

### **DPD Registration Procedure at JNPCT**

The procedure for registration of DPD agency at JNPCT is given below for the benefit of the Trade:

1. The importer who intend to avail DPD facility from JNPCT shall open the below link in **Internet Explorer ONLY**

[https://focus.inport.com:7074/FOCUS/MastersEntry/Customer\\_registration.aspx](https://focus.inport.com:7074/FOCUS/MastersEntry/Customer_registration.aspx) .

2. **This link is also available under Quick Links on homepage. USE only Internet Explorer**
3. Select 'Importer'.
4. Fill up all details correctly. Else it will be rejected.
5. Upload following documents:
  - a) Self-attested copy of PAN Card (name and designation of person signed to be mentioned)
  - b) Self-attested copy permission letter of Jawahar Customs **or** relevant page of PN 69/2018 (name and designation of person signed to be mentioned)
  - c) Self-attested copy of GST certificate (name and designation of person signed to be mentioned)
  - d) Self-attested copy of IEC certificate (name and designation of person signed to be mentioned)

**\*\*\* Please note that above 4 documents should in PDF format.**

6. Enter mail id for OPT.
7. Enter OTP received in your mail.
8. Accept terms and conditions by clicking **tick**.
9. Enter Name, designation and place of person submitting form.
10. Press **SUBMIT** button.
11. If it is successful you will get reference number. Else error will appear at the bottom of the screen.
12. Correct the error and submit again.
13. Your will get confirmation mail for submission of Form.

14. Once registration is done, importer will get DPD code, in the mail ids given in the Registration Form.
15. If case of any discrepancies the form will be rejected. Importer need to correct the same and re-submit the form.

IN case the above link is not working, for any reason then importer have to submit following scanned documents online to mail ids: [jnctdpd@jnport.gov.in](mailto:jnctdpd@jnport.gov.in) or [jnptcfs@jnport.com](mailto:jnptcfs@jnport.com)

- a) Duly filled-in registration form of JNPCT.
- b) Self-attested copy of PAN Card (name and designation of person signed to be mentioned)
- c) Self-attested copy permission letter of Jawahar Customs or relevant page of PN 69/2018 (name and designation of person signed to be mentioned)
- d) Self-attested copy of GST certificate (name and designation of person signed to be mentioned)
- e) Self-attested copy of IEC certificate (name and designation of person signed to be mentioned)

Upon scrutiny of the documents the DPD agency will be registered in the system and a DPD code will be communicated to the importer online by JNPT. Importer can provide this code to the concerned Shipping Agency to indicate the same in the Import Advance List submitted to JNPT for a particular vessel.

After receiving common code the importer need to apply for PD account in PCS.

After receiving common code the importer need to apply at other Terminals also for opening PD account for which they need to contact them directly.

In case of any clarification, the agency may contact on [jnctdpd@jnport.gov.in](mailto:jnctdpd@jnport.gov.in) or [pgrao@jnport.gov.in](mailto:pgrao@jnport.gov.in) or 022 6781 5047 or 022 6781 5229/ 6781 5201.

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