Standard Operating Procedure (SOP) for registration of SEZ

REGISTRATION:

1. The SEZ operator who intend to register with JNPT shall submit the duly filled registration form by enclosing the below documents:

    i) Self-attested copy of Notification of SEZ
    ii) Self-attested copy of Import / Export continuity Carrier bond
    iii) Self-attested copy of Renewal / Acceptance of Continuity bond
    iv) Self-attested copy of PAN Card of company.
    v) Self-attested copy of GST certificate

Registration form is available at **under 'direct port delivery' on our website www.jnport.gov.in.**

The above documents to be sent by e-mail to bhalchandrakoli@jnport.gov.in with a copy to smingole@jnport.gov.in.

2. Upon scrutiny, the Terminal will register the SEZ in system and create a SEZ code against them.

3. The SEZ code will be communicated to them through mail to SEZ Operator online through e-mail to the ids provided in their Registration Form. The same code to be informed to the Shipping Line for indicating in the IGM as well as Import Advance List (IAL) as and when it is required.

4. Please note that SEZ Operator will first register with JNPCT following the above procedure and obtain common code for SEZ. The same can be used for other terminals also.

PIN Generation:

The SEZ details will also be registered in the Import e-Form 13 module and user id and pass word will be communicated to them for generating PIN for the trailers through the PIN system for facilitating delivery from JNPT. PIN system procedure **is given under 'direct port delivery' on our website www.jnport.gov.in.**

The 'user id' with 'password' will be communicated to SEZ Operator online through e-mail to the ids provided in their Registration Form.

Release of import containers :

SEZ containers will be released on receipt of SMTP message from Customs. If message is not received, then SEZ Operator need to submit copy of SMTP to update the same in the system such that container can be released for delivery.

REGISTRATION OF TRAILERS AND DRIVERS IN AGS:

Importer need to **register their tractor trailers & drivers** and also advise **their transporter to register their tractor trailers** through PIN system Portal (Import E-form 13 portal) with the help of link *Registration* given in the portal. Only registered trailers/drivers on this portal only will be allowed in side terminal for taking delivery of DPD containers from JNPCT. **Procedure for Truck/driver registration is given under 'direct port delivery' on our website www.jnport.gov.in.**

For any details you may contact on 6781 5209 or bhalchandrakoli@jnport.gov.in

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