

**COMMISSIONER OF CUSTOMS  
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682 009**

**Trade Facility No. 3/2005**

**Subject: Procedure for Movement of Import Cargo in containers from Port to CFS**

Attention of Importers/Custom House Agents (CHA)/Steamer Agents (SA)/Shipping Agents (SL) are invited to Public Notice No. 133/98 & Public Notice No.12/99 respectively regarding computerized processing of S/B and of B/E under ICES. Attention is also invited to Public Notice No 12/99 and Public Notice No. 45/2001 wherein computerized filing and processing of IGM and EGM under ICES respectively has been introduced.

It has now been decided to implement a pilot project to automate the movement of container(s) from Docks to Container Freight Stations (CFS) involving EDI connectivity with PORT/CFS and Shipping Agents/ Steamer Agent. This would involve exchange of selected messages for Container Movement Operation electronically among Shipping Agents, Customs Port and CFS. The following messages relating to movement of Import Cargo containers are identified for the purpose of exchange among Customs, Port, CFS and Shipping lines/Steamer Agents.

Container Movement Messages

Message Name	Message No.	From	To
Request for Cargo Movement	17	Shipping/ Steamer Agent	Customs
Cargo Movement Approval	18	Customs	Shipping Agent/Steamer Agent
		Customs	Port
		Customs	CFS
Gatepass	19	Port	Customs
Consignment Arrival at CFS	20	CFS	Customs
		Customs	Port

IGM Messages

Message Name	Message No.	From	To
IGM details (of related lines)	IA	Customs	CFS
	IB		
	IC		
Location of Cargo	8	CFS	Customs
Out of Charge	10A	Customs	CFS
Out of Charge (Container)	10B	Customs	CFS
Out of Charge Item details	11	Customs	CFS

However the message exchange between Steamer/Shipping Agents and Customs will commence from a date to be announced.

Accordingly the following procedure is devised for grant of permission and subsequent movement of container from Port to CFS. This procedure will be implemented from a date to be announced. The existing procedure of Movement of Container from Port to CFS stipulated in Public Notice 35/1996 shall continue until further orders. The effective date of this Public Notice will be announced at a later date.

Procedure of Movement of Container of Import Cargo

## **I. Filing of Cargo Movement Request**

- (a) The Steamer/Shipping Agent intend to move the Import Container from Port to CFS are required to file an application requesting permission to move their container to CFS in the format as specified in Annexure-I to this public notice in triplicate.
- (b) The application should be filed accompanying the following documents.
- (i) The copies of IGM print out.
- (ii) The authorisation of Importer(s) in case the application is filed by Shipping Agent.
- (iii) The willingness of CFS to accommodate the container in case of its movement to its premises.
- (iv) The evidence of Transit Bond & Bond guarantee executed for this purpose and its validity from the Bond Section of the Custom House in case the Shipping/Steamer Agents is an applicant.
- (c) The Container Movement request Application is required to be submitted to the Assistant/Deputy Commissioner (Docks) in triplicate. Assistant/Deputy Commissioner will permit the data entry of the request application in the Service Center after proper scrutiny. The Assistant/Deputy Commissioner will keep a copy of the application for his reference while giving approval/permission for data entry in the System for Container Movement.
- (d) Container Movement request Application along with all accompanied documents then will be filed in the Service Center for data entry.
- (e) The following points to be kept in mind while filing the application for movement of container.
- (i) The Line No. sub line to be indicated are those which are generated by System while entering IGM information. The Line No. and Sub line No. is to be taken from the IGM printout.
- (ii) In case of LCL container, the request must specify the container number and not the line/sub-line number as the container as a whole only may be moved and not any individual line contained therein.
- (iii) On the other hand, for FCL containers, instead of specifying individual containers, the line number must be specified since a line may contain more than one FCL container, and all containers associated with a line will be considered together and not individual container in one line.
- (iv) In case the container(s) of a Sub-line of a Line is to be moved then the Line No & Sub-line No. are to be indicated.
- (v) To provide convenience in data entry of movement request, provision has been made to indicate a range of line (comprising range of lines and/or range of sub-lines) and addition to individual lines (and/or sub-lines) in the applications format. The details of the options and constraints are given below:
- Either Container No. or Line / Sub-line details to be entered.
  - If a line comprises of more than one container, and the line is indicated for data entry, then all the containers of that line are considered for movement. Similarly, in case an LCL container is indicated for data entry then all the cargo of associated line/sub-lines are considered for movement.
  - In case of request of movement of LCL Container, Container No. only is to be indicated.
  - In case of request for movement of FCL Container, it is required

no to indicate the line/sub-line details only for data entry and there is need to indicate Container No.

- It is possible to indicate individual line and also a range of lines for data entry. As for example, one can indicate (a) a single line, (b) multiple lines, (c) single sub-line of a single line or (d) multiple sub-lines of a single line.

**Example:**

**(How to enter Container No., Line No., Sub line No in the Movement Particulars Column of the Application Form.)**

Container No.	Line No.		Sub-line No.		Remark
	From	To	From	To	
2					Container No. be indicated only when LCL container is requested for movement. Line No., Sub-line No. need not be indicated. By indicating Container No., Cargo of all the associated Lines/Sub-lines in the container will be considered for movement (In this case Cargo of all Lines/Sub-lines of Container No-2 is requested for movement).
	5				When only one Line No. is indicated all the container of that line and associated with sub-lines will be considered for movement. (In this case all the Container of Line No-5 and of any associated Sub-line are considered for Movement)
	5		3		When one line and one sub-line is indicated, then Container/s of that sub line of that line will be considered for movement. (In this case Container/s of Sub-line No-3 of line No.-5 is considered for movement)
	5		3	5	In this case Containers of Sub-line No-3,4,5 of Line No-5 will be considered for movement.
	5	6			In this case Container of a Line No-5,6 will be considered for movement

**2. Generation of Checklist**

A detailed check list will be generated after the data entry and will be handed over to the Steamer / Shipping Agents to verify the correct ness of the data entry. The Steamer / Shipping Agents after verification will certify the correct ness of the data entry by putting his signature on the checklist. The movement request then will be submitted to the system for further processing.

**3. Modification of Particulars of Container Movement Request**

(a) If the data entered are not correct and the Steamer / Shipping Agents wants to make some modification, he can indicate so in the check list and accordingly the data can be modified (deletion of data and addition of data). Another check list will be generated and will be given to the Steamer / Shipping Agents for verification. This exercise will continue the correct data is entered and then only the movement request will be submitted to the System

(b) A Movement No. will be generated after the movement request is submitted in to the System, The Service Center operator will write the Movement No. on the final check list and return it to the Steamer / Shipping Agent along with the Movement application documents.

**Note: No modification of any data, however, is possible after the submission of Container Movement Request to the System.**

#### **4. Approval of the Container Movement Request by the Assistant/Deputy Commissioner in the System.**

- (i) After data entry and submission of the request application in the system the application form along with all the accompanied documents will be returned to the Steamer Agent/ Shipping Agents.
- (ii) The Steamer /Shipping Agents then will approach the Assistant/Deputy Commissioner (Docks) with the Container Movement Request Application accompanied with all the relevant documents and the Check list generated in the Service Center.
- (iii) The Assistant/Deputy Commissioner(Docks) will retrieve the Container Movement Request document from the System, by entering the **Movement No** and if satisfied about the correctness the Assistant/Deputy Commissioner will approve the request in the System.
- (iv) If the Assistant/Deputy Commissioner is not satisfied he would reject the request for movement of all the Containers or Containers of any specific line or sub-line assigning the reasons for rejection.
- (v) After the approval of request for Movement of Container in the System by the Assistant/Deputy Commissioner.
  - a) a detailed **list giving details of the Movement** along with list of all containers with associated Line/Sub-line Nos. will be generated in three copies.
  - b) In addition to that Container wise approval Challans are also generated in five copies each. Assistant/Deputy Commissioner (Docks) will put his signature in all copies of the Challan with Stamp.
- (vi) The Steamer/Shipping Agents/Importer/Container Freight Station operator will collect one copy of the list of containers the movement of which is permitted along with three copies each of container wise approval Challan from the office of the Assistant/Deputy Commissioner (Docks) for making of Gate Pass by the Port Authorities.
- (vii) The Container Movement Application Request with all accompanied documents will be retained by the Assistant/Deputy Commissioner (Docks) and will be preserved for record purpose along with a copy of list of container approval for request generated by the System and one copy each of Container wise approval Challan.

#### **5. Movement of Container through the Exit Gate of Port**

- (i) The Steamer Agent / Shipping Agents will then approach the Preventive Officer (Container Cell) who is posted at Container Cell with one copy of Container Wise Movement Challan for sealing of the Container permitted for movement by Assistant/Deputy Commissioner(Docks), wherever original seals were not available on the Container. Preventive officer will make necessary endorsement in the challan with the seal number and enter the particulars in the register maintained for the purpose.
- (ii) The Steamer Agent/ Shipping Agents will approach the Port authorities with the Container wise approval Challan for issue of Gate Pass for Movement of Container.
- (iii) The Steamer Agent/Shipping Agents will then approach the Preventive Officer posted at Q9/Q10 Gate with the copy of the Gate Pass issued by Port authorities and a copy of container wise approval Challan generated by the Assistant/Deputy Commissioner (Docks) duly endorsed by the

Container Cell Preventive Officer, to allow exit of the Container.

- (iv) The Preventive Officer at the Gate will verify both the documents, verify the Container seals and allow exit of the Container after entering the Gate Pass data in the System along with time of despatch. The Preventive Officer will retain the Gate Pass & Container wise approval Challan for his record purpose. The manual entry of movement particulars procedures devised vide Public Notice No. 35/1996 will continue.

#### **6. Arrival of the Container at CFS**

- (i) After the Container reaches the destination CFS, the Steamer Agent/ Shipping Agent will approach the CFS Entry Gate Preventive Officer with the copy of the Gate Pass, Containerwise approval Challan to permit entry.
- (iii) The Entry Gate Preventive Officer at CFS will verify the documents, the seal of the container and allow entry and unloading after entering the entry particulars in the System including data and time of arrival and after verifying the approval of Movement of Container by Assistant/Deputy Commissioner (Docks)
- (iv) If the seal on the container is not intact or found to be tampered with the Preventive Officer (CFS) will not allow entry and unloading of the Container and after posting a guard bring the discrepancy to the notice of Assistant/Deputy Commissioner(Docks).
- (v) The System of Maintenance of registers for entry and exit of Container at Port and CFS to continue.

#### **12. GRIEVANCE HANDLING**

The Assistant/Deputy Commissioner of Customs (Docks) may be approached by Shipping Agents/Container Freight Stations for settlement of any problem faced at any stage. They may also contact the Addl. /Joint Commissioner of Customs in this behalf, if necessary.

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11.02.2005

Sd/-  
(G.V.NAIK)  
COMMISSIONER OF CUSTOMS

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//ATTESTED//

Sd/-  
(VIJAYAN PILLAI)  
SUPERINTENDENT OF CUSTOMS (PREV.)

## Annexure I

## Application for Movement of Container from Port to CFS

(To be filled by Container freight Station (CFS)/Steamer Agent)

Sl. No.	Description					
1	Name of the applying Agency (Steamer / Shipping Agent)					
2	Agency Type					
3	Applying Agency Code					
4	IGM No.					
5	Item Date (DD/MM/YY)					
6	Name of the Importers whose container is moved					
7	Movement Port (Code)					
8	Destination CFS Code					
9	Movement Particulars					
	Container No. (Indicate Container No. when the Container is LCL only)	Line No.		Sub-line No.		
		From	To	From	To	

Signature &amp; Name of the Shipping Agent / Steamer Agent

Permitted for Data Entry by

(Signature)

Dy, Commissioner (DOCK)

**Note:**

(1) Movement request can be for a IGM Line and Sub-line. Part consignment movement is not permissible.

(2) In case of LCL container the request must specify the Container No. and not the Line No./Sub-line No. as the container as a whole only may be moved and not any individual line contained therein.

(3) Please refer the Guide Lines to fill up the application.

(4) All the above fields are mandatory amendment.

**Guidelines to fill up the Request Application for Movement of Container**

Sl.No.	Description	Mandatory Optional	Character	Guidelines
1	Agency type	M	1	Indicate either S- for Steamer Agent
2	Agency Code	M	11	Indicate Steamer / Shipping Agent Code, for Steamer Agents. For Steamer Agent the existing ICES directory will be used.
3	Agency Name	M	30	Indicate the name the Agency (S A)
4	IGM No.	M	5	Indicate the IGM No.
5	IGM Date	M	4	Indicate the IGM Date

6	Port / CFS of Movement (Codes only)	M	8	Indicate the Port/CFS Code from which cargo is to be shifted. Use UNLO CODE for port and use CFS code designed by Custom House. Ensure that the CFS code is crated and registered in the systems before filing application. Get the CFS code from the Customs and indicate it in the application wherever required. Must be a valid code. Port/CFS Name will be fetched from database and displayed alongside.
7	Destination CFS Code	M	8	Refer to Sr. No.6 CFS Code to which cargo is to be shifted. Must be a valid code. CFS Name will be fetched from