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No.A1/233(a)/2017-T

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All Concerned

Sub: Ease of Doing Business-Simplification of Documentation Process at Port CFS

As part of Ease of Doing Business initiative of the Ministry of Shipping, GOI, It has been decided to streamline and simplify the documentation processes in respect of Gate in/Gate out of Import / Export containers and Import Cargo delivery handled at Port CFS .The revised processes are given below.

CONTAINER GATE IN PROCEDURE

Steamer Agent (SA)/Customs Broker (CB)/Console Agent (CA) shall submit Container Declaration Form (CDF), 2nos (instead of 4nos at present), duly filled up, at CFS Container Cell for Gate in of Import/Export Containers. Container Cell will return both the copies to SA/SB/CA after registration. At the time of arrival of Containers at Entry gate, SA/CB/CA shall produce both the copies to CFS Gate office. After verification and physical checking, one copy of CDF will be returned to SA/CB/CA. Thereafter the procedure currently in force will have to be followed.

CONTAINER GATE OUT PROCEDURE

On completion of the intended operation, SA/CB/CA shall submit the CDF retained with him to CFS Container Cell with Stuffing/De-stuffing duly endorsed by the CFS shed Supervisor. Container Cell will return the form with Gate out stamping. SA/CB/CA will have to produce this form to the official posted at Gate for verification, physical checking and Gate out the container.

IMPORT DELIVERY PROCEDURE

CB/Consignee shall submit custodian copy of OOC to Import Documentation section of CFS and get a composite form of Delivery Cum Vehicle Ticket (DCVT) instead of 4 forms at present viz Gate pass, Delivery ticket, Vehicle ticket and Form 72 for FLT hiring. CB/Consignee shall fill up the relevant fields and produce the DCVT to shed delivery Supervisor/Clerk. On approval from shed, CB/Consignee shall load cargo in to the vehicle and proceed to Gate. CB/Consignee shall produce the DCVT to Gate officials for physical verification, checking and on being satisfied shall permit gate out of the Cargo with vehicle.

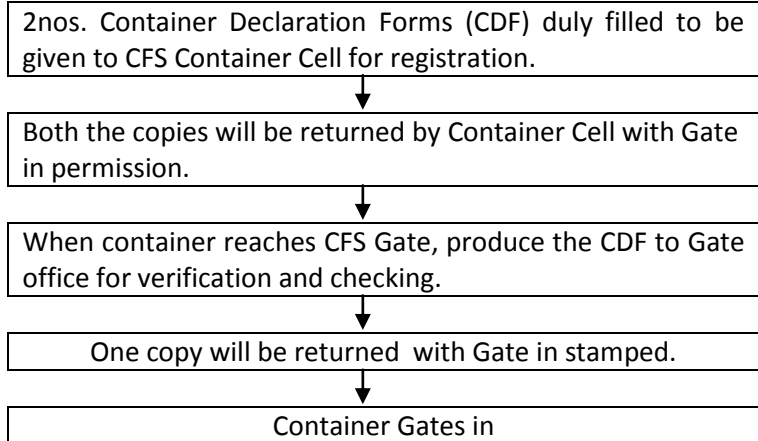
The revised procedure will be effective from 16/8/2017. All concerned are requested to take note of the above for their information. SA/CB/CA/Consignee must ensure that Forms are kept in their safe custody and returned to CFS Gate office after completing the intended operation. Flow chart of the process and sample forms are enclosed for guidance.

SD/-

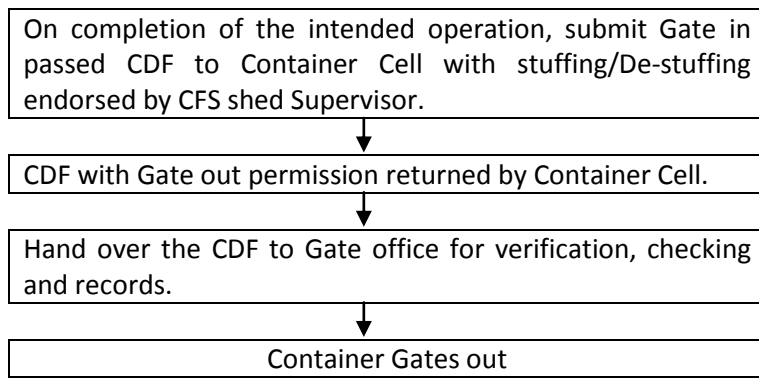
TRAFFIC MANAGER

Encl: As above

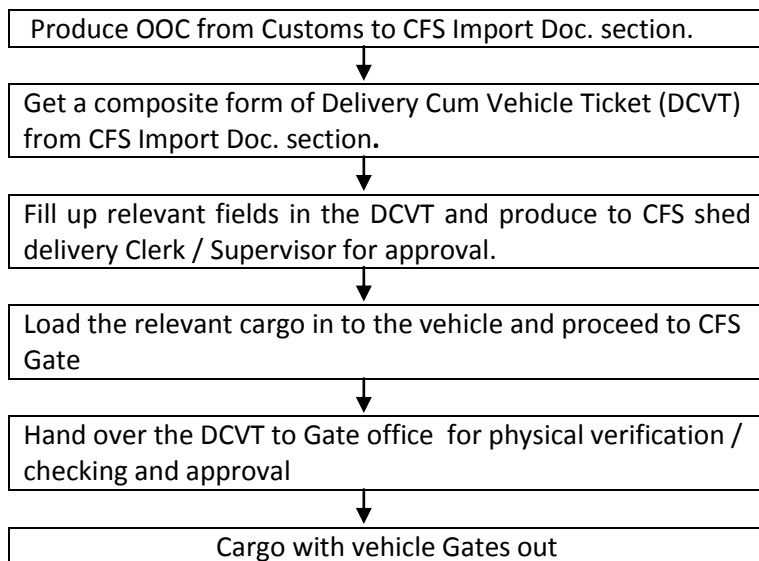
CONTAINER GATE IN PROCEDURE



CONTAINER GATE OUT PROCEDURE



IMPORT DELIVERY PROCEDURE



CONTAINER DECLARATION FORM

- Name of Agent :
1. Container No. & Size :
2. Type : Laden/Empty
3. Vehicle No. :
4. Driver's Name & DL No. :
5. A/c No. of CB/Agent :
6. Importer / Exporter :
7. BE No. / SB No. & Date :
8. Name of Vessel & Voy :
9. Commodity :
10. Purpose : Ramp Examination / Grounding / Stuffing / De-stuffing.
11. Other Services : Reefer /.....

Slot No.

OOO / LEO No. Date

DWS (GATE)

Signature of
Agent with SEAL

IMPORT CARGO DELIVERY FORM BY COCHIN PORT CFS

Name of the Consignee/Customs Broker & ID No :

DCVT No.

Container no.& Line no. :

Date and time of issue :

COCHIN PORT TRUST

No.

CFS- DELIVERY CUM VEHICLE TICKET

Name of the Consignee/Customs Broker :

Container no. :

Fork Lift Required : Yes From To.....

Port A/c no. of Consignee/Customs Broker :

Signature with ID of Consignee/CB :

Particulars of Packages

BE/BD No.& Date	CPO no & Date	Name of the vessel, Voy and date	Marks on Packages and nos.	Description	Truck/ Vehicle No.	No.of pkgs

Total no. of Packages in words :

Signature with date (Imp.Doc) :

Received the above in full :

(Consignee /CB signature with date)

Delivered from shed :-----

Location:-----

Date and time of delivery and shift :

Removed by:

(Name of CB/Consigner Representative)

Checked, found correct and delivered :

Counter signed by:

(Name & Signature of Shed Clerk)

(Name & Signature)

Gate Out

Signature with date and time (DWS) :