



# MUNDRA CUSTOM BROKER ASSOCIATION

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OFFICE OF THE PRINCIPAL  
COMMISSIONER OF CUSTOMS

22 MAY 2019

3214

Date: 22.05.2019

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## MANAGING COMMITTEE MEMBERS :

**MAHENDRA N. THAKKAR**  
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**MITESH DHARMSHI**  
**YOGESH THAKKAR**  
  
**RAJEEV KASHYAP**

To,  
The Assistant Commissioner of Customs,  
Custom House,  
Mundra

Sub: Implementation of Issuance of Bio-Metric I-Card.

Respected Sir,

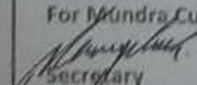
1. Procedure for registration with MCBA.
  - a) Get registered online on the Website of themcba.com
  - b) Approval will be granted after membership fees is received & after due verification of documents as per the compulsory compliance of MCBA Rules.
  - c) Online login ID & Password will be sent through E-Mail to the Custom Brokers through which they can access the Website.
2. Procedure for issuance of CFS Bio-Metric I-Card.
  - a) Access on MCBA Website for issuance of CFS Bio-Metric I-Card to which the MCBA will approve through mail after the I-Card fees is recovered.
  - b) The CFS will only allow Entry/Exit to only persons holding Bio-Metric I-card. No other person shall be entertained at CFS if so, it shall be deemed as violation of Handling of Customs Cargo in Customs Area Regulation 2009.
3. Procedure for issuance of F, G, & H Card (Custom Pass).
  - a) Only registered members can access online application for issuance of F, G, & H Card as per norms prescribed in the website only after receipt of payment & verification and the same shall be mailed to Custom Broker Section at Custom House, Mundra.
  - b) The hard copy of all the documents required for issuance of F, G & H Card shall be submitted to Customs Broker Section Mundra. After due verification the Custom Broker Section shall issue Bio-Metric I-Card to the applicant.

The Customs shall have access to the website of THEMBCA.Com form where they can have the access to Issue/Block/Suspend/Revoke the Bio-Metric Card of both CFS & Customs.

Thanking you

Yours Sincerely

For Mundra Custom Broker Association

  
Secretary  
(Manoj Kotak)