



OFFICE OF THE COMMISSIONER OF CUSTOMS (NHAVA SHEVA-I)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, URAN,  
RAIGAD, MAHARASHTRA - 400 707  
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F. No. EDI/ Misc.-154/2017 /JNCH

Date: 31.07.2023

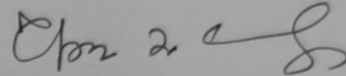
### **Public Notice No. 65/2023**

**Subject: Standardizing documentary and information requirements for AD Code and Bank Account with IFSC Registration/modification in relation to exports- reg.**

Attention of all stakeholders is invited to the Instruction No. 25/2023 dated 28.07.2023 issued by CBIC vide F. No. 450/145/2023-Cus-IV relating to Standardizing documentary and information requirements for AD Code Registration/modification in relation to exports across all the Customs Zones.

2. Accordingly, it has been decided that henceforth, only the following two legible scanned documents will be uploaded on E-Sanchit for the purpose of fresh application approval of AD Code/ Bank Account Registration: -
  - i. Bank Authorization letter in format attached as **Annexure-A** to this Public Notice
  - ii. Copy of cancelled cheque related to said Bank Account No. or latest bank statement of the said Bank account endorsed by the Bank.
3. For Modification/Change in registered IFSC with Bank Account for the purpose of IGST-refund/Drawback, the following documents are required:
  - i The documents as enlisted at para 2.
  - ii NOC from bank, whose bank account previously registered in ICES, which is required to be changed.
4. The exporters are advised to submit Bank Authorization Letter and/or NOC issued by their respective Bank to EDI Section, JNCH, Nhava Sheva on official e-mail ID- [edi.jc@gov.in](mailto:edi.jc@gov.in) The exporters are advised to request the respective Bank to send the Bank Authorization Letter and/or NOC from their branch E-mail ID directly to above-mentioned EDI Section e-mail on behalf of the exporter.
5. In case of receipt of Bank Authorization Letter other than from the Bank E-mail ID as advised in para 4 above, the genuineness of Bank authorization letter and/or NOC will be cross-checked with the Bank through email by this office after receipt of application through ICEGATE.

6. After due verification of the request for approval of AD Code/ Bank Account Registration, the EDI Section shall approve the same in the system on the same day if the request is made before 2 PM. In other cases, the request will be disposed off before 2 PM on next working day.
7. The earlier Public Notices in this regard i.e. Public Notice No. 93/2020 dated 29.07.2020 and 40/2021 dated 03.05.2021 are hereby withdrawn.
8. Difficulty, if any, in implementation of these instructions should be brought to the notice of the Additional Commissioner (EDI) or Deputy Commissioner (EDI), JNCH immediately.



**(Dipak Kumar Gupta)**  
Commissioner of Customs,  
NS- I, JNCH

**Copy to:**

1. The Chief Commissioner of Customs, Mumbai Zone-II, JNCH for information.
2. The Commissioner of Customs, NS-G/NS-I/ NS-II / NS-III/ NS-IV / NS-V, JNCH.
3. All the Additional/Joint Commissioner of Customs, JNCH, Nhava Sheva.
4. All the Deputy/Assistant Commissioner of Customs, JNCH, Nhava Sheva.
5. Notice Board, JNCH.
6. DC/EDI for Uploading on the JNCH Website.
7. BCBA / FIEO / AIIEO / Other Associations.
8. Office copy.

**ANNEXURE-A**  
**BANK AUTHORISATION LETTER**

**Reference to Public Notice 65/2023 Dated 31.07.2023  
Read with CBIC Instruction No. 25/2023-Customs dated  
28.07.2023 and Public Notice 79/2020- Dated-  
08.07.2020, JNCH, Nhava-Sheva, Raigad (Maharashtra)**

It is certified that M/s..... having  
address..... of account  
holder.....is holding  
CURRENT/CREDIT ACCOUNT SINCE.....with our Branch. It is also  
certified that above mentioned name, address and Director/Partner/Proprietor  
details are matching with IEC.....The information  
of IEC Holder and Bank Account Details are as under:-

1. Name of the exporter & exporter address:
2. Exporter Address:
2. IEC No. issued by DGFT to the said exporter:
3. Pan associated with said IEC No.
4. Bank account number associated with said IEC No.
5. Name of the holder of said Bank Account No.
6. PAN linked with the said Bank account is same as the PAN linked with  
said IEC No. (Yes/No)
7. Bank AD Code/IFSC Code, as the case may be:
8. Details of Bank where the said Bank account No. is held-
  - 8(i) Name of the Bank:
  - 8(ii) Branch Name:
  - 8(iii) Address of Branch:
  - 8(iv) Official E-mail ID of Branch:
  - 8(v) Contact No. of Branch:
  - 8(vi) Name and Employee code of Issuing Authority:

Name & Signature of issuing authority  
Bank stamp

Note: Email the Bank Authorization Letter from bank branch e-mail id to [edi.jc@gov.in](mailto:edi.jc@gov.in) for registration said AD Code/IFSC with Bank account with Customs for remittance /drawback/IGST refund.