

सीमाशुल्क प्रधान आयुक्त कार्यालय (एन एस -I)
OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (NS- I),
जवाहरलाल नेहरू सीमाशुल्क भवन /JAWAHARLAL NEHRU CUSTOM HOUSE,
शेवा/SHEVA, तालुका/ TAL- उरण /URAN,: जिला/DISTRICT- रायगड/RAIGAD,
महाराष्ट्र/MAHARASHTRA-400707

F.No. S/6-GEN/20/20-21/AM (I) JNCH Pt-1

Date: 20.08.2021

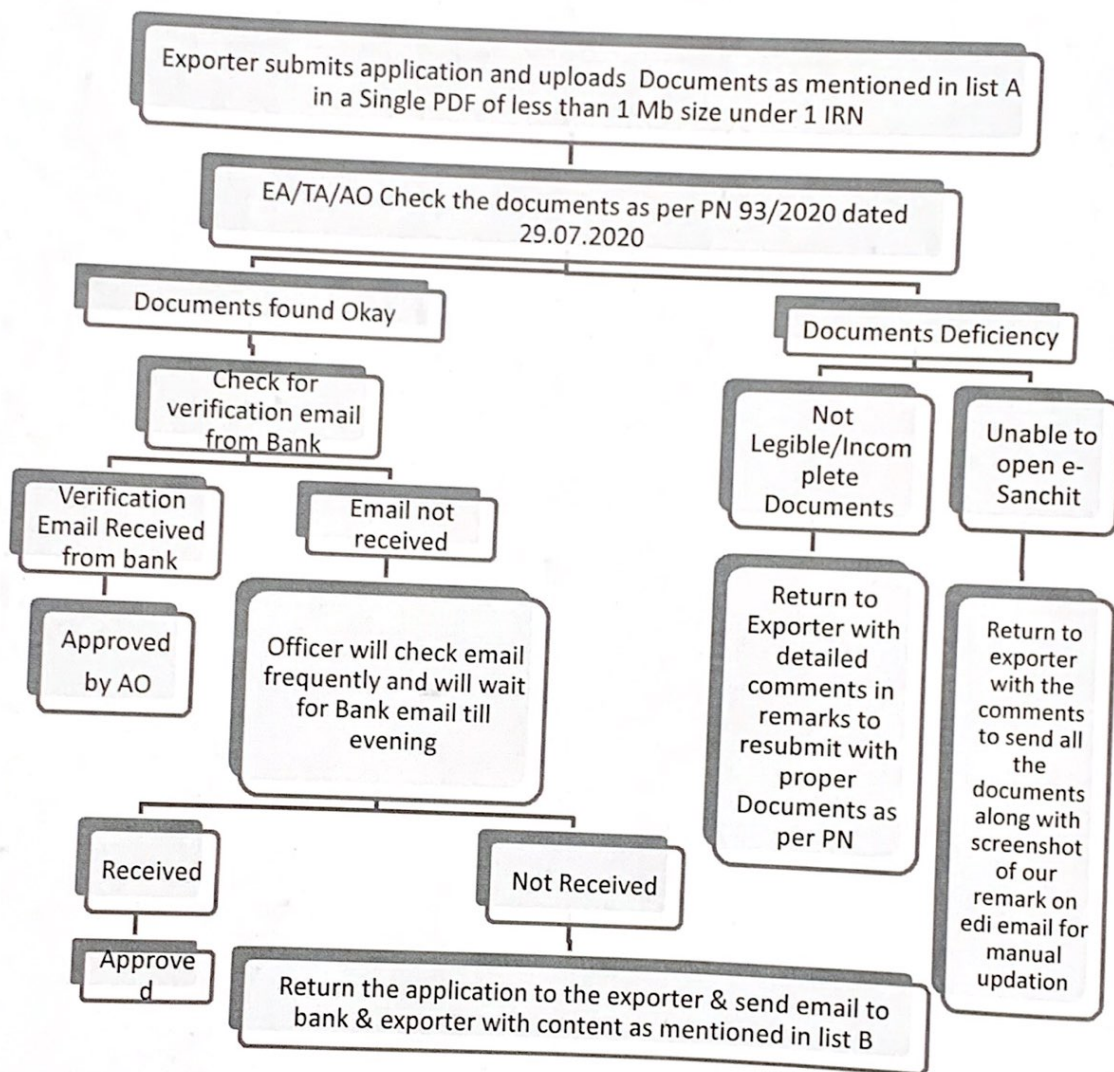
STANDING ORDER NO. 25/2021

**Subject:-Standard Operating Procedure (SOP) for Registration/Updation of
AD (Authorised Dealer) Code/Bank Account for Incentive Purpose-Reg.**

Attention of all the officers under the jurisdiction of the Mumbai Customs Zone -II is invited to the following Standard Operating Procedure with regard to registration/Updation of AD (Authorised Dealer) Code/Bank Account for incentive purpose.

IEC holder i.e. Exporter will submit request along with required documents in E-Sanchit through ICEGATE online utilities for registration of AD code with Bank Account for forex remittance and IFSC code with Bank Account for transferring benefits such as DBK/IGST refund as per Public Notice 79/2020 dated 08.07.2020 read with Public Notice No. 93/2020 dated 29.07.2020 and Public Notice 40/2021 dated 03.05.2021(in case of change of bank details due to Merger/Amalgamation of Banks). Such request will be visible in Bank Account Approval menu in CLK Role in ICES.

A. AD CODE REGISTRATION:-



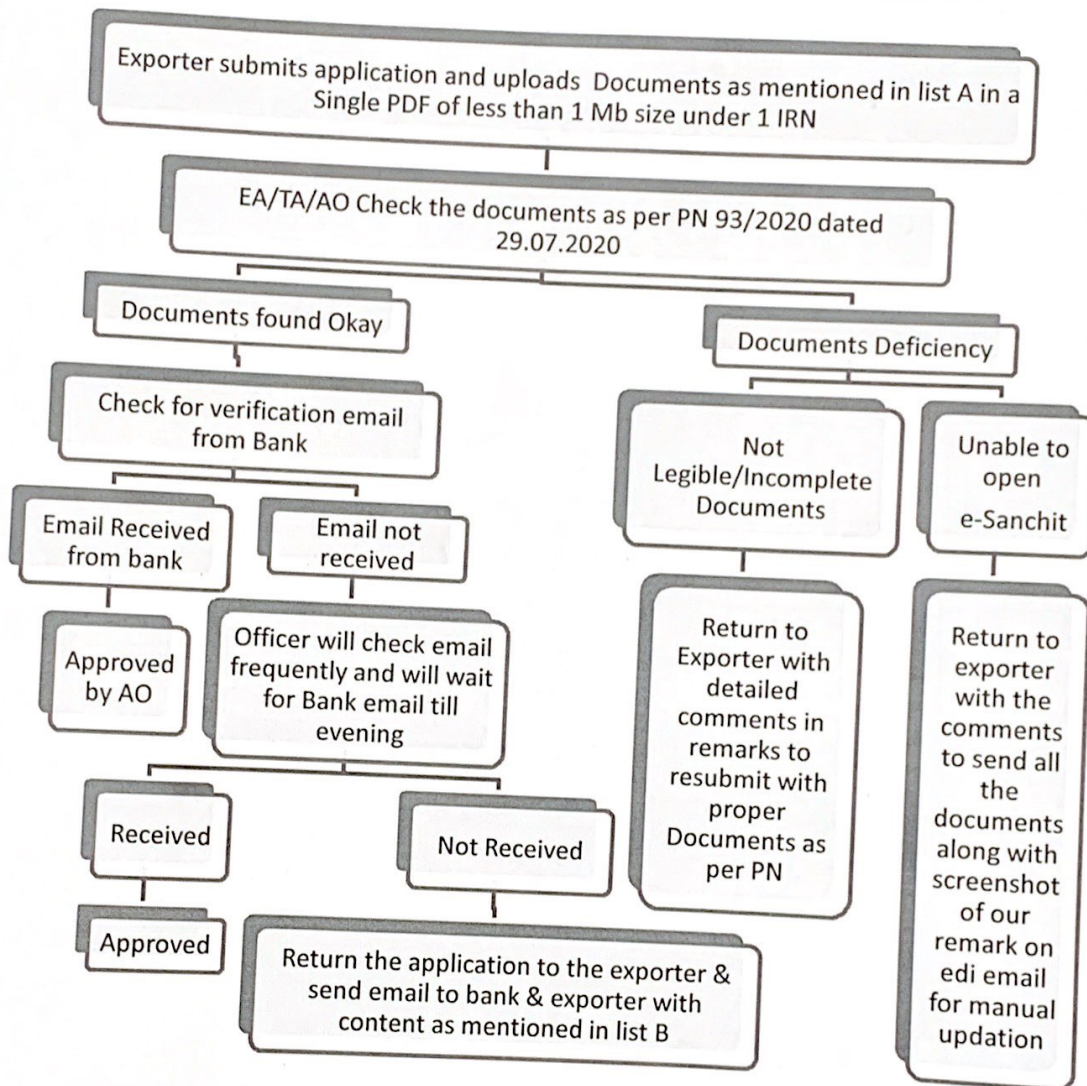
List A

1. Bank authorisation letter in format attached as Annexure-A (As per PN 93/2020 dated 29.07.2021.
2. Copy of IEC.
3. Copy of GST registration Certificate.
4. Copy of PAN Card of the Company/Partnership Entity.
5. Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account.
6. Copy of cancelled cheque.

List B

1. Please refer to Bank authorisation letter attached with this email. This letter was issued by your branch. As confirmation from your branch was not received through email, application for addition/modification of bank details couldn't be processed. Therefore it is requested to verify the genuineness of the attached letter via return email.
2. Further it is requested to keep exporter in copy of the email while sending verification email to us so that exporter can resubmit the online addition/modification request again.
3. **Attention Exporter:** Exporters are requested to resubmit their application only after confirmation email is sent by bank to EDI.

- B. REGISTRATION OF THE BANK A/C FOR INCENTIVE PURPOSE:-
- I. ADDITION OF BANK ACCOUNT FIRST TIME When No Bank Account is Mapped with IEC (Attention –Only Addition Option to be used).



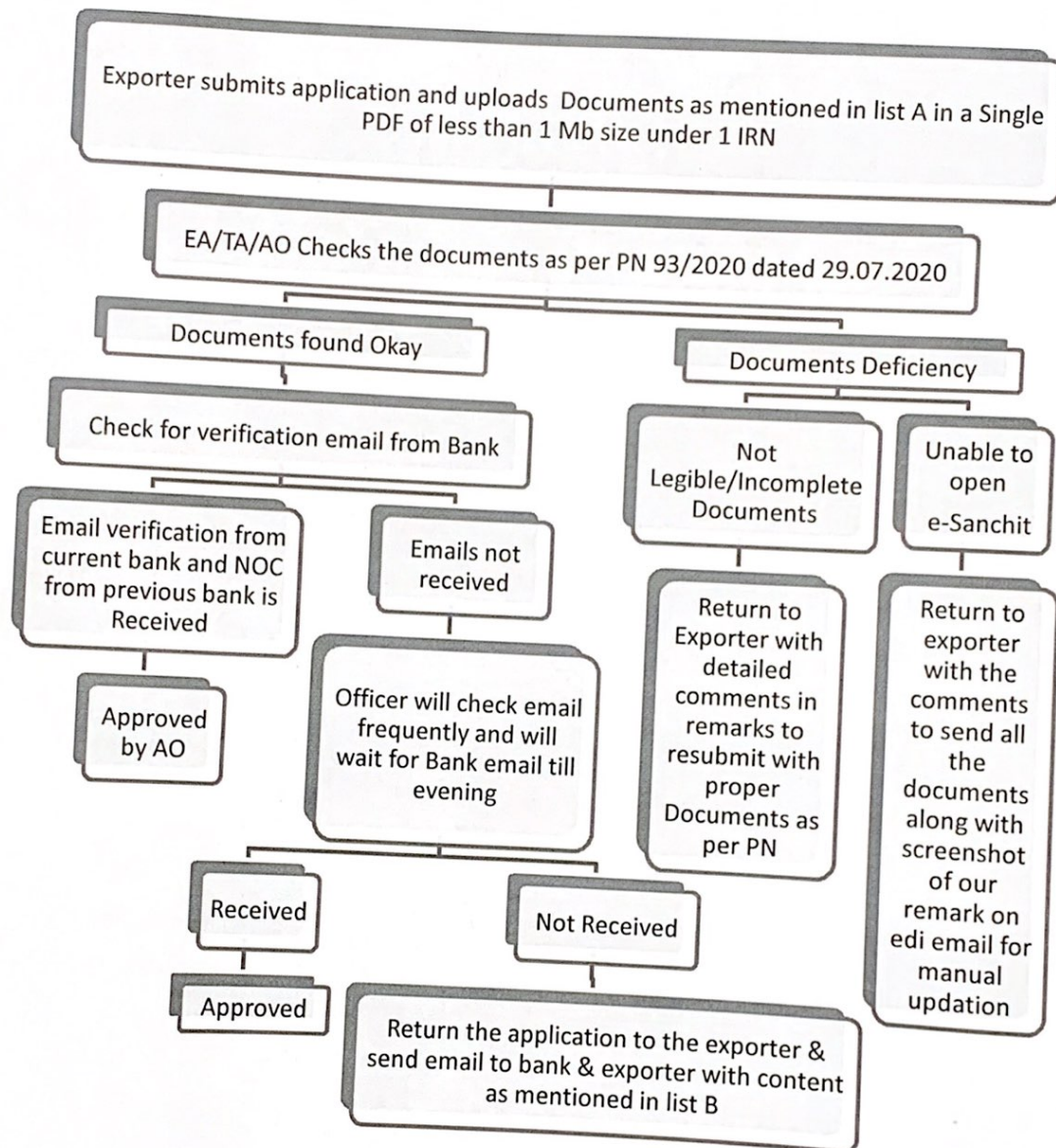
List A

1. Bank authorisation letter in format attached as Annexure-A (As per PN 93/2020 dated 29.07.2020)
2. Copy of IEC.
3. Copy of GST registration Certificate.
4. Copy of PAN Card of the Company/Partnership Entity
5. Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account.
6. Copy of cancelled cheque.

List B

1. Please refer to Bank authorisation letter attached with this email. This letter was issued by your branch. As confirmation from your branch was not received through email, application for addition/modification of bank details couldn't be processed. Therefore it is requested to verify the genuineness of the attached letter via return email.
2. Further it is requested to keep exporter in copy of the email while sending verification email to us so that exporter can resubmit the online addition/modification request again.
3. **Attention Exporter:** Exporters are requested to resubmit their application only after confirmation email is sent by bank to EDI.

II. MODIFICATION OF BANK ACCOUNT (Exporter should only use Modify Option)



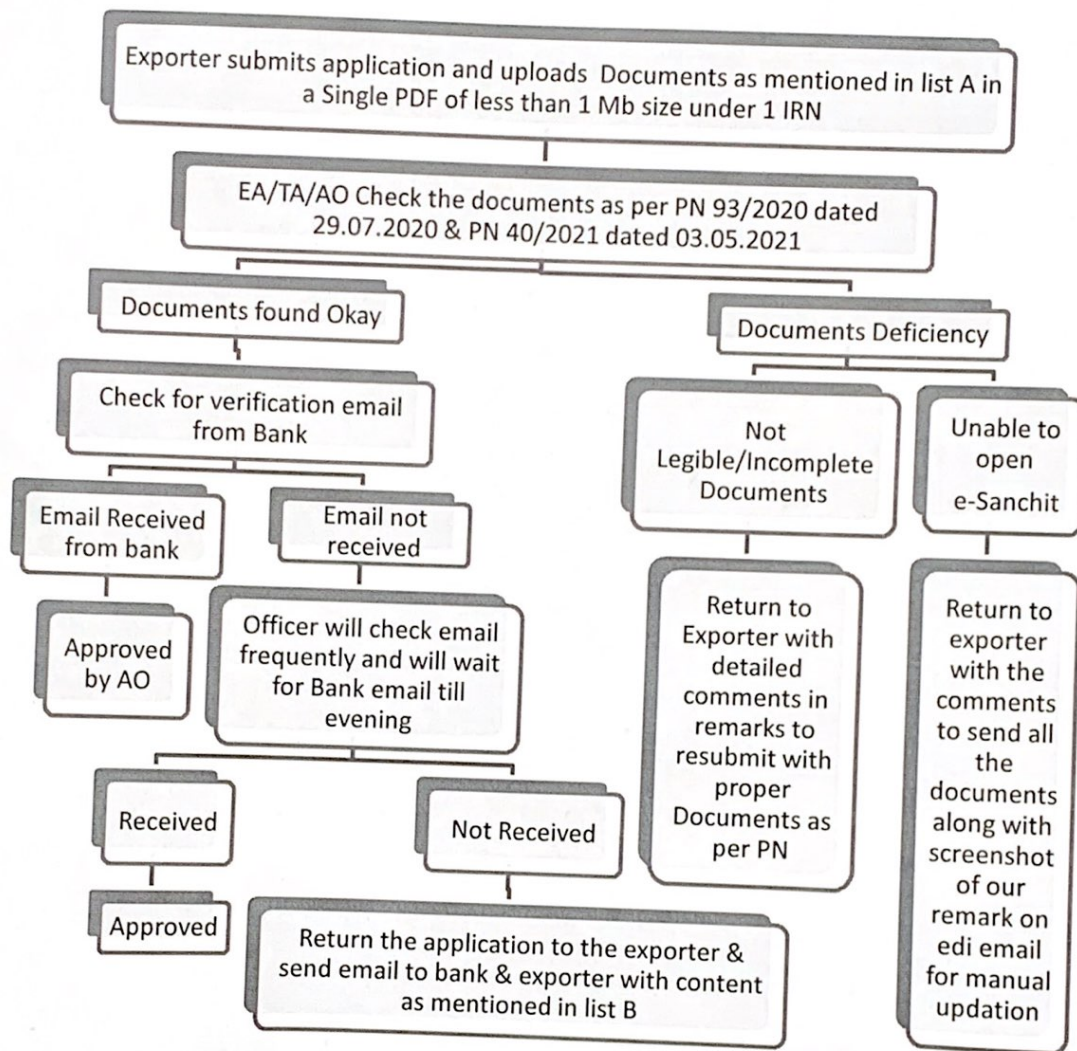
List A

1. Bank authorisation letter in format attached as Annexure-A (As per PN 93/2020 dated 29.07.2020) and NOC from Previous Bank.
2. Copy of IEC.
3. Copy of GST registration Certificate.
4. Copy of PAN Card of the Company/Partnership Entity.
5. Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account.
6. Copy of cancelled cheque.

List B

1. Please refer to Bank authorisation letter/NOC attached with this email. This letter was issued by your branch. As confirmation from your branch was not received through email, application for addition/modification of bank details couldn't be processed. Therefore it is requested to verify the genuineness of the attached letter via return email.
2. Further it is requested to keep exporter in copy of the email while sending verification email to us so that exporter can resubmit the online addition/modification request again.
3. **Attention Exporter:** Exporters are requested to resubmit their application only after confirmation email is sent by bank to EDI.

III. CHANGE OF BANK DETAILS DUE TO MERGER (Exporter should only use Modify Option)



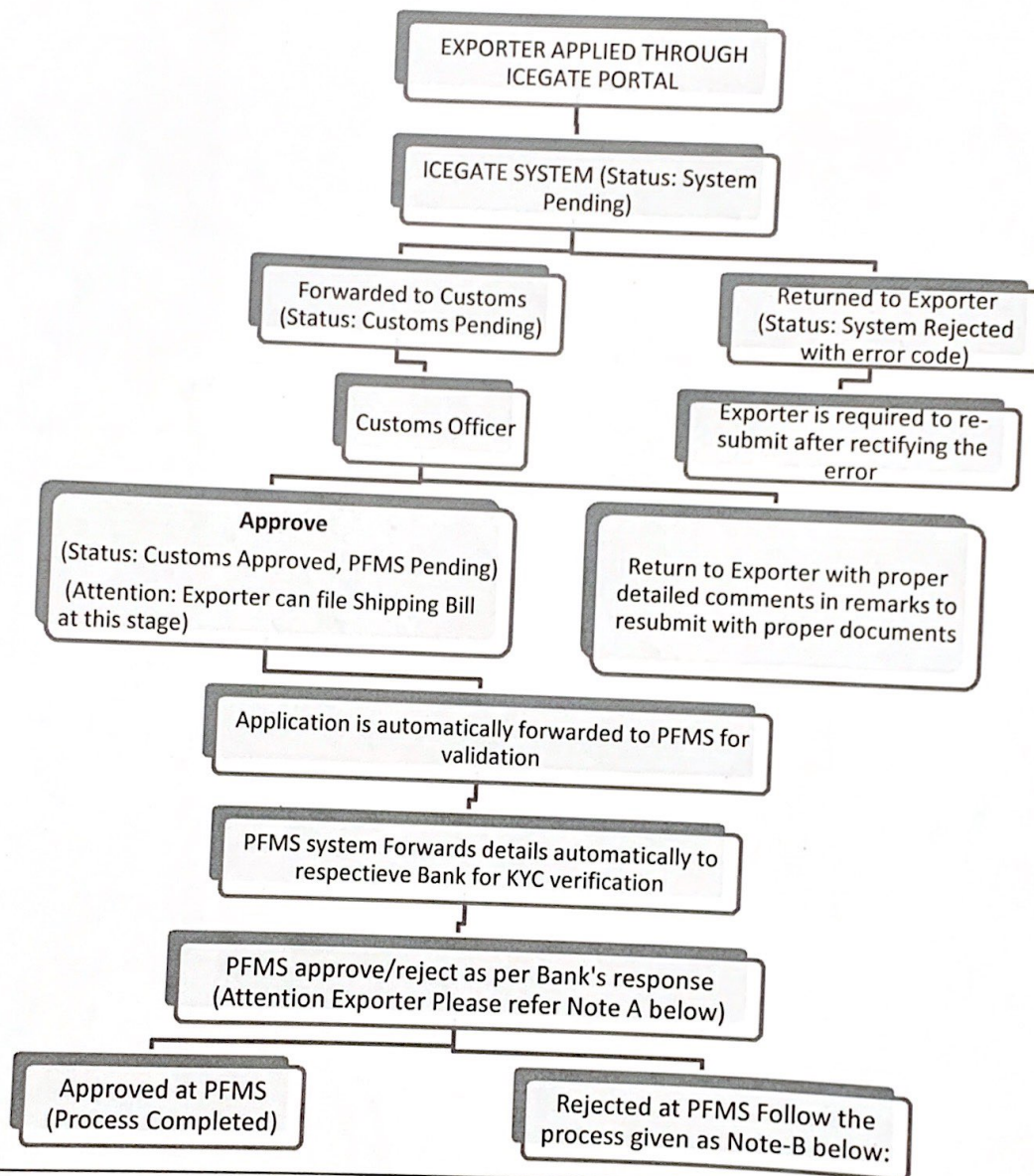
List A

1. Bank authorisation letter in format attached as Annexure-A (As per PN 40/2021 dated 03.05.2021).
2. Copy of IEC.
3. Copy of GST registration Certificate.
4. Copy of PAN Card of the Company/Partnership Entity.
5. Copy of PAN Card of Authorised Signatory (Director/Partner/Proprietor) in Bank Account.
6. Copy of cancelled cheque.

List B

1. Please refer to Bank authorisation letter attached with this email. This letter was issued by your branch. As confirmation from your branch was not received through email, application for addition/modification of bank details couldn't be processed. Therefore it is requested to verify the genuineness of the attached letter via return email.
2. Further it is requested to keep exporter in copy of the email while sending verification email to us so that exporter can resubmit the online addition/modification request again.
3. **Attention Exporter:** Exporters are requested to resubmit their application only after confirmation email is sent by bank to EDI.

C. Flow Chart for Bank Account Registration For Incentive Purpose:-



Note-A:-

Attention Exporter- please wait till the PFMS status is shown clearly rejected before re-submitting the online application through ICEGATE otherwise PFMS will reject both applications while validating because of below given errors:

TBE0006:- Same [Assessee Code, Location Code, Assessee Type, Source] already exists in PFMS. This validation will be not be applied for Update and Delete type requests. Applied for ICEGATE. Can be modified for ACES.

TBE0018:- Duplicate Assessee Details [Assessee Code, Location Code, Assessee Type, Source] Found In The File. Applied for ICEGATE. Can be modified for ACES

Note-B: - If the bank details for incentive purpose are rejected:-

On receipt of any such request through email at edi@jawaharcustoms.gov.in, EDI section as a trouble shoot will resubmit the same details to PFMS for validation and inform the exporter about resubmission with the advice that:-

1. If the bank details are accepted by PFMS after resubmission, i.e. if PFMS status is shown as "Accepted" - No Action Required.
2. If the PFMS status is shown as "Rejected" after resubmission, the exporter should approach PFMS at email id pfms-helpdesk@gov.in to ascertain the reasons for rejection and revert to EDI with the response of PFMS.
3. If PFMS status is showing as "Response Awaited", the Exporter may wait for 24 Hours and still bank details are not accepted by PFMS, the Exporter should approach PFMS at email id pfms-helpdesk@gov.in to ascertain the reasons and revert to EDI with the response of PFMS.

Sd/-

(उ. निरंजन/ U. Niranjana)

प्रधान आयुक्त, सीमाशुल्क / Pr. Commissioner of Customs

Copy to:

1. The Pr. Chief Commissioner of Customs, Mumbai Zone-II, Nhava Sheva.
2. The Pr. Commissioners/ Commissioners of Customs, NS-I, NS-II, NS-III, NS-V, NS-G and NS-Audit, Nhava Sheva.
3. Additional/Joint/Dy./Asstt. Commissioners of Customs, Nhava Sheva.
4. System Managers/Alternate System Mangers, JNCH.
5. Sections/Groups/Docks/RMSFC, Nhava Sheva through JNCH website.
6. Customs Broker Associations- BCBA/WISA.
7. Members of the Trade (MANSA/CFSAI/CSLA etc) as per mailing list.
8. AC/DC, EDI for uploading on JNCH website.