

पत्तन कार्यालय : प्रशासन भवन, शेवा, नवी मुंबई - 400707. Port Office : Administration Bldg., Sheva, Navi Mumbai - 400 707.  
मुख्य सतर्कता अधिकारी Chief Vigilance Officer - (022) 2724 4151 ; मुख्य महा प्रबंधक (प्रशासन) एवं सचिव Chief General Manager (Admn.) & Secy - (022) 2724 4021 ;  
मुख्य महा प्रबंधक (यातायात) Chief General Manager (Traffic) - (022) 2724 4191; मुख्य महा प्रबंधक (यां.एवं वि.अ.) Chief General Manager (M&EE) - (022) 2724 4181 ;  
मुख्य महा प्रबंधक (वित्त) Chief General Manager (Fin) - (022) 2724 4081; मुख्य महा प्रबंधक (प.यो.वि.) Chief General Manager (PP&D) - (022) 2724 4156  
उप-संरक्षक Dy. Conservator (022) 2724 4171; हार्बर मास्टर (022) 2724 4173.  
Website : www.jnport.gov.in • E-mail : info@jnport.gov.in

JNP/Marine/DC/2026/412

Date :10.06.2026

## TRADE CIRCULAR

### **Subject: Submission of FAL Form in MSW system for Vessel movement.**

In view of DGS circular, No 29 of 2026 dated 08.06.2026 regarding mandatory to submission of FAL form through Maritime single window (MSW) system.

All Shipping agents and service providers are instructed to comply with DGS circular No 29 of 2026 Para 4

-----Quote-----

All stakeholders are hereby informed that submission of arrival/departure FAL forms electronically for vessel inward and outward clearance through MSW portal shall be mandatory with effect from 15<sup>th</sup> June 2026. As a transition provision during the initial implementation phase, Ports may process Pilot booking, Berth allotment and related operational clearances etc., only in cases of technical issue in the MSW system, provided the shipping agent has attempted submission of the requisite FAL forms through the system and emailed screenshot/details of such issue to the concerned authorities.

-----Unquote -----

View directions, DGS Circular No 29 of 2026 dated 08.06.2026 Berthing and Unberthing time will be allotted by JNPA, only upon submission of FAL form through MSW system.

  
Deputy Conservator & PFSO

Encl: DGS Circular No 29 of 2026 dated 08.06.2026



भारत सरकार / GOVERNMENT OF INDIA  
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय  
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई  
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

File No. 25-63011/7/2023-NT - DGS

Date: 08.06.2026

DGS Circular No. 29 of 2026

Subject: Instructions regarding mandatory submission of FAL Forms through Maritime Single Window (MSW) System – reg.

Sir,

The International Maritime Organization (IMO), through amendments to the FAL Convention, has mandated establishment of Maritime Single Window systems for electronic submission, exchange and processing of information required on arrival, stay and departure of ships. In compliance with the said international framework, Government of India has operationalised Maritime Single Window (MSW) as the designated national digital platform for submission of statutory maritime declarations and FAL documentation.

2. The Directorate vide MS Notice No. 01 of 2024 dated 08.01.2024 already mandated submission of FAL forms electronically to the Port authorities. The upgraded version of MSW portal (NLP Marine version 2.0 - Sagar Sethu) was launched recently. However, it has been observed during the recent review meetings of Maritime Single Window (MSW) that submission of FAL Forms through the MSW 2.0 system remains below expected levels and, in several instances, parallel submission through email/manual mode is continuing. Such practice dilutes the objective of a unified digital single-window clearance mechanism.

3. Accordingly, all Port Authorities, Port Health, Customs and Immigration authorities involved in arrival and departure clearance of the vessels are advised to take necessary action immediately on the following:

- i. Ensure that all applicable FAL Forms for vessel arrivals/departures are submitted through the MSW 2.0 system by shipping agents/ship masters/authorised representatives.
- ii. Pilot Booking, Berth Allotment and related port operational clearances may be processed only after confirmation of submission of requisite FAL Forms through MSW 2.0, except in emergency or safety-related circumstances.
- iii. Shipping agents are hereby advised to complete submissions sufficiently in advance and preferably not less than six hours prior to vessel entry/arrival, wherever operationally feasible.
- iv. Parallel submission through email/manual mode should be discontinued immediately, except where specifically required under law or due to temporary system contingencies.
- v. Full cooperation may be extended to the technical team of Indian Ports Association for user on-boarding, access issues and system support.
- vi. Nodal officers may monitor compliance levels regularly and ensure progressive improvement in MSW portal-based submissions.

९वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैंम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042

फोन/Te! No.: +91-22-2575 2040/1/2/3 फैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

4. All stakeholders are hereby informed that submission of arrival/departure FAL forms electronically for vessel inward and outward clearance through MSW portal shall be mandatory with effect from 15th June 2026. As a transition provision during the initial implementation phase, Ports may process Pilot Booking, Berth Allotment and related operational clearances etc., only in cases of technical issues in the MSW system, provided the shipping agent has attempted submission of the requisite FAL Forms through the system and emailed screenshot/details of such issue to the concerned authorities.

5. For any technical issues/queries in submission of FAL forms the shipping agents may contact the 24x7 MSW Sagar Sethu helpline using the following number and email address: Toll free no: 1800-270-5260 and email id: [sagarsethu.support@ipa.org.in](mailto:sagarsethu.support@ipa.org.in)

6. All Ports are requested to accord priority to this matter and ensure strict compliance for effective implementation of the Maritime Single Window framework in India.

7. This is issued with the approval of the Competent Authority



(Capt. Nitin Mukesh)

Dy. Nautical Advisor-cum Senior DDG (Tech)

08.06.24