

## 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 click <http://dpdreg.inport.com/>
2. First create user login by clicking [Create Login](#). Valid mail id and mobile number required to create user login.
3. After creating user login, you know user name and password. Please note that only one registration is allowed for one mail id.
4. Then Click [Signin/Login](#) and login with the user name and password (created just now).
5. Go to DPD application form.
6. Fill up all details correctly. Else it will be rejected.
7. Upload following documents ( in single page):
  - a) Self-attested copy permission letter of Jawahar Customs or relevant page of PN 69/2018 (name and designation of person signed to be mentioned)
  - b) Self-attested copy of PAN Card (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)

**\*\*\* Please note that above 3 documents should in JPG/PDF format and file size should not exceed 300 KB.**

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 Blank screen appears.
12. If blank screen appears documents are not correctly uploaded.

Please note that you need to upload documents in correct size and format.

To check status of the registration go to 'Track DPD Application Form Status'.

- a) Once registration is done, importer will get DPD code, PIN system user id and password in the mail ids given in the Registration Form.
- b) In case of any clarification, the agency may contact on [inpctdpd@inport.gov.in](mailto:inpctdpd@inport.gov.in) or [pgrao@inport.gov.in](mailto:pgrao@inport.gov.in) or 022 6781 5047 or 022 6781 5229/ 6781 5201.

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