



**OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),**  
**EXPORT ASSESSMENT SECTION, NEW CUSTOMS HOUSE,**  
**BALLARD ESTATE, MUMBAI**

**F.No. S/6-B-1975/2001 Export**

**Date: - 8.5.2020**

**STANDING ORDER No. 25/2020**

**Sub: Procedure for Port Clearance -reg.**

Attention of all the officers and concerned staff of NCH is invited to the Public Notice No. 33/2020 dated 05.05.2020 regarding the procedure of granting Port Clearance/Advance Port Clearance Certificate.

2. It is hereby clarified that during lockdown period, Income Tax Certificate (for Export Cargo) can be received by export department from registered email address of income Tax department as intimated by them.

3. On receipt of request for Port clearance/ Advance Port Clearance as per the procedure laid down in Public Notice No. 33/2020 dated 05.05.2020, Port clearance/ advance port clearance shall be issued by concerned AC./DC and such Port clearance / Advance Port Clearance documents will directly be sent to the PSO-Divisions, Mumbai Customs Zone-1 via email psodivisionmumbaicustoms@gmail.com.

3. The concerned division may ensure before granting of Sailing permission, advance port clearance along with following documents should be checked by preventive officer.

- Inward clearance certificate for the vessel.
- Outward clearance certificate for the vessel.
- Immigration NOC for the Vessel.
- PHO Certificate for the Vessel.
- Load Line Certificate.
- Safety Radio Certificate.
- Safety equipment Certificate.

4. Further, the Preventive officer allowing the vessel to sail should ensure that all the formalities are complied with prior to departure of vessel and also endorse the same on Port Clearance Certificate.

5. Above Standing Order shall come into effect immediately. In case of any difficulty, the Shipping Lines/Steamer Agents may contact the Deputy/Assistant Commissioner of Customs, Export Assessment over phone no. 022-22757537.

Sd/-

**(MANOJ KUMAR KEDIA)**

Commissioner of Custom (Export),  
New Custom House, Mumbai, Zone-I.

**Copy to:**

1. The Principal Chief Commissioner of Customs, Mumbai Zone-1.
2. The Commissioner of Customs, General and Preventive, NCH, Mumbai Zone-I
3. The Commissioner of Customs, Audit, NCH, Mumbai Zone-I
4. All Additional / Joint Commissioner of Customs, NCH, Mumbai Zone-1
5. All Deputy / Assistant Commissioner of Customs, NCH, Mumbai Zone-I
6. All Sections / Groups of New Custom House, Mumbai Zone-I
7. All Trade Members, All Custom Brokers, Importers and Exporters
8. Representative of CFSAI / BCBA / FIEO / Members of PTFC for information and circulation among their members and other importers for information.
9. AC/DC, EDI for uploading on NCH website immediately.
10. Office Copy