

## DPD Registration Procedure- Online

The On line procedure for registration of DPD agency at JNPCT is given below:

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/Custom\\_registration.aspx](https://focus.inport.com:7074/FOCUS/MastersEntry/Custom_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.

How to re-submit??

Kindly go to

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

and click Search button.

Enter application reference number.

Application details will be displayed and rejected reasons.

Correct the application and re-submit again

16. In case of any clarification, the agency may contact on [inpctdpd@inport.gov.in](mailto:inpctdpd@inport.gov.in) or 022 6781 5229/ 6781 5201.

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