

## Electronic Vehicle Clearance Procedure at the Hambantota International Port

In order to initiate this process, the following documentation should be provided by the Custom House Agents CHAs & Shipping Agents:

<p><b>For Shipping LINE Agents</b></p> <p>Following details to be sent to the <b>DOC CENTER</b> at their registered email address.</p> <p>If the Consignee partners with the Main Agent:</p> <ul style="list-style-type: none"> <li>- Compressible scanned copy of the main D/O &amp; B/L</li> </ul> <p>If the Sub Agent partners with Main Agent:</p> <ul style="list-style-type: none"> <li>- Comprehensible scanned copy of Sub DO and B/L with the master DO, B/L</li> </ul>	<ul style="list-style-type: none"> <li>- Documents to be-e-mailed to <a href="mailto:do@hipg.lk">do@hipg.lk</a> from their registered e-mail address.</li> <li>- Subject of the e-mail should be:             <ul style="list-style-type: none"> <li>• <u>From Main Agent:</u> B/L No-000000-Consignee Name &amp; Sub Agent Name</li> <li>• From Main Agent B/L No-000000-Sub Agent Name</li> <li>• <u>From sub agents:</u> B/L No-000000-Consignee Name &amp; Main Agent Name</li> </ul> </li> </ul>
<p><b>For Sub Agents</b></p> <p>If the master DO is issued, the Sub Agent should send the following documents:</p> <ul style="list-style-type: none"> <li>- Comprehensible scanned copy of the Sub DO, B/L with the master DO, B/L</li> </ul>	



<p><b>For CHA's</b></p> <p>Comprehensible scanned copies of the following documents to be attached as a PDF / JPEG.</p> <ul style="list-style-type: none"> <li>• Delivery Order</li> <li>• Bill of Lading</li> <li>• Commercial Invoice</li> <li>• Export Certificate in the case of Used Vehicles</li> <li>• CUSDEC Copy/Assessment Notice</li> <li>• CHA to indicate the date of removal of vehicle</li> <li>• It's a mandatory requirement to mention the particular CHA's NIC no which will be printed on e-ICDP.             <ul style="list-style-type: none"> <li>- Documents to be-e-mailed to <a href="mailto:cha@hipg.lk">cha@hipg.lk</a></li> <li>- Subject of the e-mail should be: &lt;Consignee Name &amp; CHA No&gt;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Body of the email should contain</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Item</th> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>CHA/Wharf Clerk's Name</td> <td>ABC Perera</td> </tr> <tr> <td style="text-align: center;">2</td> <td>CHA/Wharf Clerks NIC</td> <td>123456789V</td> </tr> <tr> <td style="text-align: center;">3</td> <td>CHA/Wharf Clerk's CH ID No</td> <td>CHA- 123456</td> </tr> <tr> <td style="text-align: center;">4</td> <td>CHA Company Name</td> <td>ABC Clearing Company</td> </tr> <tr> <td style="text-align: center;">5</td> <td>CHA/WC Mobile no</td> <td>0777123456</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Once e-ICDP is issued and the CHA is required to change the vehicle clearing Wharf clerk at Hambantota, Authorized CHA should send a request through email and get a fresh e-ICDP, which will include new clearing wharf clerk's NIC no.</li> </ul>	Item	Details		1	CHA/Wharf Clerk's Name	ABC Perera	2	CHA/Wharf Clerks NIC	123456789V	3	CHA/Wharf Clerk's CH ID No	CHA- 123456	4	CHA Company Name	ABC Clearing Company	5	CHA/WC Mobile no	0777123456
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**DOC CENTER** emails the “Charge Advice” (which indicates the total charges to be paid to HIP) to the CHA’s e-mail address for payment arrangement.



CHA to do the payment via an online bank transfer, ATM or bank deposit and send the payment receipt to HIP.

- CHA e-mails the bank payment slip to [cha@hipg.lk](mailto:cha@hipg.lk), the response should be on the email thread.

	Bank Name	A/C Name	Branch	Account No.	Account type
<b>1</b>	Standard Chartered bank	Hambantota International port group pvt Ltd.	Head Office	18500772501	Saving account (LKR)

- CHA to ensure that “Charge Advice reference” is mentioned on the payment slip when the payment is made.



DOC CENTER Officer to inform the Finance Department and receive a confirmation that the relevant charges have been received.

If the charges have not been received immediately inform the CHA and make arrangements for the payment to be made.

If Payment has been made please follow the below steps:

- prepare the **e-ICDP** including the Wharf NIC no
- Send the **invoice, e-ICDP & receipt** to the CHA’s email address as a PDF file.
- HIP Doc.Center to send a soft copy of the e-ICDP to Customs Hambantota & HIP CSD office at the following emails [eicdp.csd@hipg.lk](mailto:eicdp.csd@hipg.lk) , [hip@customs.gov.lk](mailto:hip@customs.gov.lk)



- CHA to submit one printed copy of e-ICDP on an A4 paper to the Hambantota customs at the time of clearance.
- CHA to verify his identity providing NIC at the time of clearance from the Customs Inspection Bay.
- HIP to validate CHAs identity though the system via hand held unit.