



ONE (Ocean Network Express) Line (India) Pvt. Ltd.
CIN: U63030MH2017FTC299547

3rd Floor, A-Wing, Fulcrum, Hiranandani Business Park, Sahar Road,
Next to Hyatt Regency, Andheri (East), Mumbai - 400 099, India.
Tel : +91 22 - 6215 3600 | Fax: +91 22 - 6215 3601
Website: www.one-line.com

Digitalization of KYC documents – Intimation to Customers – Update 2

Ref. No.: MUM/2018-19/141

Date: 01st Oct, 2018

Dear Valued Customers,

As we had announced to our customers on 2nd July 2018 about digitalization of KYC (Know Your Customer) documents, by using our eCommerce portal we have received an excellent support from majority of our customers.

We hereby request all our customers, who have still not submitted their KYC documents through our eCommerce portal, to expedite the same in order to have smooth booking release/delivery order issuance.

Link as below:

<https://in.one-line.com/shipper-consignee> OR

<https://in.one-line.com/custom-house-agent> OR

<https://in.one-line.com/forwarder>

Please proceed to submit the KYC of Booking Party and Shipper prior placing export bookings. In case of Forwarders, please note the declaration from freight forwarders stating that they have collected the mandated documents of Photo Identity/Address Proof/Photocopy of the IEC, Letter of Authority from Exporter and complied with the stipulations of the Public Notice Is a must. Please refer the Public Notice appended below.

Our team will validate the same and revert to you in case of any queries. Once the queries are closed, we will accept/validate your documents & preserve the same for future reference.

In case of any change in your KYC documents, you may follow the same process but include a remark stating that these are fresh documents due to name change or address change or any other reason and old record XXXXXX stands invalid, enable us to validate/update our records accordingly.

Public Notice No. 99/2016 dated July 2016

Sub : KYC norms for the Shipping Lines/Freight forwarders etc. – reg

Attention of all the Shipping lines, shipping line agents/sub-agents, container lines, container line agents/sub-agents, freight forwarders etc. is invited to Public Notice No.17/2012. Subsequent to various representation from stakeholders Para 1 and 2 of Public Notice No.17/2012 are being amended as follows:

“1. To curb the menace of smuggling of prohibited goods like red sanders, it is directed that all shipping lines agents/sub-agents, containers lines, container line agents/sub-agents, freight forwarders etc should follow “Know Your Customer (KYC) norms, as obtained from exporter/ person seeking the container for stuffing of export cargo. The Shipping lines, Container Lines, their agents and sub agents shall collect the following documents to ensure the KYC norms: -

- (a) **Photo identity** – Driving License / Election ID / Passport/Aadhar Card/PAN Card of the person seeking to book the Container
- (b) **Address Proof** – Telephone / Electricity Bil/ Aadhar Card of the person seeking to book the Container
- (c) **Photocopy of the IEC** – Where booking are made by the exporting firm
- (d) **Letter of Authority from Exporter** – Where bookings are made by the representative of the exporter
- (e) Where bookings are made by CONSOL agents/freight forwarders and the like, the following documents are required in addition to (a), (b), (c) and (d) :-

- (i) Registration Certificate of Freight Forwarders
- (ii) Letter of Authority from Freight Forwarders, where bookings are made by employee of the Freight Forwarders
- (iii) Declaration from Freight Forwarders that they have collected documents mandated under para 1 (a), (b), (c) and (d) complied with stipulations of Public Notice

Provided that where transactions between Shipping Lines / Container Lines / their agents / sub agents and the exporters are of a recurring nature and documents collected in compliance of para 1 are undergoing no change, then such compliance to Para 1 for a transaction will continue to be valid for similar transactions by the said person/firm/exporter for the succeeding six months.

2. In case of Imports – Mutatis mutandis for para 1.

3. Paras 3 to 5 of public notice 17/2012 continue to remain in force. Any difficulty faced by the trade in this regard may be brought to the notice of undersigned.”

ONE Line appreciates your continued support.

Please discuss with our Sales or Customer Service representative if you have further questions regarding ONE Line services.

Thank you.

For, **ONE (Ocean Network Express) Line (India) Pvt Ltd.**

Authorised Signatory