



KAMARAJAR PORT LIMITED

(A Company of Chennai Port Authority)

(Ministry of Ports, Shipping and Waterways - Government of India)

**STANDARD OPERATING PROCEDURE FOR GATE-IN / GATE-OUT OF
EXPORT/IMPORT CARGOES TO BE HANDLED AT GENERAL CARGO BERTH, KPL**

A. EXPORT CARGOES:

1. All cargoes meant for export through General Cargo Berth (GCB) shall be permitted to Gate-in based on the approval of the Traffic Division.
2. Concerned shipping agents are required to forward Gate Opening Permission (GOP) with unique reference number in their letter head to KPL Traffic Division through email in order to facilitate approval of Gate-in Permission sought for the export cargoes.
3. Concerned Exporter/CHA/Stevedore shall endorse the specimen signature of its representative who is authorized to sign the Gate-in Application, by submitting an authorization letter to KPL Traffic Division.
4. Duly filled 'Gate-in Application' signed by the authorized signatory of Exporter/CHA/Stevedore for the Export Cargoes shall be forwarded to KPL Traffic Division through email or in-person.
5. The Traffic Division shall approve the 'Gate-in Application' and forward the same to CISF through email or in-person for Gate-in of Export Cargoes.
6. Upon receipt of approval of Traffic Division through email or in-person, CISF shall permit the Export Cargoes to Gate-in after verification.
7. Concerned Exporter/CHA/Stevedore are required to ensure that all mandatory fields which are marked as (*) in the said application are properly filled before forwarding the same to KPL Traffic Division for approval.

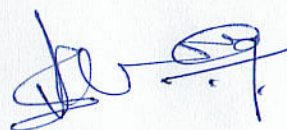
8. Authorized signatory of Exporter/CHA/Stevedore shall email the scanned copy of duly filled 'Gate-in Application' to the official email ids of Traffic Division viz., traffic@kplmail.in & cpym@kplmail.in.
9. Export Cargo 'Gate-in Application' format is enclosed as **Annexure – I** and can be downloaded from KPL website.
10. Existing procedure of submission of 'material entry pass application' for cargo or GOP to CISF is not required for the cargoes exported through General Cargo Berth.
11. Gate-in procedure (as mentioned from Sl.No. 1 to 9) are not applicable to the automobile units from major Original Export Manufacturers (OEM) (viz., Ford, Renault, Nissan, Isuzu & Toyota).
12. The exclusive gate-in procedure granted to the major OEMs (viz., Ford, Renault, Nissan, Isuzu & Toyota) vide KPL's letter dated 23.3.2020 shall remain valid subject to daily submission of arrival statement (viz., showing VIN number, model name, model number & gate-in date) of automobile units arrived/parked inside the yard. Concerned yard managers are required to forward the arrival statement in MS Excel format to the official email ids of Traffic Division viz., traffic@kplmail.in, cpym@kplmail.in on daily basis. The arrival statement forwarded by the concerned yard manager will be referred for issuance of custodian permission by the Traffic Division for the automobile units parked in the car parking yards.
13. For the purpose of calculation of demurrage charges, concerned yard managers are required to submit the consolidated VIN list of sailed automobile units (including Daimler) in MS Excel Format on regular basis through email, in accordance with the details provided in the arrival statement.
14. Gate-in procedure (as mentioned from Sl.No. 1 to 9) are applicable to the export cargoes belonging to M/s Caterpillar India Pvt. Ltd., which is subject to submission of Consolidated Sailed List to the official email ids of Traffic Division viz., traffic@kplmail.in, cpym@kplmail.in on the following day of sailing out of vessel carrying export cargoes of M/s Caterpillar India Pvt. Ltd., **The exclusive gate-in permission granted by KPL vide letter dated 21.2.2022 thus become invalid with immediate effect.**



15. Custodian permission for export cargoes shall be issued by KPL Traffic Division after verification of cargo related documents which is mentioned in the Gate-in Application. Concerned CHAs are required to produce the required cargo related documents while seeking custodian permission.
16. Custodian permission sought for export of laden containers shall be issued by KPL Traffic Division on all working days (**viz., Monday to Saturday excluding 2nd & 4th Saturday**) during **09:45 hours to 16:45 hours**, after necessary verification.
17. Gate-in procedure (as mentioned from Sl.No. 1 to 9) are applicable to the export of laden containers. In case of containers from CFS/Factory, concerned CHA are required to submit scanned copy of Shipping Bill/SB check list along with the Gate-in Application for KPL's approval. Further, concerned CHA are also required to obtain requisite approval (Allowed for Shipment) from KPL Preventive Officer, Customs Department for the export of laden containers after gate-in. In this regard, Shipping Agents are required to coordinate with the concerned CHAs and ensure submission of Shipping Bills of all containers which are Allowed for Shipment, to KPL Traffic Division through email.
18. CISF personnel shall allow the export cargoes to gate-in at New Gate Complex upon necessary verification based on the details in the 'Gate-in Application' which is approved by KPL Traffic Division.

B. IMPORT CARGOES:

19. Gate-out permissions are physically issued by the KPL Traffic Division on all working days (**viz., viz., Monday to Saturday excluding 2nd & 4th Saturday**) during **09:45 hours to 16:45 hours**, upon receipt of necessary payments & documents. In this regard, concerned Importer/CHA/Shipping Agent is required to submit the scanned copy of requisite documents as per **Annexure - II** to KPL Traffic Division through email or in-person.
20. On verification of the documents as indicated in Annexure - II, KPL Traffic Division shall issue Gate-out Permission in the format enclosed as **Annexure - III**.



21. Custodian permission for imported laden containers shall be issued by KPL Traffic Division on all working days (**viz., Monday to Saturday excluding 2nd & 4th Saturday**) during **09:45 hours to 16:45 hours**, after necessary verification.
22. CISF personnel shall allow the import cargoes to exit at New Gate Complex upon necessary verification based on the details in the Gate-out Permission which is approved by KPL Traffic Division.

C. OVER DIMENSIONAL CARGOES (ODC):

23. Gate-in procedure (as mentioned from Sl.No. 1 to 9) are applicable for export of Over Dimensional Cargoes. However, trailers loaded with export ODC consignment destined to GCB shall be allowed by the CISF to pass through the Truck Parking Yard based on the permission received from Traffic Division through email or in-person.
24. Gate-out procedure (as mentioned in Sl.No. 19 to 22) are applicable for import of Over Dimensional Cargoes. However, trailers loaded with import ODC consignment from GCB shall be allowed by the CISF to pass through the North West gate of Truck Parking Yard to gate out from KPL.

THIS STANDARD OPERATING PROCEDURE SHALL COME INTO EFFECT FROM 22ND AUGUST 2022.



**Chief Manager (Traffic)
Kamarajar Port Limited**

**KAMARAJAR PORT LIMITED – TRAFFIC DIVISION****GATE-IN APPLICATION FOR EXPORT CARGO**

Date:

To
The Chief Manager (Traffic), KPL

GOP Reference Number (*) : _____

VCN : _____

Vessel Name : _____

Cargo Name (*) : _____

Vehicle Number (*) : _____

Exporter (*) : _____

CHA (*) : _____

(*) Mandatory Fields**Gate-in permission shall be valid for one day (i.e., sanctioned date)**

The following cargoes may be permitted to Gate-in subject to availability of valid RFID pass for vehicle & driver.

Sl.No.	Cargo Description	Quantity		Shipping Bill / Invoice Number (*)
		(Unit)	(Package)	

UNDERTAKING**I undertake to certify that the cargoes mentioned above are taken inside the Port for export after getting necessary customs clearance.****Date:****Place:****Signature of the Authorized Officer of Exporter/CHA/Forwarder****Forwarded to: CISF, KPL unit**



KAMARAJAR PORT LIMITED – TRAFFIC DIVISION

IMPORT CARGO GATE OUT PERMISSION

- 1) Following are the list of documents which are required to be submitted to KPL Traffic Division through email or in-person for obtaining necessary Gate-Out Permission for the import cargoes.
 - a) Request letter addressed to Chief Manager (Traffic) from the Clearing Agent
 - b) Delivery Order issued by the Shipping Agent
 - c) OOC Bill of Entry
 - d) OOC Gate Copy
 - e) OOC Custodian Copy
 - f) Invoice
 - g) Packing List
 - h) Bill of Lading
 - i) PCS payment receipt

- 2) For Transshipment Cargoes, the above said documents shall be submitted except OOC Bill of Entry, OOC Gate Copy & OOC Custodian Copy. However, Transshipment Application duly approved by the Customs Department and KPL PO's clearance shall be submitted.



Traffic Division, KPL

Imported Cargoes Gate out Permission

Date: DD-MM-YYYY

VCN No :
 Vessel Name :
 Cargo Name :
 Shipping Agent Name :
 Importer Name :
 CHA Name :

Vessel Berth Date: DD.MM.YYYY

Customs clearances have been obtained by the CHA and verified by the Traffic Division.

Gate out permission valid up to: DD.MM.YYYY.

The following cargoes may be permitted to gate out subject to availability of valid RFID Pass for vehicle & driver, after necessary verification by CISF.

<i>Sl. No.</i>	<i>B.L NO</i>	<i>Marks & Serial Nos.</i>	<i>Units & Pkgs</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			

Exe (Traffic)/DM (T),Traffic Division, KPL

To

CISF/KPL Unit