



KOLKATA PORT TRUST

कोलकाता पत्तन न्यास

An ISO 9001 : 2000 PORT



यातायात विभाग
Traffic Department
यातायात प्रबन्धक कार्यालय
Traffic Manager's Office
40, Circular Garden Reach Road,
Kolkata – 700 043

Phone : 033- 2439 2926 (D)
Fax : 033-2439 2647
E-mail: tm@kolkataporttrust.gov.in

No.Tfc/GZZY-241/Circular

Date: 1st April, 2020

TRADE CIRCULAR

Sub: Online processing of Container EXIM documents during lockdown

In order to facilitate the documentations for export and import containers in the lockdown period, the following additional online process has been agreed between Kolkata Port and Kolkata Customs for all normal boxes (i.e. other than exceptions). Importer / Exporter / CHAs are requested to make use of the facility and increase containerized trade through Kolkata Port.

This process will be started from 02.04.2020 and is initially valid up to 14.04.2020

AJ EXPORT

1. CHA will send the below listed documents and Checklist to ct.nsd@kolkataporttrust.gov.in from his registered email ID
2. After processing of documents at CFS Shed, Shed Writer will generate SRO (which is communicated to CHA electronically)
3. Based on SRO number, CHA will prepare TCN and enter the container in Port.
4. After actual entry of all containers covered by SB, all TCN copies will be submitted at the shed to Shed Writer by lorry driver for preparing document required to be sent to Dock Customs for LEO.
5. After checking the CHA provided Check List and incorporating all the relevant information, the same will be sent by the Port to Dock Customs to process the same in EDI / ICEGATE.

6. After processing in EDI / ICEGATE, Dock Customs will send back to Port the **SB Number, the containers covered in that SB and the LEO date / time.**
7. Port will treat the above as customs endorsement permitting shipment of all containers covered by that SB and on the basis of same, Shed Writer will make the containers list and CPY-Clerk will releases the shipment list.

List of documents for submission as per (1) above:

- 1) Shipping Bill
- 2) Carting Order
- 3) Annexure
- 4) Advance List (For rail borne export containers)
- 5) VGM (Single sheet to be provided incorporating all containers under a SB)
- 6) Check List

Check List for Export (To be provided in a single sheet of paper) as per (1) above:

- a) Vessel name
- b) Export rotation no. with date
- c) VCN
- d) Container numbers (Individual container number to be provided)
- e) S.B. No with date
- f) D.C. No. (To be kept blank for Port use)
- g) Name of CHA
- h) Name of Exporter with address

B| IMPORT

1. CHA will send the below listed documents and Checklist to ct.nsd@kolkataporttrust.gov.in from their registered email ID.
2. CHA will enter trailers in the docks for container loading on the strength of TCN prepared by them.
3. After processing of documents at Shed, the Shed Writer will generate SDO followed by billing.
4. After that Shed Writer will check the CHA provided Check List and send it to Dock Customs for processing in EDI / ICEGATE.
5. After processing in EDI / ICEGATE, Dock Customs will send to Port **the BE number, the container covered in that BE, and OOC date / time.**

6. Basis above, Shed Writer will allow final delivery of container from docks.
7. Containers will exit the docks normally as per existing CISF gate controls

List of documents to be submitted as per (1) above:

- 1) Bill of Entry
- 2) Invoice
- 3) eDO
- 4) CTD (For Nepal road borne container)
- 5) TP for EXTs (Nepal rail borne container)
- 6) Forwarding Note
- 7) Check List

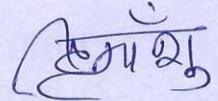
Check list for import (To be provided in a single sheet of paper) as per (1) above:

- a) Vessel name
- b) Import rotation no. with date
- c) VCN
- d) Container numbers
- e) B.E. / CTD No. with date
- f) Line No.
- g) Name of CHA
- h) Name of Importer with address

Note:

- 1) **Dock Customs will issue LEO and OOC for all normal containers covered under this ONLINE process of EXIM documents. Normal container mean which are not the exceptions, or requires further checks or any RMS notations etc. Any containers other than normal, CHA will have to be present for issuance of LEO and OOC.**
- 2) **The above email ID will be used to receive soft copy of all documents required for processing import and export containers from registered email IDs of party/ CHA.**
- 3) **All communications between Port and Customs will be carried out only through dedicated email channel created specifically for this purpose.**

- 4) The above online process is an additional process and is provided in addition to the currently existing process of OOC and LEO.
- 5) All concerned are requested to highlight any difficulties noticed during implementation of above.



Traffic Manager