
1. Members of the Exim Community, Customs Brokers, Steamer Agents, Consolidators and all other Stake Holders are informed that the proposed Document Management System (DMS) is ready for being commissioned at Air Cargo Complex, Sahar, Mumbai, for the entire Mumbai Zone- III, viz., Bills of Entry, Shipping Bills and connected documents will be stored both in digital as well as physical/hard form under DMS. This proposal was referred to the members of Trade during meeting of Permanent Trade Facilitation Committee and their consent obtained. A contract has been signed with M/s Newgen Software Technology Ltd, Mumbai, who will be implementing the DMS. The said company was selected through a tendering process. The DMS will start functioning from 22.06.2015.

2. The objective of having a DMS is to ensure proper storage and retrieval of Bills of Entry and Shipping Bills dockets. The important documents contained in these dockets would be scanned using high speed scanners and stored electronically in the servers which are setup independently at Air Cargo Complex, Mumbai.

3. M/s Newgen Software Technologies Ltd., Mumbai, has been entrusted with the task of collecting charges for DMS. The rate for the implementation of the DMS has been Rupees Sixteen only (Rs. 16/-) Per Docket. Accordingly, Service Centre shall issue two sets of coupons, one for normal documentation charges and another towards DMS charges. The Trade shall collect the DMS Coupons from cabin located at Gate No. 3, Heavy Shed, next to U.B. Centre. The DMS coupons will be issued w.e.f. 15.06.2015. Customs Brokers /Trade/Industry/ Importers and Exporters can purchase the coupons for DMS in bulk from the Service Centre, if required.
4. Customs Brokers/Trade/Industry/ Importers and Exporters are required to attach the “EDI COPY” of the coupon in the Bill of Entry and Shipping Bill document set while handing over the same to the concerned officers of the Department after LEO/ Out of Charge. This will be mandatory for all Dockets effective from 22nd June, 2015.

5. For the smooth implementation of the DMS, cooperation of the trade, industry, Customs Brokers, Importers and Exporters are solicited. The success of the DMS would signify our continual commitment to providing value added services and also to improve the facilitation of cargo clearances.

(ANIL KUMAR GUPTA)
COMMISSIONER OF CUSTOMS (G)
Air Cargo Complex
Mumbai.

Copy to:

1. The Chief Commissioner’s Office, Mumbai, Zone-III.
2. Commissioners/Addl. Commissioners/All DCs & ACs
3. EDI Section for uploading on Website
4. The Custom House Agent’s Association, Mumbai
5. M/s Newgen Software Technology Ltd.