

DOCUMENTATION AND EXAMINATION PROCEDURE
AT
EXPORT FACILITATION CENTER

1. General

Appended is the Export Cargo clearance procedure to be implemented with effect from 10/04/2015.

- 1.1 In order to facilitate the export trade, an export facilitation center (hereinafter referred to as EFC) has been established at No 478/6, K. Cyril C Perera Mawatha, Colombo 13 M/s Trico Logistics Ltd and it will provide operational facilities necessary in view to facilitate the processing of export CusDecs, Examination of Cargo and Boat note passing.
- 1.2 For this purpose all the export shipments are required to be routed through the EFC including the BOI shipments.

2. Processing of CusDecs

- 2.1 Export CusDecs are lodged and assessed in the ASYCUDA system.
- 2.2 Payments due will be made to the bank or shroff as the case may be. If paid to the bank, system will automatically update the CusDecs. If paid to the shroff, the CusDecs will be manually updated by the ASC (updating) at the EFC.
- 2.3 Warranting of CusDecs in the system is done by DDC/SC and selection for examination is made where necessary.
- 2.4 When a container is ready for shipment electronic Cargo Dispatch note (e-CDN) is lodged in ASYCUDA system and five print-outs (hard copies) of the same are obtained.
- 2.5 An In Gate pass from service provider and an e-CDN obtained from the ASYCUDA system should be accompanied with each export container to the EFC.
- 2.6 When a container enters EFC, the staff of the In Gate generates an "In Gate Pass" to indicate the container has arrived at EFC.
- 2.7 When the In Gate Pass is generated at the EFC, In Gate staff will know whether the container has been detained by the Customs. If so the container will be diverted to the examination area for inspection, otherwise the Container will be directed to the CDN Acknowledgement Counter in Drive through.

- 2.8 When driver hands over the 5 printout copies of e-CDN along with In Gate Pass to the ASC (Acknowledgement), he will ensure that the Asycuda System reflects the same container No in the hard copy of CDN and ensure the payments update has been made and warranting has been effected. ASC on satisfaction stamps the CDN as “Acknowledged”

BOI/Pre Examined Cargo/UPB/CUSDECS

- 2.9 When BOI verified containers and pre examined cargo from the consolidate yards are arrived at EFC, ASC (Acknowledgement) will ensure whether the CDN’s have been verified in the ASYCUDA system and the documents are in order prior to place the stamp “Acknowledged” on the hard copy of the CDN. If it is in order containers will be allowed to proceed to respective terminal.
- 2.10 DDC/SC (Warranting) will exempt shipments from examination. UPB Cargo will be warranted and “Sealed to be Checked” will be endorsed on the security copy. Some shipments will be detained to adhere the license requirements and some shipments will be detained for examination according to the special instruction given by the DC (Export).
- 2.11 DC/DDC will re-route the exempt shipments for panel examination if neasseary to check the cargo or re-route the “Detained for Panel Examination” shipment under exempt procedure.
- 2.12 SC (Panel Examination) will appoint officers for the Panel Examination for the shipment selected for examination when Exporter/Declarant submits the CusDec and hard copy of the e-CDN.
- 2.13 After the examination panel officers will make necessary endorsements on the panel application and the security copy and refer to ASC “Acknowledgement” for endorsement.
- 2.14 FCL’s with CDN depicting “Acknowledged” endorsement will be permitted to exit from EFC out gate to the respective terminals after verifying the ASYCUDA system for acceptance of CDN by the facilitator.

SLPA Officers/TLL Yard staff/Terminal handlers

- 2.15 SLPA Officer will retain a hard copy of the CDN for JCT and hand over the balance copies to the Trico logistics which are endorsed by the ASC (Acknowledgement).
- 2.16 EFC staff will retain one copy of the CDN and hand over the balance 04 copies to the driver if the terminal is SAGT or CICT.
- 2.17 Driver will hand over one copy of the CDN to the SLPA security post and one copy to the Inspector of Customs at NCT Gate.
- 2.18 Balance one copy will be handed over to respective terminals and other copy to the shipping agent as the case may be.

Amendments

- 2.19 All amendments to CusDecs and CDNs are allowed on a payment of penalty and approval should be obtained from DDC. The amount of penalty will be decided time to time on the discretion of the Director General of Customs.

Boat Note Passing

- 2.20 When all containers relevant to the respective CusDecs arrive to the Port wharf clerk will obtain relevant acknowledged CDN's from SLPA (JCT) or Trico Logistics (SAGT and CICT) to produce to the Boat Note Office.
- 2.21 SLPA authorized shipping notes, Acknowledged CDNs and security copy of the CusDec will be produced to Boat Note Office to pass the boat notes and also necessary endorsement for short shipment. ASC will check above documents and the panel examination endorsement in the security copy and gives the export release in the "Asycuda System".
- 2.22 Application or the Cusdec approved for the re-work MCC,switch B/L or Entrepot should be accompanied with the CDN/Boat Note to the EFC for the approval of the SC prior to pass the Boat Note by the ASC.
- 2.23 Manual CDN should be obtained for Re-work, MCC work or Entrepot shipments processed inside the port and pass boat note at EFC without making any physical movement of container to EFC and no payment should be made to TLL.

Shut out Cargo

- 2.24 For Cancellation, CDN should be sent to ASC and CusDec to SC respectively with the approval of DDC (Export) .

3. Responsibility of Exporters/Declarants/Consolidation yards

- 3.1 Exporters/Declarants are required to lodge CusDecs (e-CusDec) and Cargo Dispatch Notes (e-CDN) electronically using “Direct Trade Input” (DTI) facility in the ASYCUDA system. **Manual** submission of CusDecs and CDNs are not accepted.
- 3.2 Exporters/Declarants are required to bring all export FCL/FCL and FCL/LCL containers to EFC yard, prior to pass the boat notes. This includes shipments of BOI, INFAC, TIEP, CFS Yards and UPB.
- 3.3 DSC/ASC at the consolidation yards will update verified CDN in the ASYCUDA system prior to release the container to EFC for shipment.
- 3.4 ENTRAPORT facility will be provided at EFC yard with the prior approval of the DC (Export)/DC (Industrial & services.)

4. Processing of Declarations

- 4.1 Export CusDecs lodged and assessed by the Exporters/Declarants in ASYCUDA System will be warranted in the system at Export head office during normal office hours or at EFC during 24 hours x 7 days of the week.
- 4.2 The Office Code CBEX1 is applicable for both Export Head Office and EFC yard.
- 4.3 Exporters/Declarants, if it is convenient to them, could bring Containers to the EFC Yard on e-CDN and should get the CusDecs warranted and goods examined.
- 4.4 All dues including examining fees are payable electronically through banks. Other payment such as amending and cancellation penalties arising afterwards could be paid to the Shroff at the EFC.
- 4.5 The selection of Containers for examination is made only when the containers are brought into the yard.(Element of surprise criteria will be used to select the containers)

4.6 Selectivity criteria will be decided by the DGC/DC (Exports) time to time according to the requirement of the Department and the DGC and inform the DDC/SC (EFC) accordingly.

5. **Acknowledgment of e-CDN**

5.1 ASC (Acknowledgement) will accept e-CDN (Hard copy) after ensuring the particular containers are within the EFC yard premises based on the Pass issued by the yard operator and container numbers displayed in the screen located in the office.

5.2 If CusDecs has been warranted /verified, not selected for examination, e-CDN will be acknowledged, allowed to proceed otherwise will be referred to SC for examination.

5.3 ASC (Acknowledgement) will acknowledge the e-CDN after panel formalities are completed.

6. **Warranting and Selectivity**

6.1 SC (Warranting) will e - warrant the Cusdec lodged by the exporter. If any license or any other requirements involved relevant documents will be called with CusDec to the EFC.

6.2 SC (Warranting) will place rubber stamp “WARRENTED” on the warrant copy and security copy of the CusDecs to effect the shipment before the containers are brought to the EFC or will warrant before examination if not e –warranted due to non availability of required licenses.

6.3 Containers will be selected for examination by DDC/SC (Panel Examination)

7. **Re-route of FCL**

7.1 DC/DDC(Export) shall re-route FCL selected for examination to exempted from panel examination or re-route exempted FCL to panel examination on special reasons.

8. **Express Way**

8.1 In order to ensure the smooth container flow inside the Yard, an Express Way has been established for major exporters (Green Chanel) to proceed to the port without examination after acknowledging e-CDN in the system.

9. **Panel Appointing and examination Procedure**

9.1 SC (Panel Appointing) will appoint panel officers on application tendered to him by declarant who submit CusDec along with CDN of FCL shipments selected for panel examination.

- 9.2 DSC/ASC who attends for the examination will make endorsement on the security copy after the inspection.
- 9.3 FCL of CDN depicts “Acknowledged” will be permitted to exit from the exit gate into Port Access Road.
- 9.4 The Containers which cannot enter the port through the NCT gate will be allowed to enter through the De Saram Gate and all the other formalities in the yard to be followed.

10. **NCT Gate**

- 10.1 Duties of Inspector of Customs at NCT Export gate will be the same as now.
- 10.2 IC shall check the Agents Seal of each FCL entered into the Port and retain a copy of CDN and secure for auditing purposes.
- 10.3 Functions at the NCT gate currently performed by ASCC of Export Division will be withdrawn and Control of movement of FCLs through NCT gate will be monitored by Preventive Division.
- 10.4 All FCLs which accompany with a hard copy of e-CDN depicts “Acknowledged” will be allowed to enter into the Port by IC at the gate.

11. **SLPA/SAGT/CICT**

- 11.1 A hard copy of the e-CDN generated by the system will be used, Until e-CDN is linked with Port Operators.

12. **Boat Note Office**

- 12.1 Boat notes /shipping note will also be passed at EFC.
- 12.2 Exporters can obtain the yard operators services to lodge Cusdecs and CDN to the ASYCUDA system and in passing of boat notes shipping notes and export release.

13 **Export Release**

- 13.1 Export release will be given to the shipments of BOI which were Acknowledged and e-CDN of the particular container were verified in the system, when duly signed mate Receipts /shipping Note were returned to the boat Note office.

13.2 Export Release will be given and update the ASYCUDA system when the shipment effected and Mate receipt /shipping note of the particular shipment were returned to the ASC Boat Note at EFC .

14. **Short Shipment Update**

14.1 Short shipment update of BOI Enterprises will be done by BOI.

14.2 Short shipment update of LCL shipments consolidated at CFS yard will be done at CFS yard by ASC.

14.3 Short shipments of other FCLs will be updated by the Boat Note passing officer.

15. **Responsibility of TLL(Trico Logistic Ltd)**

15.1 TLL is responsible for the control of containers moving in and out at EFC.

15.2 TLL Computer System accessible over the internet provides facility for the registered Exporters/Declarants /Forwarding Agents to generate TLL-Gate Pass at their own office permitting the transport of the Container to the EFC and for accounting purposes.

15.3 TLL will be provided computer portal for exporters/declarants to lodge e- CDN at EFC.

15.4 TLL is responsible to provide electronic payment portal for service charges in order to avoid delays.

15.5 TLL shall allow only the containers to enter the yard for which Gate Passes have been issued by them and with hard copy of the e-CDN.

15.6 The Gate facing K. Cyril C Perera Mawatha is to be kept closed for any container movements and keys will be kept under the custody of DDC (Export) and should not permit any person or vehicle to use as entrance to the port premises.

15.7 Cargo that is rejected for exports are only be permitted to move through this gate with the approval of DDC (Exports).

15.8 The rates of TLL Services Charges are determined only in consultation with the Director General of Customs.

15.9 No parking charges should be payable to containers until the Customs formalities are finalized at EFC.

15.10 TLL should provide all facilities to Customs/SLPA including office facilities, communication requirement, access to ASYCUDA system and TLL computer system,

accommodation, food and transport to the officers to the Head Office who are stationed to provides facilitation services for all exports.

- 15.11 TLL should keep the premises clean and maintain the hygienic condition.
- 15.12 Monthly OT charges for all officers should be paid beginning of the month.
- 15.13 TLL should provide and maintain basic requirement for the persons coming to obtain services of EFC.



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