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यातायात प्रबंधक का कार्यालय,  
पत्तन भवन, शूर्जी  
वल्लभदास मार्ग,  
मुंबई - ४०० ००१.  
Traffic Manager's Office,  
Port House,  
Shoorji Vallabhdas Marg,  
Mumbai - 400 001.

No. TM/Z-1/11

05 2026-2027

Date

05 JUN 2026

**CIRCULAR**

The President, Maritime Association of Nationwide Shipping Agencies - India (MANSA)  
The President, Brihanmumbai Customs Brokers Association (BCBA)  
The President, Bombay Chamber of Commerce & Industry  
The Chairman, Federation of Freight Forwarders' Associations in India (FFFAI)  
The President, Western India Shippers' Association (WISA)  
The Chairman, Federation of Indian Export Organisations (FIEO)  
All India Importer's & Exporter's Association (AIIEA)  
Indian National Ship Owners Association (INSOA)  
All India Liquid Bulk Importers & Exporters Association (AILBIEA)  
The President, Association of Multimodal Transport Operators' of India  
Indian Merchant Chambers  
Society of Indian Automobile Manufacturers Association (SIAMA)  
ICC Shipping Association (ICCSA)  
Indian Barge Owners Association  
The President, Shipping Corporation of India  
Indian Cruise Lines Association (INCLA)

Sir / Madam,

**Sub : Standardization of Immigration Processes  
at Seaport Immigration Posts — Reg.**

Attention is invited to the Office Memorandum issued by the Ministry of Home Affairs, Government of India, Foreigners Division, Immigration Section, vide No. 25016/42/2026-Imm dated June, 2026, regarding standardization of immigration processes at Seaport Immigration Posts.

The Ministry of Home Affairs has undertaken a holistic study of seaport immigration processes in alignment with the vision of "One Nation: One Port Process (ONOP)", with the objective of ease of process, promotion of ease of doing business and standardization of immigration procedures at seaports. In terms of the said Office Memorandum, the following instructions have been issued for compliance:

1. **Boarding of vessels by Immigration officials** shall henceforth be carried out on a selective basis, based on a standard risk assessment matrix.

2. **Immigration officers at Seaport Immigration Posts shall collect only seven (07) mandatory documents** for grant of immigration clearance to vessels, as against 22 to 29 documents presently being collected across different ports.

3. The following documents shall be submitted stage-wise:

| Stage              | Mandatory Documents                                                                               | Additional Documents, if applicable |
|--------------------|---------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Pre-Arrival</b> | 1. Pre-arrival Report / PANS<br>2. Crew / Passenger Manifest<br>3. Sailing NOC from the Last Port | Stowaway Declaration                |
| <b>Arrival</b>     | 4. Arrival Report 5. Crew / Passenger Manifest                                                    | Diversion Letter                    |
| <b>Sailing</b>     | 6. Departure Crew List / Passenger List 7. Departure Notice by Shipping Agent / Master            | —                                   |

4. The **Stowaway Declaration** and **Diversion Letter** shall be submitted only where applicable.
5. The templates / data fields of the aforesaid documents have been standardized by the Ministry of Home Affairs (Attached). The Ministry of Ports, Shipping and Waterways shall incorporate these templates / data fields in the **Maritime Single Window (MSW) Portal**.
6. All immigration processes for seaports shall be carried out digitally through the **Maritime Single Window (MSW) Portal** after integration of the Bureau of Immigration's digital system with the MSW Portal.

It is requested to give wide publicity amongst your esteemed members.

Yours faithfully,

  
Traffic Manager  
Mumbai Port Authority

05/06/2016