

Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
Directorate General of Foreign Trade

26<sup>th</sup> April, 2022  
Udyog Bhawan, New Delhi

**Trade Notice No. 03/ 2022-23**

To,

1. All Pre-Shipment Inspection Agencies
2. All Members of Trade & Industry
3. All Customs Authorities

**Subject:- Application for recognition as Pre-Shipment Inspection Agency (PSIA) and issuance and electronic Verification of Pre-Shipment Inspection Certificate (PSIC) –reg.**

Reference is invited to paragraph 2.55 and 2.56 of Handbook of Procedures 2015-20 regarding recognition as Pre-Shipment Inspection Agency (PSIA) for metal scrap and issuance of Pre- Shipment Inspection Certificate (PSIC).

2. As a part of IT Revamp, this Directorate proposes a new online module for filing of application for recognition as Pre-Shipment Inspection Agency (PSIA), electronic issuance of Pre-shipment Inspection Certificates (PSICs) and electronic verification of authenticity of the PSICs **with effect from 01.05.2022.**

3. In this regard, it is submitted that all existing PSIAs as recognised under Appendix 2G of the FTP are required to register online on the DGFT Website (<https://dgft.gov.in>) → My Dashboard → Register and selecting 'Register User As' - 'Pre-Shipment Inspection Agency'. The said PSIA official shall thereafter navigate to *Services → Pre-Shipment Inspection → Apply for PSIA* and submit required details for activation of their specific online account.

4. Further, any application for amendment in instruments and/or areas of operation of existing PSIA may also be made online post-login as PSIA by navigating to the *DGFT website → Services → Pre-Shipment Inspection → Amendment in Area of Operation/Instruments.*

5. Further, on successful activation of account, the PSIA may generate and upload Pre-Shipment Inspection Certificates (PSIC) online through the following navigation:

*DGFT website → Services → Pre-Shipment Inspection → Generate and upload PSIC.* The PSIC shall may be generated by the PSIA after the required inspection has been carried out. Required Video and photographic evidence is to be uploaded by the PSIA during this online PSIC process.

6. Further, the PSIC generated online can be downloaded by the Indian Importer by navigating to the *DGFT website → Services → Pre-Shipment Inspection → Download Pre-shipment Inspection Certificate (PSIC)*. The Importer would be required to enter the PSIC certificate number and the name of PSIA to download any such PSIC.

7. The Customs Authorities at the Indian Port may also consider verifying the genuineness of online PSIC generated using the steps as summarised under para 6 above. The Importer or the Customs Authorities shall not be required to login to the DGFT Website to access the PSIC download or PSIC verification services.

8. The given online process shall not be mandatory in the initial period of go-live and the PSIAs as well as the importers are provided time till 30.06.2022 to onboard and familiarise with the said online process. **All PSICs shall be mandatorily generated online through the DGFT Website w.e.f. 01.07.2022.** PSICs dated on or after 01.07.2022 not generated using the DGFT online systems may not be accepted by the Indian Customs Authorities.

9. For any help and guidance on this new process, the Help manual & FAQs may be accessed on the *DGFT Website → Learn → Application Help & FAQs*. For any further assistance, guidance and resolution of issues faced, any of the following channels may be assessed –

- i. Raise a service request ticket through the DGFT Helpdesk Service on DGFT Website → Services → DGFT Helpdesk Service
  - ii. Call the toll-free-Helpline number
  - iii. Send an email to the Helpdesk on [dgftedi@gov.in](mailto:dgftedi@gov.in)
10. This issues with the approval of the Competent Authority.



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