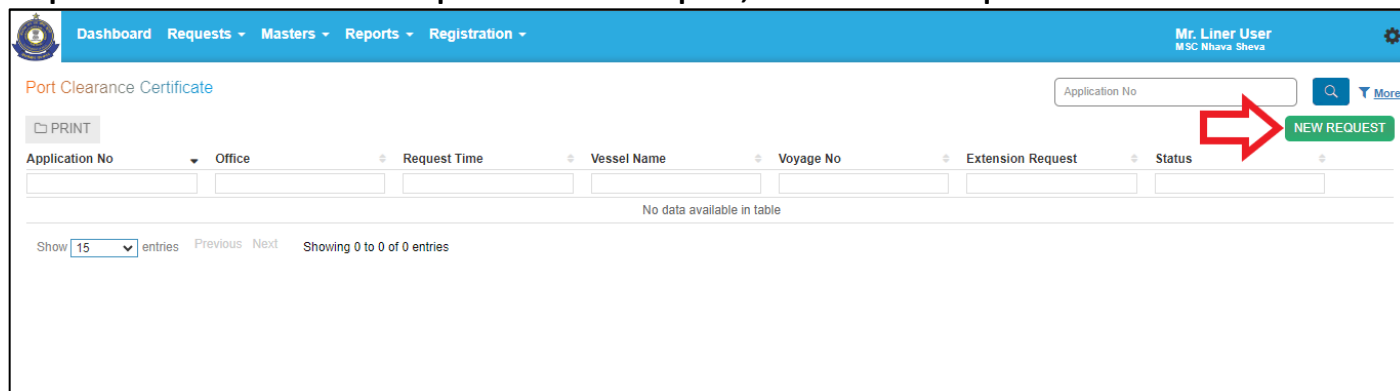
1. How to Submit Port Clearance Certificate Request.....	3
2. How to Edit/Amend the Port Clearance Certificate request.....	5
3. How to apply for Port Clearance Certificate Extension	7
4. How to Submit Closure request:.....	9

1. How to Submit Port Clearance Certificate Request

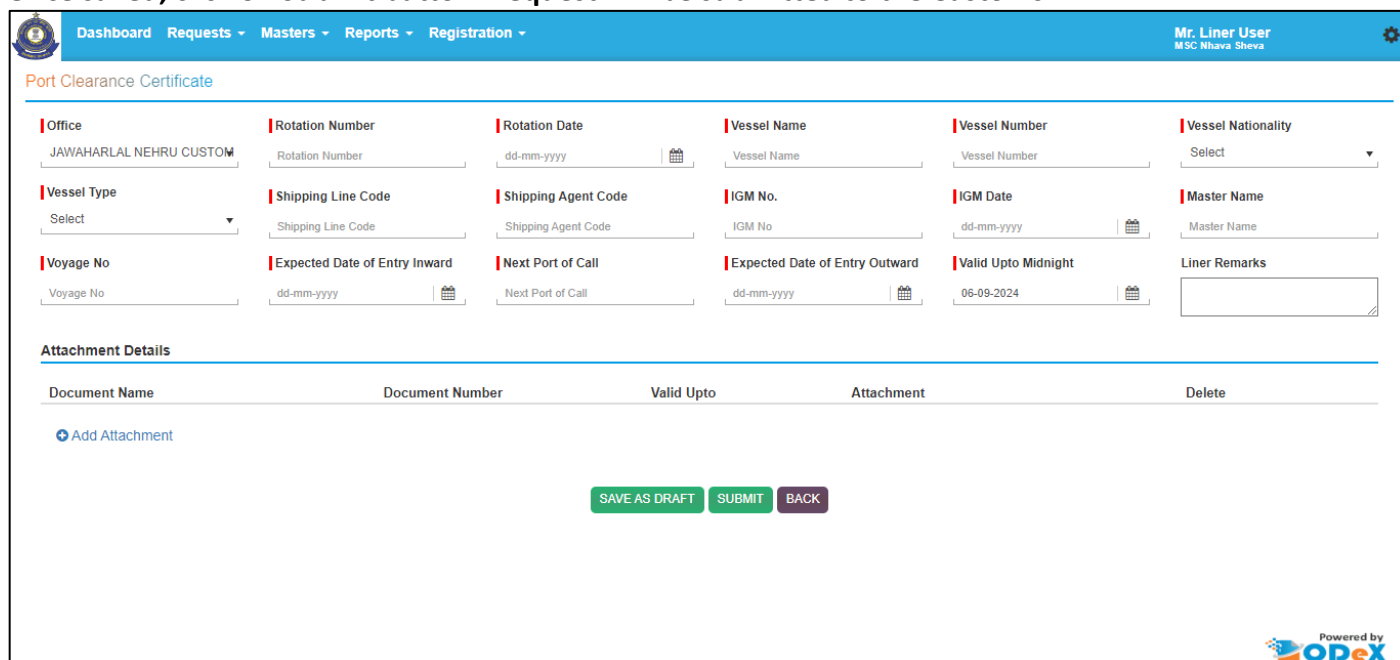
Step 1: Open <https://jnch.e-pcc.in> and login as Shipping Line. Once logged in, go to Requests -> Liner Request Dashboard.



Step 2: When Port Clearance Request Dashboard opens, click on 'New Request' button.



Step 3: In New Request page, select 'Office' as 'JNCH Nhava Sheva', enter data in all mandatory fields, attach all mandatory documents & click on Save as Draft Button. Once saved, click on Submit button. Request will be submitted to the Customs.



The form is titled "Port Clearance Certificate" and includes a search bar for "Application No" and a "More" button. Below the search bar is a table with columns: Application No, Office, Request Time, Vessel Name, Voyage No, Extension Request, and Status. The table is currently empty, showing "No data available in table".


Below the table, there is a "Show" dropdown set to "15" entries, with "Previous" and "Next" buttons. The text "Showing 0 to 0 of 0 entries" is displayed.

The form fields are organized into two main sections:


- Form Fields:**
 - Office:** JAWAHARLAL NEHRU CUSTOMS
 - Rotation Number:** [Text Field]
 - Rotation Date:** [dd-mm-yyyy] [Calendar Icon]
 - Vessel Name:** [Text Field]
 - Vessel Number:** [Text Field]
 - Vessel Nationality:** [Select]
 - Vessel Type:** [Select]
 - Shipping Line Code:** [Text Field]
 - Shipping Agent Code:** [Text Field]
 - IGM No.:** [Text Field]
 - IGM Date:** [dd-mm-yyyy] [Calendar Icon]
 - Master Name:** [Text Field]
 - Voyage No:** [Text Field]
 - Expected Date of Entry Inward:** [dd-mm-yyyy] [Calendar Icon]
 - Next Port of Call:** [Text Field]
 - Expected Date of Entry Outward:** [dd-mm-yyyy] [Calendar Icon]
 - Valid Upto Midnight:** [Text Field]
 - Liner Remarks:** [Text Area]
- Attachment Details:**

Document Name	Document Number	Valid Upto	Attachment	Delete
+ Add Attachment				

At the bottom of the form, there are three buttons: "SAVE AS DRAFT", "SUBMIT", and "BACK".


Powered by 

Step 4: Once the request is approved by the Customs, go to Requests -> Liner Request Dashboard, select the request, and click the Print button. The Port Clearance Certificate will be generated as a PDF.



Dashboard Requests Masters Reports Registration

Mr. Liner User
MSC Nharva Sheva



Port Clearance Certificate

Application No

NEW REQUEST

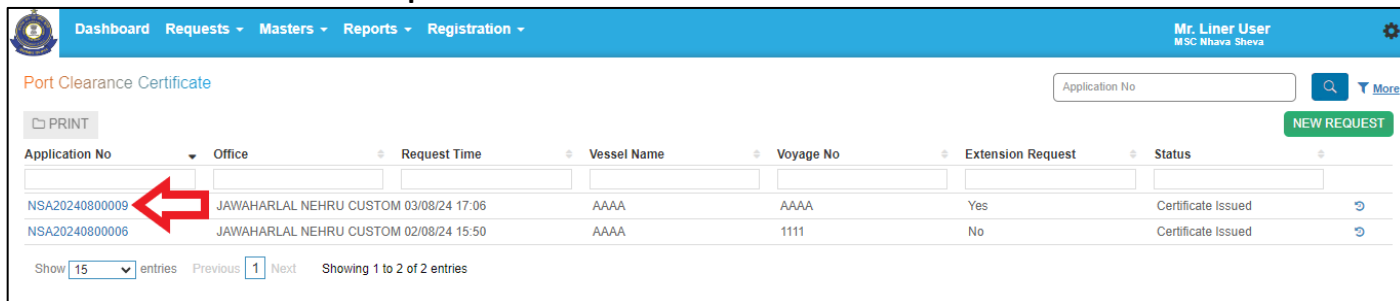
PRINT

Application No	Office	Request Time	Vessel Name	Voyage No	Extension Request	Status
NSA20240800009	JAWAHARLAL NEHRU CUSTOM	03/08/24 17:06	AAAA	AAAA	Yes	Certificate Issued
NSA20240800006	JAWAHARLAL NEHRU CUSTOM	02/08/24 15:50	AAAA	1111	No	Certificate Issued

Show 15 entries Previous 1 Next Showing 1 to 2 of 2 entries

2. How to Edit/Amend the Port Clearance Certificate request

Step 1: On Requests -> Liner Request Dashboard, click on the Application Number Hyperlink of the port clearance certificate issued request.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nihava Sheva

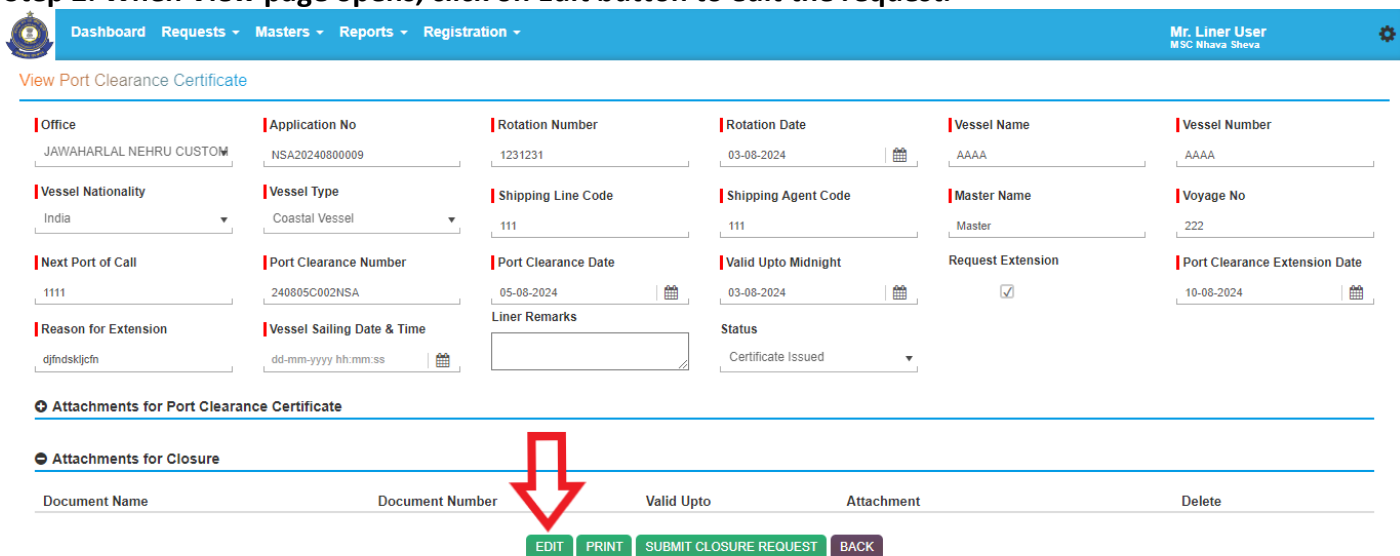
Port Clearance Certificate Application No [Search] More

PRINT NEW REQUEST

Application No	Office	Request Time	Vessel Name	Voyage No	Extension Request	Status
NSA20240800009	JAWAHARLAL NEHRU CUSTOM	03/08/24 17:06	AAAA	AAAA	Yes	Certificate Issued
NSA20240800006	JAWAHARLAL NEHRU CUSTOM	02/08/24 15:50	AAAA	1111	No	Certificate Issued

Show 15 entries Previous 1 Next Showing 1 to 2 of 2 entries

Step 2: When View page opens, click on Edit button to edit the request.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nihava Sheva

View Port Clearance Certificate










Office JAWAHARLAL NEHRU CUSTOM	Application No NSA20240800009	Rotation Number 1231231	Rotation Date 03-08-2024	Vessel Name AAAA	Vessel Number AAAA
Vessel Nationality India	Vessel Type Coastal Vessel	Shipping Line Code 111	Shipping Agent Code 111	Master Name Master	Voyage No 222
Next Port of Call 1111	Port Clearance Number 240805C002NSA	Port Clearance Date 05-08-2024	Valid Upto Midnight 03-08-2024	Request Extension <input checked="" type="checkbox"/>	Port Clearance Extension Date 10-08-2024
Reason for Extension djfndskjcfn	Vessel Sailing Date & Time dd-mm-yyyy hh:mm:ss	Liner Remarks <div></div>	Status Certificate Issued		


Attachments for Port Clearance Certificate

Attachments for Closure

Document Name	Document Number	Valid Upto	Attachment	Delete
<div>EDIT PRINT SUBMIT CLOSURE REQUEST BACK</div>				

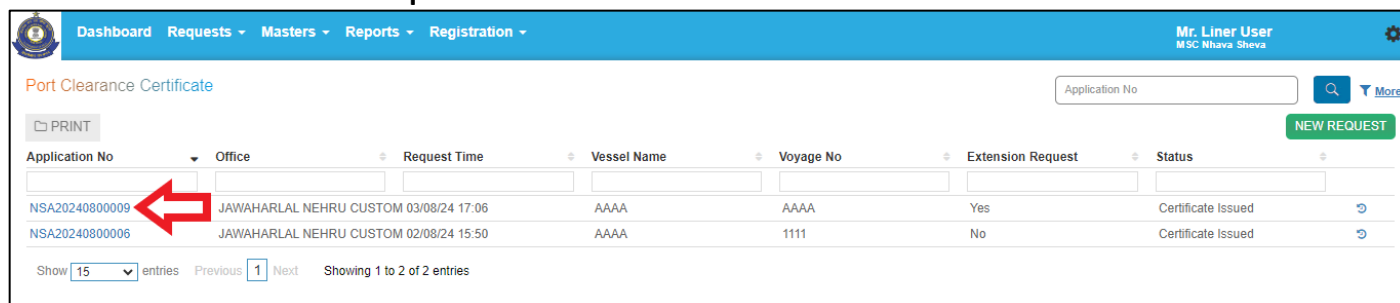
Step 3: Once the changes are made, click the submit button to submit the amended request to the Customs.

Charting Permission from DG Shipping	abcd	12-09-2024		PortClearanceCertiDealits.pdf
Continuity Bond	269/2024	31-12-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Crew List	abc	dd-mm-yyyy		Choose File No file chosen PortClearanceCertiDealits.pdf
Load Line Certificate	24241	12-09-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Port Dues Receipt/Via Copy	12313	05-09-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Safety Equipment Certificate	901089430	05-09-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Safety Radio Certificate	515123	04-09-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Ship Registry	131244	11-09-2024		Choose File No file chosen PortClearanceCertiDealits.pdf
Add Attachment				
				
SUBMIT BACK				

Powered by  ODex

3. How to apply for Port Clearance Certificate Extension

Step 1: On Requests -> Liner Request Dashboard, click on the Application Number Hyperlink of the port clearance certificate issued request.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nhava Sheva

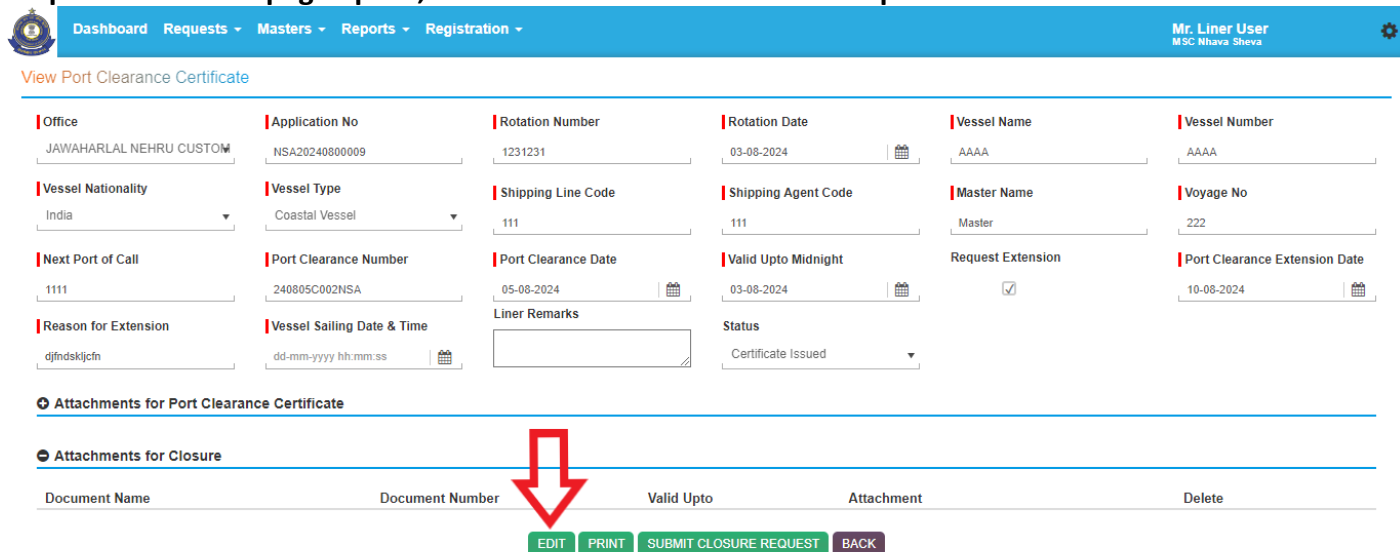
Port Clearance Certificate

Application No: NSA20240800009 Office: JAWAHARLAL NEHRU CUSTOM Request Time: 03/08/24 17:06 Vessel Name: AAAA Voyage No: AAAA Extension Request: Yes Status: Certificate Issued

NSA20240800006 JAWAHARLAL NEHRU CUSTOM 02/08/24 15:50 AAAA 1111 No Certificate Issued

Show 15 entries Previous 1 Next Showing 1 to 2 of 2 entries

Step 2: When View page opens, click on Edit button to edit the request.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nhava Sheva

View Port Clearance Certificate

Office: JAWAHARLAL NEHRU CUSTOM Application No: NSA20240800009 Rotation Number: 1231231 Rotation Date: 03-08-2024 Vessel Name: AAAA Vessel Number: AAAA

Vessel Nationality: India Vessel Type: Coastal Vessel Shipping Line Code: 111 Shipping Agent Code: 111 Master Name: Master Voyage No: 222

Next Port of Call: 1111 Port Clearance Number: 240805C002NSA Port Clearance Date: 05-08-2024 Valid Upto Midnight: 03-08-2024 Request Extension: ☒ Port Clearance Extension Date: 10-08-2024

Reason for Extension: djfndskljcn Vessel Sailing Date & Time: dd-mm-yyyy hh:mm:ss Liner Remarks: Status: Certificate Issued

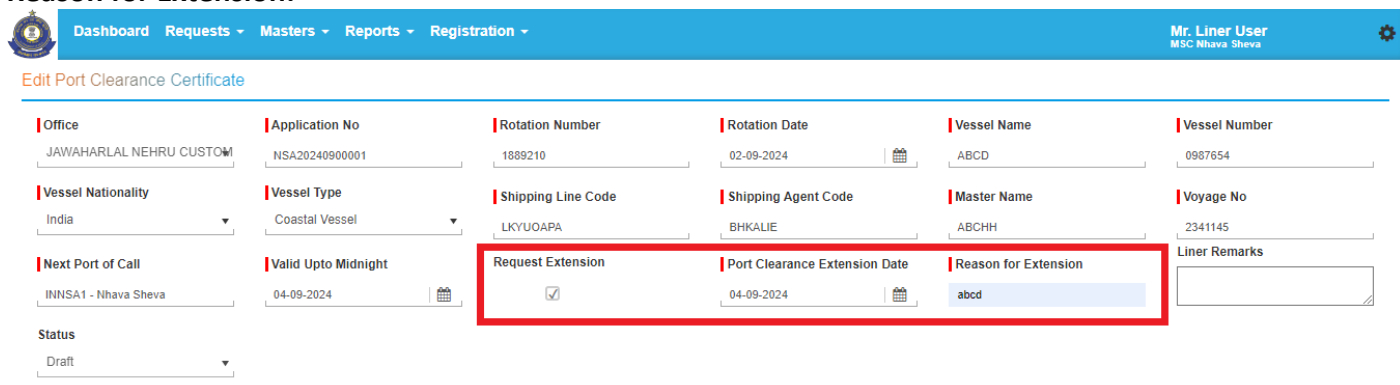
Attachments for Port Clearance Certificate

Attachments for Closure

Document Name	Document Number	Valid Upto	Attachment	Delete
<div> <div>EDIT</div> <div>PRINT</div> <div>SUBMIT CLOSURE REQUEST</div> <div>BACK</div> </div>				

Powered by
ODex

Step 3: Check the Request Extension checkbox, select Port Clearance Extension Date, and enter the Reason for Extension.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nhava Sheva

Edit Port Clearance Certificate

Office: JAWAHARLAL NEHRU CUSTOM Application No: NSA20240900001 Rotation Number: 1889210 Rotation Date: 02-09-2024 Vessel Name: ABCD Vessel Number: 0987654









Vessel Nationality: India Vessel Type: Coastal Vessel Shipping Line Code: LKYUOAPA Shipping Agent Code: BHKALIE Master Name: ABCHH Voyage No: 2341145

Next Port of Call: INNSA1 - Nhava Sheva Valid Upto Midnight: 04-09-2024


Request Extension: ☒ Port Clearance Extension Date: 04-09-2024 Reason for Extension: abcd


Status: Draft

Step 4: Once the changes are made, click the submit button to submit the extension request to the Customs.

Charting Permission from DG Shipping	abcd	12-09-2024		PortClearanceCertiDeatils.pdf
Continuity Bond	269/2024	31-12-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf
Crew List	abc	dd-mm-yyyy		Choose File No file chosen PortClearanceCertiDeatils.pdf
Load Line Certificate	24241	12-09-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf
Port Dues Receipt/Via Copy	12313	05-09-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf
Safety Equipment Certificate	901089430	05-09-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf
Safety Radio Certificate	515123	04-09-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf
Ship Registry	131244	11-09-2024		Choose File No file chosen PortClearanceCertiDeatils.pdf

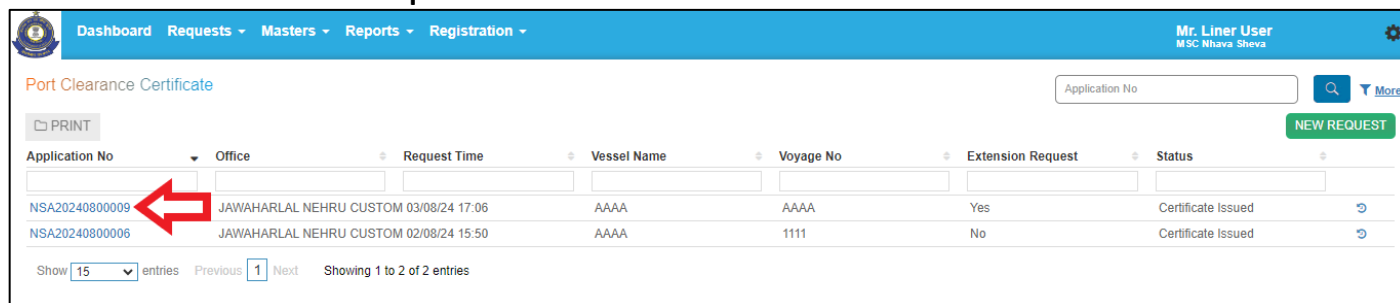
[+ Add Attachment](#)

[SUBMIT](#) [BACK](#)

Powered by  ODex

4. How to Submit Closure request:

Step 1: On Requests -> Liner Request Dashboard, click on the Application Number Hyperlink of the port clearance certificate issued request.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nihava Sheva

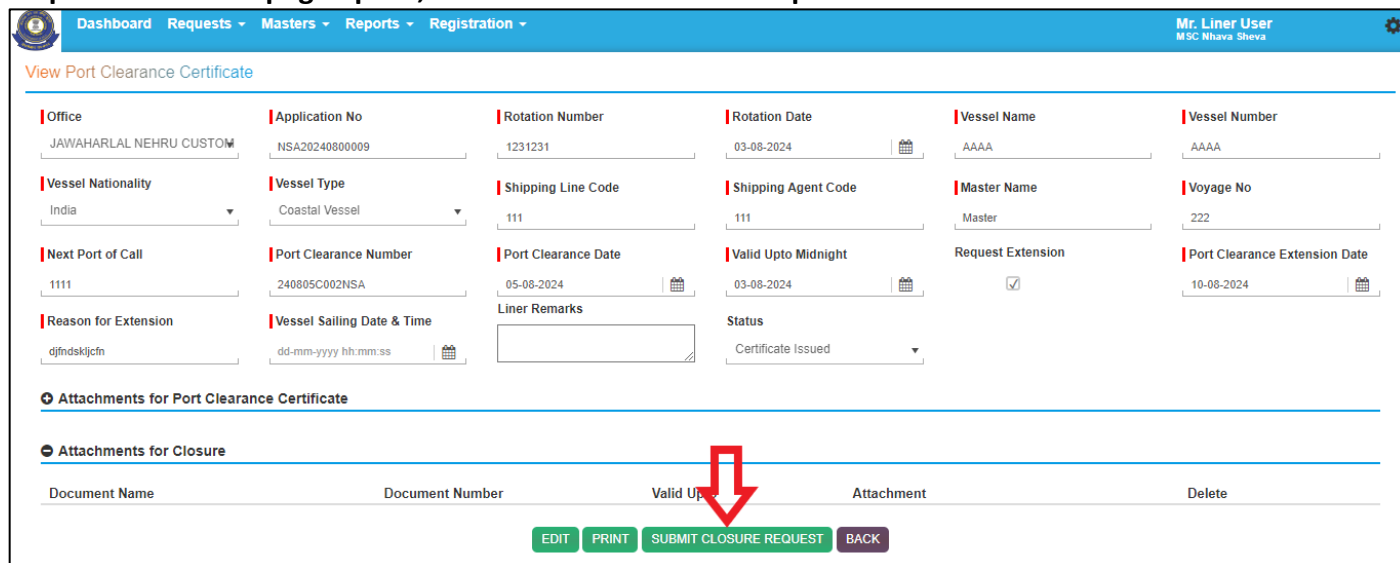
Port Clearance Certificate Application No [Search] More

PRINT

Application No	Office	Request Time	Vessel Name	Voyage No	Extension Request	Status
NSA20240800009	JAWAHARLAL NEHRU CUSTOM	03/08/24 17:06	AAAA	AAAA	Yes	Certificate Issued
NSA20240800006	JAWAHARLAL NEHRU CUSTOM	02/08/24 15:50	AAAA	1111	No	Certificate Issued

Show 15 entries Previous 1 Next Showing 1 to 2 of 2 entries

Step 2: When View page opens, click on Submit Closure Request button.



Dashboard Requests Masters Reports Registration Mr. Liner User MSC Nihava Sheva

View Port Clearance Certificate

Office JAWAHARLAL NEHRU CUSTOM	Application No NSA20240800009	Rotation Number 1231231	Rotation Date 03-08-2024	Vessel Name AAAA	Vessel Number AAAA
Vessel Nationality India	Vessel Type Coastal Vessel	Shipping Line Code 111	Shipping Agent Code 111	Master Name Master	Voyage No 222
Next Port of Call 1111	Port Clearance Number 240805C002NSA	Port Clearance Date 05-08-2024	Valid Upto Midnight 03-08-2024	Request Extension <input checked="" type="checkbox"/>	Port Clearance Extension Date 10-08-2024
Reason for Extension djfndskjcfh	Vessel Sailing Date & Time dd-mm-yyyy hh:mm:ss	Liner Remarks	Status Certificate Issued		

Attachments for Port Clearance Certificate

Attachments for Closure

Document Name	Document Number	Valid Up To	Attachment	Delete
<div> EDIT PRINT SUBMIT CLOSURE REQUEST BACK </div>				

Step 3: When closure request page opens, enter Vessel sailing date and time, attach mandatory documents & click on Submit button to submit closure request to the Customs:

India	Coastal Vessel	111	111	Master	222
Next Port of Call	Port Clearance Number	Port Clearance Date	Valid Upto Midnight	Request Extension	Port Clearance Extension Date
1111	240805C002NSA	05-08-2024	03-08-2024	<input checked="" type="checkbox"/>	10-08-2024
Reason for Extension	Vessel Sailing Date & Time	Liner Remarks	Status		
djfhdsjkjcln	dd-mm-yyyy hh:mm:ss		Certificate Issued		


Attachments for Port Clearance Certificate

Attachments for Closure

Document Name	Document Number	Valid Upto	Attachment	Delete
Entry outward certificate		dd-mm-yyyy	Choose File No file chosen	
Inward Clearance Certificate		dd-mm-yyyy	Choose File No file chosen	
NOC from immigration officer		dd-mm-yyyy	Choose File No file chosen	
Port health clearance certificate		dd-mm-yyyy	Choose File No file chosen	
Terminal Departure Report		dd-mm-yyyy	Choose File No file chosen	

[+ Add Attachment](#)

[SUBMIT](#) [BACK](#)

Powered by 

THANK YOU