# KOLKATA PORT TRUST
## कोलकाता पतन न्यास
### An ISO 9001 : 2008 PORT

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No.Tfc/GZZY-241/SOLAS Guideline

Sept. 19th, 2016

All Concerned.

This is in continuation of this offices 'all concerned' circular of even dated Sept.12th,2016 regarding electronic interchange of Verified Gross Mass (VGM).

PCS registration process for the shippers both in respect of filling in hard copies and online submission is enclosed for guidance of all concerned.

Encl.: As stated

(G.Gupta)
Traffic Manager (I/C)

Copy forwarded to :

FIEO/EEPC/CII/EISA/ASIC/CCHAA/NECHAA/CONCOR/NACFS/BCCI/BNCCI

Sr. Dy. Traffic Manager (Docks)/Dy. Traffic Manager (C T)/Dy. Traffic Manager (Operation)

Jt. Director (P&R)/Sr. Dy. Director (EDP)

M/s Sesa Sterlite (Vedanta) / M/s Hindalco Industries Ltd./ M/s Bhusan Power & Steel Ltd.

**PCS Registration process for Shippers :**

1. **For Filling in Hard copy information :**

   a) Open Kolkata Port Trust Web site -> www.kolkataporttrust.gov.in
   b) Click icon 'Kolkata Dock System'
   c) Click 'Other/misc'
   d) From drop down menu click 'Department Specific Forms'
   e) From list of Departments click 'Traffic'
   f) From the next web page click 'Customer Registration Form'
   g) Take print of the Customer Registration form and make another copy of the same.
   h) Fill in the Forms properly , tick 'Importer/Exporter' as type of operation (2$^{nd}$ page).
   i) One duly filled in Customer Registration form has to be submitted to KDS IT Centre Office , Subhash Bhavan after duly endorsed by Traffic Manager and other copy should be retained by the stake holder after having receipt stamp endorsed on the form by our clerical staff for future reference.

2. **For Online submission at PCS Site:**

   a) Open PCS Web site https://www.indianpcs.gov.in
   b) Press 'Stake Holder Registration'
   c) Fill in the form online and finally save the form.
   d) An Acknowledgement No. will be popped up and same should be noted.
   e) PCS Login Id and Password will be communicated to the registered e_mail account by PCS Support Team after online submission of registration request by Shipper is approved by Port.