भारत सरकार / GOVERNMENT OF INDIA
सीमा शुल्क प्रधान आयुक्त का कार्यालय)पत्तन(
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (PORT)
सीमा शुल्क सदन, 15/1स्ट्रैण्ड रोड, कोलकाता .) -700001बं .प(
CUSTOM HOUSE, 15/1 STRAND ROAD, KOLKATA(WB) – 700001
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DIN-20261176NN0000FD5F64

PUBLIC NOTICE NO. 56 /2026

Subject: Procedure for issuance of online Port Clearance/Advance Port Clearance in respect of vessels calling at Kolkata Port (INCCU1) – reg.

Attention of all Authorized Sea Carriers/Authorized Sea Agents (ASC/ASA), members of the trade, authorized representatives and all other stakeholders is invited to CBIC Circular No. 02/2015-Customs dated 15.01.2015, issued vide F. No. 450/221/2014-Cus. IV, on the above subject in suppression of all earlier Kolkata Customs Public Notice(s) relating to Port Clearance / Advance Port Clearance - reg.

2. Port Clearance is granted in terms of Section 42 of the Customs Act, 1962, which, inter alia, provides that no conveyance shall leave without the written order of the proper officer. For obtaining a Port Clearance Certificate (PCC), the following documents, as applicable, are required to be produced along with the application, in accordance with the Customs Act, 1962, Customs Preventive Manual and other allied Acts, as amended from time to time:

i. Light House Certificate
ii. NOC from Immigration Department
iii. Port Health Certificate
iv. Income Tax Certificate
v. Load Line Certificate
vi. Ship Safety Radio Certificate
vii. Ship Safety Equipment Certificate
viii. Ship Registry Certificate
ix. Port Dues Certificate.

3. Advance Port Clearance

3.1 As a trade facilitation measure, the facility of Advance Port Clearance shall be available to ASC/ASA subject to execution of a one-time Continuity Bond (Advance Port Clearance) with the Deputy/Assistant Commissioner of Customs, Export Section, in the prescribed format (Annexure-I).

3.2 The Continuity Bond shall be valid for one year and shall be renewed annually. It shall be executed on non-judicial stamp paper of Rs 500/- and submitted physically to the Assistant Commissioner of Customs (Export), Custom House, Kolkata. A photocopy of the

executed bond may thereafter be submitted for subsequent applications.

3.3 Advance Port Clearance shall be granted subject to submission of the following documents before sailing of the vessel:

i. Inward Clearance Certificate of the Vessel
ii. Immigration NOC for the Vessel
iii. PHO Certificate of the Vessel
iv. Load Line Certificate
v. Ship Safety Radio Certificate
vi. Ship Safety Equipment Certificate.

3.4 The following documents, wherever applicable and not submitted at the time of issuance of Advance Port Clearance, shall be submitted by the Shipping Lines/Steamer Agents within seven days from the date of sailing of the vessel for closure of the Port Clearance application:

i. Outward Clearance Certificate of the Vessel
ii. Ship Registry Certificate
iii. Income Tax Certificate
iv. Port Dues Certificate
v. Light House Certificate
vi. Any other document required under the applicable statutory provisions.

3.5 The Shipping Lines/Steamer Agents shall submit the prescribed undertaking in Annexure-II and shall ensure compliance with the conditions of the Advance Port Clearance facility.

4. The Advance Port Clearance shall be issued by Port Clearance Section with due approval of AC/DC (Export Section). Before granting of sailing permission, Advance Port Clearance along with following documents should be checked by Boarding/Preventive Officer, INCCU1:-

i. Inward Clearance Certificate of the Vessel
ii. Outward Clearance Certificate of the Vessel
iii. Immigration NOC for the Vessel
iv. PHO Certificate of the Vessel
v. Load Line Certificate
vi. Ship Safety Radio Certificate
vii. Ship Safety Equipment Certificate

The Certificate/Documents not submitted at the time of advance Port Clearance are to be submitted within seven days from the sailing of the vessel by the Shipping Line/Steamer Agents for closure of Port Clearance Application.

5. Undertaking regarding prohibited cargo

The Shipping Lines/Steamer Agents shall undertake that the vessel shall not carry any dangerous drugs or consignments of arms and ammunition, fissionable material such as Uranium, Plutonium, Thorium, etc., in the same bottom. The undertaking shall form part of Annexure-II.

6. Validity and extension of Advance Port Clearance

Advance Port Clearance, once issued, shall remain valid for three days. The same may be extended up to three times, for a period of three days each, on submission of an application for extension, subject to approval by the competent authority.

7. Non-submission of documents

The Shipping Lines/Steamer Agents shall undertake that in the event of failure on their part to submit the requisite documents within seven days from the date of sailing of the vessel, suitable action may be initiated against them under the provisions of the Customs Act, 1962 and other applicable laws.

8. Online processing of Port Clearance

8.1 As a trade facilitation measure and to promote Ease of Doing Business, the existing manual procedure for issuance of Port Clearance Certificates shall be migrated to an online mode.

8.2 All applications for Port Clearance Certificates, along with the requisite documents prescribed in this Public Notice, shall be submitted through the online platform at **https://e-pcc.in**. Applications should be submitted sufficiently in advance of the expected time of departure (ETD) of the vessel to facilitate timely processing.

8.3 Shipping Lines/Steamer Agents shall ensure that all requisite fields are correctly filled in and that the uploaded documents are legible and complete to avoid delays.

8.4 Port Clearance Certificates shall be issued during office hours only.

9. Registration and onboarding of Shipping Lines/Steamer Agents

9.1 The onboarding of Shipping Lines/Steamer Agents on the online portal shall be facilitated by the Department.

9.2 User ID and Password for accessing the online platform shall be communicated to eligible Shipping Lines/Steamer Agents through their registered email IDs available with the Department.

9.3 For onboarding, Shipping Lines/Steamer Agents shall submit a request manually to the Port Clearance Section, Export Department, Custom House, Kolkata, on any working day between 11:00 HRS and 13:00 HRS.

9.4 The User ID and Password shall thereafter be communicated to eligible applicants through their registered email IDs by 17:00 HRS on the same day.

10. User Manual

The User Manual for submission of online applications for Port Clearance Certificates, including the procedure for editing/amendment, extension and closure of applications, shall be made available to the stakeholders through the online platform/official website.

11. Online processing mechanism

Upon receipt of an application for Port Clearance Certificate through the online portal, the application shall be processed in the following manner:

(i) The Level 1 Officer (Administrative Officer/Superintendent of Customs) shall verify the correctness and genuineness of the documents submitted by the Shipping Lines/Steamer Agents.

(ii) If the application and supporting documents are found complete and correct, the Level 1 Officer shall forward the application to the Level 2 Officer (AC/DC, Export Section) for issuance of the online Port Clearance Certificate. The Level 2 Officer, if satisfied with the completeness of the application, shall grant the online PCC, which shall be available for download through the online portal and shall also be communicated to the applicant through the registered email ID.

(iii) If the application is found incomplete or incorrect by the Level 1 Officer, a deficiency memo shall be issued online. The deficiency memo shall be accessible to the Shipping Lines/Steamer Agents through their respective User IDs. The applicant shall submit its reply along with the required documents through the online portal. Upon satisfactory compliance, the Level 1 Officer shall forward the application to the Level 2 Officer for issuance of PCC.

(iv) If the application is found incomplete or incorrect by the Level 2 Officer, the Level 2 Officer may issue a deficiency memo online. The reply submitted by the applicant shall be automatically forwarded to the Level 1 Officer for verification. Upon satisfactory compliance, the Level 1 Officer shall forward the application again to the Level 2 Officer for issuance of PCC.

(v) Once the online PCC is granted, the same shall be available to the Shipping Lines/Steamer Agents for download through their User IDs and shall also be communicated to their registered email IDs. The online PCC shall contain a QR Code for verification of its genuineness.

(vi) In case the vessel does not sail within the validity period of the online PCC, the Shipping Lines/Steamer Agents may apply for extension through the EDIT mode available on the online portal. The application shall be forwarded to the Level 1 Officer, who, upon being satisfied with the reasons furnished, may grant extension for three days. Such extension may be granted a maximum of three times only. The extended PCC shall be available through the online portal and shall also be communicated through the registered email ID.

(vii) The Shipping Lines/Steamer Agents may apply for amendment of the name of the Master of the Vessel and Next Port of Call before sailing of the vessel through the EDIT mode available on the online portal. The Level 1 Officer, after due verification, shall process the amendment, which shall result in generation of an updated online PCC.

(viii) After sailing of the vessel, the Shipping Lines/Steamer Agents shall submit the documents which were not submitted at the time of issuance of Advance Port Clearance within seven days from the date of sailing of the vessel. The closure request shall be submitted to the Level 1 Officer through the online portal by using the "Submit Closure Request" option. The Level 1 Officer shall verify the correctness of the documents and, if satisfied, close the application. In case of deficiencies, a deficiency memo shall be issued online. Upon receipt and verification of the reply, the Level 1 Officer shall close the application if the deficiencies are satisfactorily addressed.

12. Manual processing during transition

As a transitional arrangement, the existing manual procedure for issuance of Port Clearance Certificates shall continue up to 30-11-2026. Thereafter, all applications shall be processed through the online mode only.

However, applications for manual Port Clearance may be considered only under exceptional circumstances, with the prior approval of the ADC/JC (Export), on a case-to-case basis.

13. Effective date and supersession

This Public Notice shall come into force with effect from date of uploading on Kolkata Customs website (www.kolkatacustoms.gov.in).

This Public Notice shall also serve as a Standing Order for all departmental officers and staff concerned with its implementation. It shall supersede all earlier Public Notices issued by Kolkata Customs in respect of the procedure for issuance of Port Clearance/Advance Port Clearance.

The list of documents prescribed under this Public Notice may be modified in accordance with changes in the applicable legislative provisions, the Customs Act, 1962, allied Acts or instructions/circulars issued by the Board from time to time.

14. Assistance

In case of any difficulty in relation to the online procedure, ASC/ASA may contact the ADC/JC (Export Section), Custom House, Kolkata.

Digitally signed by
NASIM ARSHI
Date: 09-11-2026
14:15:17

(Nasim Arshi)

PRINCIPAL COMMISSIONER OF CUSTOMS
PORT COMMISSIONERATE

Encl.: Annexure-I and Annexure-II.

Copy to:

1. The Chief Commissioner of Customs, Kolkata Zone.
2. All the Pr. Commissioners/Commissioners of Customs, Kolkata Zone.
3. All the Additional/Joint Commissioners of Customs, Kolkata Zone.
4. All the Deputy/Assistant Commissioners of Customs, Kolkata Zone.
5. The AC/DC, EDI, for uploading on the website of Kolkata Customs.
6. Notice Board.
7. Association of Shipping Interests in Calcutta, Shipping House, 13, Strand Road, Kolkata-700001.
8. Office Copy.

ANNEXURE-I

FORMAT FOR CONTINUITY BOND (ADVANCE PORT CLEARANCE)

To,
The Deputy/Assistant Commissioner of Customs,
Export Section,
Office of the Principal Commissioner of Customs (Port),
Custom House, Kolkata – 700001.

Subject: Continuity Bond/Guarantee for a period of one year from _____ to _____ towards issuance of Advance Port Clearance for vessels calling at Kolkata Port (INCCU1), pending submission of requisite documents within seven days from the date of sailing of the vessel.

Reference: Public Notice No. _____ dated _____.

We hereby execute this Continuity Bond/Guarantee for availing the facility of Advance Port Clearance in respect of vessels calling at Kolkata Port (INCCU1) during the period from _____ to _____, subject to submission of the requisite certificates/documents not submitted at the time of issuance of Advance Port Clearance, within seven days from the date of sailing of the respective vessels.

We undertake to submit the following documents, wherever applicable, within the stipulated period:

i. No Opium/No Dangerous Cargo Declaration
ii. Nature of Clearance: Local Cargo/Same Bottom Cargo/Passenger/Ballast
iii. Deck Cargo Certificate
iv. Immigration Clearance Certificate
v. Cargo Declaration
vi. No Arms/No Ammunition Declaration
vii. No Gold/No Silver Declaration
viii. Port Health Certificate
ix. Income Tax Certificate

In the event of failure on our part to submit the aforesaid documents within seven days from the date of sailing of the vessel, suitable action may be initiated against us under the provisions of the Customs Act, 1962 and the Sea Cargo Manifest and Transhipment Regulations, 2018, as applicable.

We further undertake that the vessels represented by us shall not carry any dangerous drugs, arms and ammunition or fissionable material such as Uranium, Plutonium and Thorium, in the same bottom.

We undertake to apply for renewal of this Bond/Guarantee annually and request that a Bond/Reference Number may be allotted to enable us to quote the same in respect of all vessels calling at Kolkata Port (INCCU1).

Yours faithfully,

For _____

As Agents _____
Name:
Designation:
Date:
Seal:

ANNEXURE-II

UNDERTAKING

To,
The Deputy/Assistant Commissioner of Customs,
Export Section,
Office of the Principal Commissioner of Customs (Port),
Custom House, Kolkata.

Subject: Request for issuance of Advance Port Clearance in respect of Vessel MV/MT _____ – reg.

This is to inform that the above vessel MV/MT _____ is arriving at Kolkata (INCCU1) on _____ at _____ hours from _____ and is scheduled to sail on _____ at _____ hours to _____ (Destination Port).

We request issuance of Advance Port Clearance for the said vessel and hereby undertake as follows:

1. We shall submit all requisite certificates/documents not submitted at the time of issuance of Advance Port Clearance within seven days from the date of sailing of the vessel.
2. The vessel shall not carry any dangerous drugs, arms and ammunition or fissionable material such as Uranium, Plutonium and Thorium, in the same bottom.
3. We shall comply with all the conditions prescribed under the relevant Public Notice and applicable provisions of the Customs Act, 1962 and allied laws.
4. In the event of failure to submit the requisite documents within the stipulated period, we shall be liable for action under the applicable provisions of law.

Yours faithfully,

For _____
As Agents _____
Name:
Designation:
Date:
Seal: