



**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:-05.05.2020**

**DIN No. 202005770000006T31FE**

**PUBLIC NOTICE No. 33/2020**

Sub: **Procedure to issue EDI Port Clearance/Advance Port Clearance-reg.**

Attention of all the Shipping Lines/Steamer Agents, other stakeholders and members of the trade is invited to the procedure of granting Port Clearance (P.C.)/Advance Port Clearance Certificate.

2. The Port Clearance is granted in terms of Section 42 of Customs Act, 1962. The following documents are required to be produced for Port Clearance alongwith application ( Format of application is enclosed as Annexure-A).

- Light Dues Certificate.
- NOC from Immigration Department.
- Port Health Certificate.
- Income Tax Certificate (for Export Cargo)
- Load Line Certificate.
- Safety Radio Certificate.
- Safety equipment Certificate.
- Ship Registry Certificate.
- Port Dues Certificate.

3. On receipt of such application, concerned AC/DC should verify correctness of entry inward & entry outward from system, light dues payment calculation, genuineness of all certificates for the concerned vessel and thereafter grant Port Clearance in EDI.

4. Further, as per para 2 (ii) of Board's circular No. 02/2015-Customs dated 15.01.2015 issued vide file no. F. No. 450/221/2014-Cus, Export Commissionerate has adopted the procedure for issuing Advance Port Clearance certificate to the Shipping /Steamer Agents after taking Continuity Bond/Guarantee for the period of one year towards issuance of Port Clearance for vessels calling at Mumbai Port. After submitting continuity bond/guarantee, the shipping/steamer agents can apply for Advance port clearance with the following documents:

- An application for Advance Port Clearance (Annexure-‘A’)
- Copy of Ship Registry.
- Light Dues payment receipt & rotation no.
- Income Tax Certificate (for Export Cargo)

**4(i)** Accordingly, advance port clearance shall be issued by concerned AC/DC. 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.

Certificates/documents not submitted at the time of advance port clearance are to be submitted to concerned AC/DC within seven days from the sailing of the vessel by the Shipping /Steamer Agents

**(ii)** The Shipping /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 in the same bottom.

**(iii)** Advance Port Clearance once issued shall be valid for 03 days and same can be extended 03 times for three days each

**(iv)** The Shipping/Steamer Agents should also bound themselves in 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 by the Customs as per provisions under Customs Act, 1962.

**5. Further, due to the lockdown in light of COVID 19 enforced by the Government of India, the shipping/steamer agents have expressed their inability to submit the continuity bond in cases where continuity bond expired on 31.03.2020. However, they are submitting an undertaking that they will be providing a continuity bond/guarantee once the lockdown period is over. In lieu of current circumstances, this office has allowed the same based on the undertaking as cited supra. They should also undertake to submit all the relevant documents as required within 07 days after sailing of the vessel as per past practices.**

**6. It is highlighted that till the lockdown is over, scanned copies of above mentioned documents can be submitted via email id [exportassessment2@gmail.com](mailto:exportassessment2@gmail.com). After due verification of documents and that there is no alert against the Vessel, Port Clearance/**

**Advance Port Clearance Certificate duly signed by the competent authority will be uploaded on the sender email id with attachment.**

7. 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.

8. Above Public notice 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

ANNEXURE-A

Date:

To,  
The Deputy Commissioner of Customs,  
Export Assessment,  
New Custom House, Mumbai.

Sir,

Reg.: MV / MT \_\_\_\_\_  
Export Rotation No. \_\_\_\_\_ dated \_\_\_\_\_

Kindly grant us Port Clearance Certificate for MV / MT \_\_\_\_\_  
Commander \_\_\_\_\_ Net tons \_\_\_\_\_ under \_\_\_\_\_  
Colour for Port \_\_\_\_\_ with \_\_\_\_\_ and \_\_\_\_\_ passengers.

The following particulars and documents are produced for consideration of granting the Port Clearance:

1. Shipping Certificate \_\_\_\_\_ Date \_\_\_\_\_
2. No Opium / No Dangerous Drugs Certificate \_\_\_\_\_
3. Ship's Register No. (IMO No.) \_\_\_\_\_
4. Tonnage of the vessel Gross \_\_\_\_\_ Net \_\_\_\_\_
5. License from the Director General of Shipping
  - i) Indian Owned Ship (a) General License No. \_\_\_\_\_ valid till \_\_\_\_\_
  - ii) Foreign ship on a charter with  
Indian citizen or Indian company (a) Specified Voy Lic. No. \_\_\_\_\_ valid till \_\_\_\_\_
  - iii) Foreign Ships (other than those mentioned in item ii above) (a) Specified Period Lic No. \_\_\_\_\_ valid till \_\_\_\_\_  
(b) Specified Voy Lic. No. \_\_\_\_\_ valid till \_\_\_\_\_  
Engaging in the coasting trade of (c) Specified Period Lic. No. \_\_\_\_\_ valid till \_\_\_\_\_
- India
6. Nationality \_\_\_\_\_
7. Nature of clearance \_\_\_\_\_
8. If in Ballast, Nature of ballast, water or sand \_\_\_\_\_
9. Load Line Certificate issued at \_\_\_\_\_ on \_\_\_\_\_ and valid till \_\_\_\_\_
10. Safety Radio Certificate issued at \_\_\_\_\_ valid till \_\_\_\_\_
11. Safety Equipment Certificate issued at \_\_\_\_\_ valid till \_\_\_\_\_
12. Certificate of Deck Cargo (This will be produced to the B.O. at the time of departure of the vessel)
13. Marine Dues Certificate / Clearance Certificate
  - a) No Demand Certificate No. \_\_\_\_\_ dated \_\_\_\_\_
  - b) Bank / P.T. Receipt No. \_\_\_\_\_ dated \_\_\_\_\_
14. Income Tax Certificate \_\_\_\_\_
15. Light Dues Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ Amount Rs. \_\_\_\_\_ paid at \_\_\_\_\_ become payable on \_\_\_\_\_
16. Bill of Health Certificate from the Port Health Officer \_\_\_\_\_
17. No objection from Immigration Officer will be produced within 48 hours after departure of the vessel.
18. Other Declaration:
  - a) Vessel arrived on \_\_\_\_\_ at \_\_\_\_\_ from \_\_\_\_\_
  - b) Vessel sailing on \_\_\_\_\_ at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

List of Arms, Ammunition and explosives on board to be declared by vessel bound for coastal port vide para 2 of Page 11 of the Export manual read with Section 10, 11 and 12 of the Arms Act, 1959 and Arms Rules, 1962.

Date:

To,  
The Deputy Commissioner of Customs  
Export Assessment,  
New Custom House,  
Mumbai.

Dear 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 Mumbai Port on  
\_\_\_\_\_ at \_\_\_\_\_ hours from \_\_\_\_\_ and the  
vessel is scheduled to sail on \_\_\_\_\_ at \_\_\_\_\_ hours to  
\_\_\_\_\_.

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 vessel.

Yours truly,

(As Agents)

Name

## **DECLARATION**

I/We declare that all the given below details are true and correct.

<b>1</b>	Vessel Foreign Run	Yes	No	Conversion copy Attached
<b>2</b>	Vessel Coastal Run	Yes	No	Conversion copy Attached
<b>3</b>	Light dues paid	Yes	No	Copy attached
<b>4</b>	Rotation No. & Date	Yes	No	Copy attached
<b>5</b>	Income Tax Certificate(If Local)	Yes	No	Copy attached
<b>6</b>	Ship Registry	Yes	No	Copy attached
<b>7</b>	Water Ballast/Same Bottom/Local			
<b>8</b>	Application for PC(Signed and Duly Stamped)			

Stamp & Signature