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|---|---|
|  | <b>प्रधान आयुक्त का कार्यालयः</b><br><b>सीमा-शुल्क सदन, मुंद्रा पोर्ट व एसईजेड, मुंद्रा</b><br><b>फोन: 02838 271170 फैक्स: 271169/271162</b><br><b>OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS</b><br><b>CUSTOM HOUSE, MUNDRA PORT &amp; SEZ, MUNDRA</b><br><b>PHONE : 02838 271170 FAX : 271169/271162</b> |
| F.No.CUS/EPCG/MISC/195/2024-EODC-O/o Pr Commr-Cus-Mundra                          | Date: 26 /04/2024   |

**PUBLIC NOTICE NO. 01/2024-25**

**Sub: Procedure for uploading license details, Installation certificate, First Block Export Obligation, EODC details and documents on Export promotion Monitoring and Analysis System (X-MAS)-reg.**

Towards improving Ease of Doing Business (EODB), a need has been felt for contactless and paperless facility for entering/uploading details/documents in case of authorisation/licenses under Advance Authorisation (AA) and Export Promotion Capital Goods (EPCG) schemes. Accordingly, a new software named X-MAS has been developed at Custom House, Mundra for license monitoring wherein the license holder can though online mode:

- Register their licenses;
- Submit Installation Certificate and completion of First Block Export Obligation (For EPCG Licenses)
- Submit EODC and documents for cancellation of licenses; and
- Check the status of licenses registered at CUSTOM HOUSE MUNDRA

2. The procedure for use of this software is specified below:

**LINK:**

The link to the software is available on the CUSTOM HOUSE MUNDRA website. The Authorisation Holder or their authorised Customs Broker may click on the link for entering/uploading the details/documents.

<https://epsmmc.mundracustoms.com/licenseregistration>

**A. LICENSE REGISTRATION:**

The PDF of following documents (size not exceeding 5MB each) may be kept ready before filling up the details:

- i) License Copy pdf
- ii) Documents for exemption from Bank Guarantee

On clicking the link given above the following page will open-



**X-MAS**  
Export Promotion  
Monitoring & Analysis System

### License Registration

License Copy \*

No file selected.

Name Of Scheme\*

DEEC/AA

Date of License\*

09/12/2023

Date on which Export Obligation is to be fulfilled \*

dd/mm/yyyy

License Number \*

Export Obligation Period (in months)

FTP[Foreign Trade Policy]

~Select~

**Import Goods Details**

| CTH of Goods Permitted To Import * | Description of Goods * | Qty                  | UQC                  | Duty Saved Amount/CIF Value | Action                                 |
|------------------------------------|------------------------|----------------------|----------------------|-----------------------------|--|
| <input type="text"/>               | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/>        | <input type="button" value="Add New"/> |

**Export Goods Details**

| CTH of Goods Permitted To Export * | Description of Goods * | Qty                  | UQC                  | FOB Value            | Action                                 |
|------------------------------------|------------------------|----------------------|----------------------|----------------------|--|
| <input type="text"/>               | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add New"/> |

Total CIF  0.00

Total FOB(Value of Export Goods)  0.00

**DGFT Related Details**

RA (Regional Authority) DGFT\*

~Select~

DGFT File No

**License Holder Details**

Name of Licence Holder\*

IEC Code No\*

Address of Licence Holder

Email ID : Company Email ID\*

Mobile No\*

Authorised Holders are requested to check E mail ID/Mobile number displayed on screen and submit correct OTP received on their E mail ID / Mobile number to complete the verification process.

**BOND and BG Details**

Bond Amount\*

Bond Issued Date  dd/mm/yyyy

Bond No\*

Bond Expiry Date  dd/mm/yyyy

BG Applicable

~Select~

**CB Details**

CB Name

CB Number

| CB Email Id          | CB Mobile No         | Action                                 |
|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Add New"/> |

## **PROCEDURE FOR LICENSE REGISTRATION**



### **Note-**

1. The email id and mobile number should be of the company on which regular updates can be sent.
2. In case of any deficiency, the application will be sent back to the exporter and an e mail intimating the deficiency is also sent. The application is required to be resubmitted after rectifying the deficiency.
3. Physical verification of Bond and BG to continue, as this software is not integrated with ICEGATE.

### **B. INSTALLATION CERTIFICATE:**

The authorisation holders (EPCG) who have to submit the Installation Certificate may directly click on “Installation Certificate” menu and fill up requisite information and upload the Installation Certificate after verification through the E mail id and mobile number. If the email id/ mobile number is not already registered, the Authorisation Holder will be prompted to update and verify the email/mobile.

### **On clicking the Installation Certificate menu, the following page opens-**

## **PROCEDURE FOR SUBMISSION OF INSTALLATION CERTIFICATE**



### **C. 1ST BLOCK EXPORT OBLIGATION**

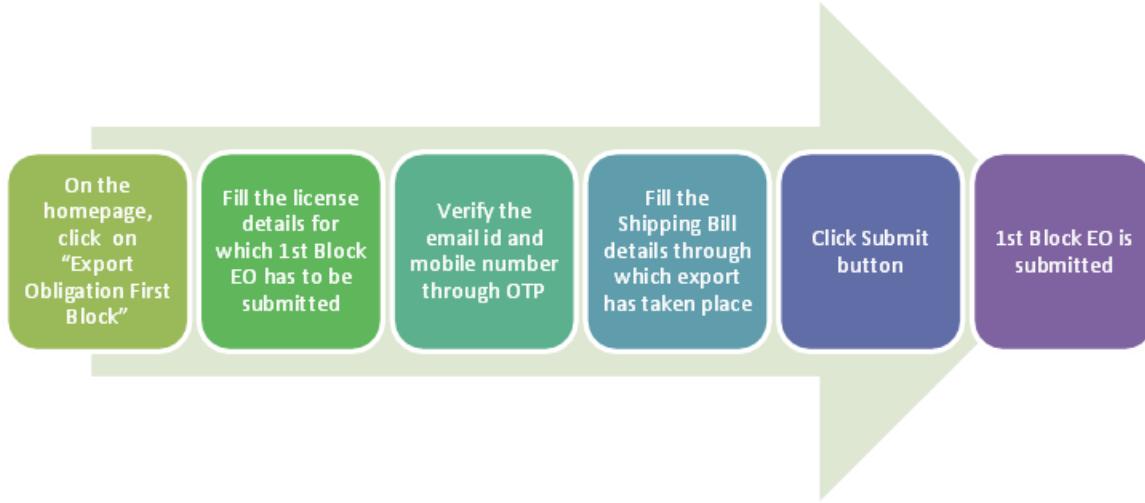
The authorisation holders (EPCG) who have to submit the proof of completion of 1<sup>st</sup> Block Export Obligation may directly click on “Export Obligation First Block” menu and fill up requisite information and upload the Installation Certificate after verification through the E mail id and mobile number.

If the email id/ mobile number is not already registered, the Authorisation Holder will be prompted to update and verify the email/mobile.

**On clicking the “Export Obligation First Block” menu, the following page opens-**

The screenshot shows the 'Export Obligation First Block' page of the X-MAS system. The left sidebar has buttons for 'License Registration', 'Installation Certificate', 'Export Obligation First Block' (which is highlighted in blue), 'EODC Details', and 'View Your Licences'. The main content area has three input fields with 'Verified' status: 'License Number' (523-XXXX), 'Email ID : Company Email ID +' (redacted@gmail.com), and 'Mobile No.' (redacted). Below these is a note: 'Authorised Holders are requested to check if mail ID/Mobile number displayed on screen and submit correct OTB received on their E-mail ID / Mobile number to complete the verification process.' The 'Shipping Bill Details' section includes fields for 'Shipping Bill' (input field), 'Shipping Date' (dd-mm-yyyy input field), 'FOB Value' (input field), and a table for 'CTH Details' with columns 'CTH of Goods', 'Description of Goods', and 'Qty of Goods'. Buttons at the bottom are 'Add New' and 'Submit'.

## **PROCEDURE FOR SUBMISSION OF 1ST BLOCK EO**



### **D. EXPORT OBLIGATION DISCHARGE CERTIFICATE:**

The Authorisation holders who have received the EODC may directly click on "EODC details" menu and fill up requisite information for cancellation of their licenses. The pdf copy of the following documents must be kept ready for uploading before submission:

- (i) Licence
- (ii) Installation Certificate (in case of EPCG authorisation, if not uploaded earlier)
- (iii) ANF 4F / ANF 5B
- (iv) Bond /BG
- (v) No Bond Certificate (wherever applicable)/ Any other document

**On clicking the "EODC Details" menu the following page opens-**

**EODC Details**

License Number:  Verified

Email ID : Company Email ID \*:  Verified

Mobile No \*:  Verified

Authorised Holders are requested to check E mail ID/Mobile number displayed on screen and submit correct OTP received on their E mail ID / Mobile number to complete the verification process.

EODC Status (Redemption) \*: Yes

EODC No \*:

EODC Issuing RA \*:  Date Of Application For EODC \*: dd-mm-yyyy

Redemption Letter Copy \*:  No file chosen

ANF 5B / ANF 4F:  No file chosen

LICENCE (if not uploaded / earlier):  No file chosen

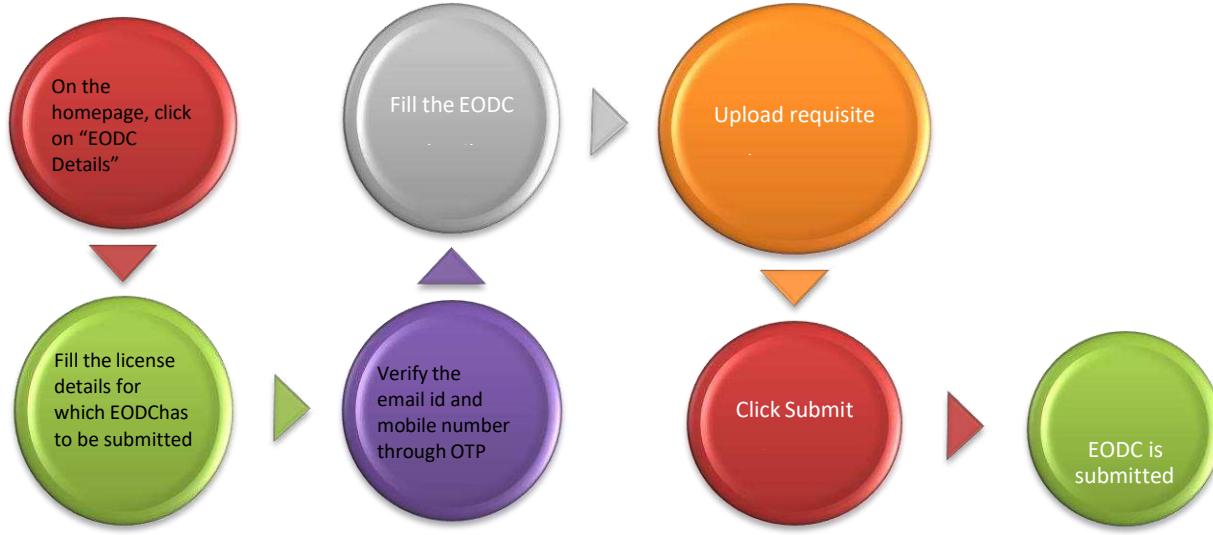
Installation certificate in case of EPCG:  No file chosen

Bond/ BG:  No file chosen

Any other document:  No file chosen

**Submit**

## **PROCEDURE FOR SUBMISSION OF EXPORT OBLIGATION DISCHARGE CERTIFICATE**



### **E. VIEW YOUR LICENSE**

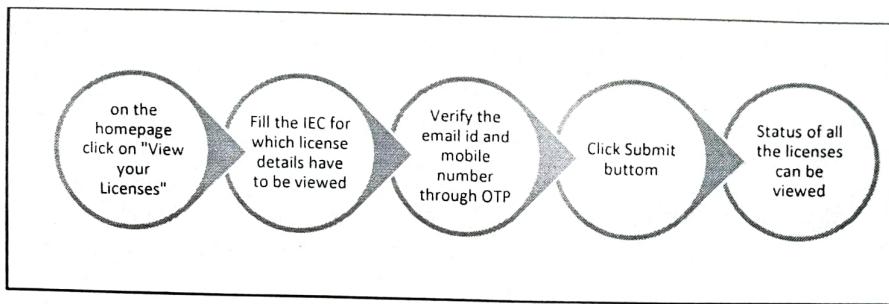
Another Functionality is being provided to **all** the license holders to see their status of licenses already registered with CUSTOM HOUSE MUNDRA. The Authorisation Holders can view all the licenses registered with CUSTOM HOUSE MUNDRA with their status. The status can be-

|           |   |  |
|-----------|---|--|
| CANCELLED | : | If the bond /BG in respect of the particular license has been cancelled                              |
| EOP OVER  | : | if the Export Obligation period for a particular license is over and the EODC has not been submitted |
| LIVE      | : | If the Export Obligation Period is not over  |

On clicking the **View your License** menu, the following page opens-

The screenshot shows the 'View Your Licences' page of the X-MAS system. The left sidebar includes links for License Registration, Installation Certificate, Export Obligation First Block, EODC Details, and View Your Licences (which is highlighted in blue). The main content area has a header 'View Your Licences'. It contains three input fields: 'IEC Code No.' (with a redacted value), 'Email ID : Company Email ID \*' (with a redacted value), and 'Mobile No.' (with a redacted value). Each field has a green 'Verified' button next to it. Below these fields is a note: 'Authorised Holders are requested to check E mail ID/Mobile number displayed on screen and submit correct OTP received on their E mail ID / Mobile number to complete the verification process.' A search bar is at the top right. A table below lists seven license entries, each with redacted values for IEC Code No., Name of Licensee, and other details. The table columns are: Licence Number, Date Of Licence, Name Of Licensee, IEC Code No, Section, and Status. The 'Status' column shows values like 'Cancelled', 'Ammnesty Scheme', 'NCLT', 'Live', 'EOP over', and 'EOP over'. At the bottom of the table, it says 'Showing 1 to 7 of 7 entries' and 'Show 10 entries'.

## PROCEDURE FOR VIEWING ALREADY REGISTERED LICENSES



All the Authorisation Holders are requested to make full use of this system in order to bring paperless and Contactless transactions. All the Authorisation Holders are also requested to update their information, email id and mobile number so that their licenses are visible to them properly. For getting the email id and mobile number they can send email to dedicated email id [eodc-mundra@gov.in](mailto:eodc-mundra@gov.in) from their company email id in the following format-

- **IEC of AH-**
- **Name of AH-**
- **Email ID- Will be taken as same from which email has been sent**
- **Mobile number-**

In case of any difficulty please contact the Assistant Commissioner, EODC

, Signed by K Engineer  
Date: 26-04-2024 11:38:47

**Principal Commissioner of Customs,  
Custom House, Mundra**

### Copy to:

- The Chief Commissioner of Customs, Ahmedabad...for information please
- The Additional Commissioners
- Custom Broker Association
- Federation of Indian Export Organisation
- Notice Board
- DC, EDI for uploading on Custom House Mundra website
- Office Copy