

Dear Valued DPD Customer,

Kindly read through the below instruction set and guidelines prior filling in your DPD Registration application for registering with our Terminal.

1. Please take a print out of the PDF file named **DPDREG-NSICT** on your letter head and fill in all the required details.
2. Please use the format as is without making any additions or deletions to its structure.
3. Kindly also attach the following documents along with the signed and stamped Registration application form.
  - a. Certificate of Incorporation.
  - b. PAN card issued to your company
  - c. Copy of the Customs permission granted by JNCH enabling you to avail DPD.
  - d. Letter / Email issued to you by JNPCT mentioning the Common DPD Code allotted to you.
4. Kindly scan all the documents including the Registration Application into a single PDF file. Please kindly ensure that the file size does not exceed 5 MB.
5. Kindly email the PDF file to us at our customer service desk [cs@dpworld.com](mailto:cs@dpworld.com)
6. DP World will go through your application expeditiously and shall advise you the DPD code over your registered email address as soon as practically feasible.

Please find the below sections of the DPD Registration Application Form where in we have explained and clarified what details are needed from your end for easy hassle free application submission:

**GSTN** - (We need your co operation in providing us all GSTN numbers you would want to be used to generate your invoices along with the Site (Location Address) for which these GSTN numbers are to be used., if you only have one GSTN number to be used please mention one GSTN and the associated site address for the Invoice.)

GSTN	Site Address	State

For the section on **Communication / Contact matrix** in the Application form please refer to the comments provided below for your understanding. Correct and accurate information provided following the below stated guidelines will enable us to provide you trouble free interaction experience with the Terminal.

1. Communication / contact matrix:

Serial #	Function / Category	Name	Designation	Email Address – (One per category only)	Email communication type to be sent by terminal (Emails will be sent to only one ID for that category / function)	Cell Phone Number	Land Line Number
1	Principal officer				Legal / Statutory/ High level management engagement		
2	Inbound / Import Logistics	Please Provide Two contacts .		Please provide two email ids, only the first one will be registered for standard emails – refer column	Standard operational transaction messages including auto mailers and web portal interfaces as applicable. Emails / Trade notices governing operational policies and		

				on right.	requirements, changes, requests.		
3	Finance/Accounts/Payables Desk	Please Provide Two contacts .		Please provide two email ids, only the first one will be registered for standard emails – refer column on right.	All invoices and financial transaction communication s, contact point for Terminal Accounts Receivable teams.		
4	Purchase / Commercial function (Terminal service procurement)	Please Provide Two contacts .		Please provide two email ids, only the first one will be registered for standard emails – refer column	All Notices to Trade, communication s governing change, amendment, negotiation of commercial terms and conditions.		

				on right.			
5.	Information Technology Desk	Please Provide Two contacts .		Please provide two email ids, only the first one will be registered for standard emails – refer column on right.	Liaison / contact point for all communication s pertaining to EDI messaging platforms and IT technical matters for the Terminal IT desk.		

On the item requesting for **JNPT provided Common DPD Code** : Please ensure you fill in the correct code as issued by JNPCT

**Declaration, agreement and acceptance terms in the Application form – Please note below declarations and acceptance on your behalf must be present in the application made to us.**

**Quote**

- ◆ **"We enclosed the following documents for your records & accept the below procedures: -**
  - Application for registration one each per terminal on our own letter head.
  - We confirm to abide by all HSE rules and regulations as stipulated by NSICT and assure that Safety shall be given paramount importance when we engage with the Terminal.
  - Certificate of Incorporation issued by ROC, Company Pan Card, Customs permission for DPD, JNPT Common DPD Code issuance letter.
  - We hereby accept to abide by the Standard terms of business as published and publicly available on the website of NSICT.
  - We understand and agree that NSICT PDA accounts created for us need to, at all times, have sufficient funds to cover for the DPD charges payable to NSICT, at the time of seeking deliveries of

our laden boxes. We also understand that we are in agreement to keep the PDA replenished with sufficient funds 3 days prior vessel arrival.

- In case of default, NSICT will HOLD our Import containers till such time unpaid dues are made good and all charges accruing from such delays (including but not limited to Terminal Ground rent) shall be billed to us by NSICT.
- We agree and understand that the Terminal will not be required to hold Loaded DPD boxes nominated for DPD delivery by the Shipping Line on our behalf for more than 48 hours of Terminal Dwell.
- In the event of us not clearing our dues despite our Import loaded containers being put on hold, as mandated by existing and prevailing statutes and regulatory norms, NSICT shall proceed to legally sell / auction / dispose our goods contained in the containers (and containers provided they are owned by us) by the then prevailing procedures and customs of trade. (Disposal subject to governing statutory rules and regulations), we agree to abide by all terms and conditions laid down in the Security policy of NSICT.
- We confirm to have received and understood all required NSICT policies that we have agreed to abide by unreservedly through this declaration.
- We confirm to have received and understood all Bank Account details and GST registration details with specific regard to enable us to make Electronic payments to NSICT prior to having tendered this application for registration.
- We confirm that all details tendered herewith in this application are true and factual to the best of our knowledge.
- We agree and confirm that disputes if any shall be duly addressed through legal remedies available in law under the jurisdiction of Honorable Mumbai High court.”

Unquote.

For any doubts please reach us over email at [crm.nsict@dpworld.com](mailto:crm.nsict@dpworld.com) , please clarify all your doubts before submitting the application form so that your application is correct and complete the first time.

Thanking you for your support and patronage to DP World.

Best regards,

DP World Nhava Sheva

Customer Care Team.