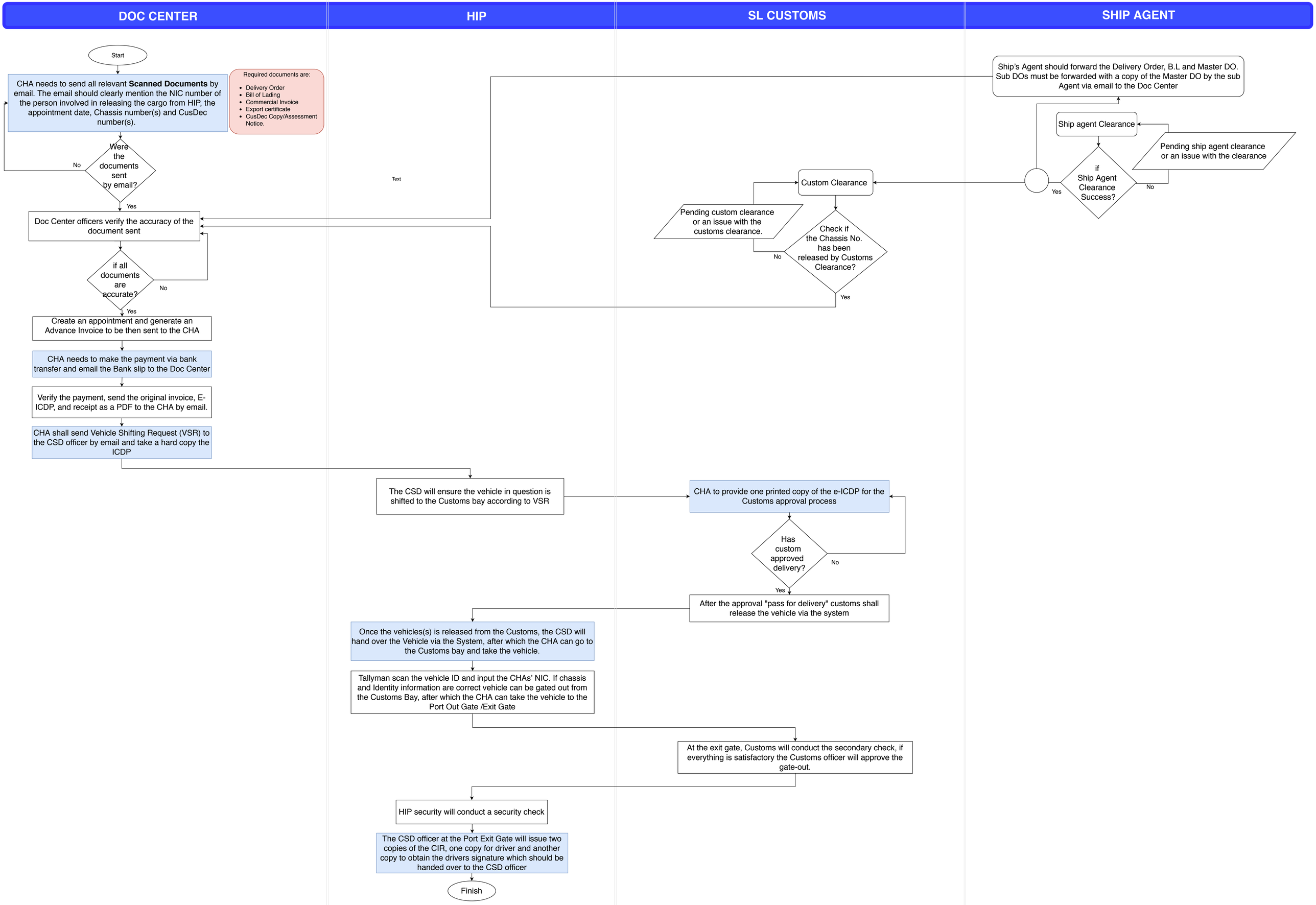
DOC CENTER
HIP
SL CUSTOMS
SHIP AGENT
Start
CHA needs to send all relevant **Scanned Documents** by email. The email should clearly mention the NIC number of the person involved in releasing the cargo from HIP, the appointment date, Chassis number(s) and CusDec number(s).
Required documents are:
• Delivery Order
• Bill of Lading
• Commercial Invoice
• Export certificate
• CusDec Copy/Assessment Notice.
Were the documents sent by email?
No
Yes
Text
Doc Center officers verify the accuracy of the document sent
if all documents are accurate?
No
Yes
Create an appointment and generate an Advance Invoice to be then sent to the CHA
CHA needs to make the payment via bank transfer and email the Bank slip to the Doc Center
Verify the payment, send the original invoice, E-ICDP, and receipt as a PDF to the CHA by email.
CHA shall send Vehicle Shifting Request (VSR) to the CSD officer by email and take a hard copy the ICDP
Ship's Agent should forward the Delivery Order, B.L and Master DO. Sub DOs must be forwarded with a copy of the Master DO by the sub Agent via email to the Doc Center
Ship agent Clearance
Pending ship agent clearance or an issue with the clearance
if Ship Agent Clearance Success?
Yes
No
Custom Clearance
Pending custom clearance or an issue with the customs clearance.
Check if the Chassis No. has been released by Customs Clearance?
No
Yes
The CSD will ensure the vehicle in question is shifted to the Customs bay according to VSR
CHA to provide one printed copy of the e-ICDP for the Customs approval process
Has custom approved delivery?
No
Yes
After the approval "pass for delivery" customs shall release the vehicle via the system
Once the vehicles(s) is released from the Customs, the CSD will hand over the Vehicle via the System, after which the CHA can go to the Customs bay and take the vehicle.
Tallyman scan the vehicle ID and input the CHAs' NIC. If chassis and Identity information are correct vehicle can be gated out from the Customs Bay, after which the CHA can take the vehicle to the Port Out Gate /Exit Gate
At the exit gate, Customs will conduct the secondary check, if everything is satisfactory the Customs officer will approve the gate-out.
HIP security will conduct a security check
The CSD officer at the Port Exit Gate will issue two copies of the CIR, one copy for driver and another copy to obtain the drivers signature which should be handed over to the CSD officer
Finish