

Import Delivery Process (FCL)

STEP – 1

Entering into the Port Facility

At the entrance gate, cargo owner or agent shows the documents as mentioned below to the concerned security personnel and exchange with security pass to enter into the port facility:

- (a) Original Document of Delivery Order (DO)
- (b) Original Document of National ID

STEP – 2

Collecting of Port Charges

Payment can be done at the cash counter once after Delivery Order (DO) and national ID of cargo owner or agent was checked and the amount to be settled was mentioned and signed by the chellan check for the services as mentioned below:

- (a) Collecting of demurrage charges
 - For the laden containers (annex-90 form)
 - For the empty containers (annex – 102 form)
- (b) Collecting of other charges
 - Collection of other charges such as conservancy charges, Labor Charges, Wharf age, Terminal Security Services Charges etc.

For the conservancy charges, labour charges and wharfage charges are collected according to the Tariff and Dues published by Myanmar Port Authority (MPA) and terminal security service charges are collected with respective terminals' owned rates. As total, 7344 kyats per TEU is charged for each TEU

container and Commercial tax 5% is also added.

Demurrage Charges (General Cargoes)

The normal free time allowed for the removal of the cargoes from the Authority's wharves is within 7 days.

Per TEU per day

Within (8) days to (60) days - 2 USD

Within (61) days to (180) days - 4 USD

Within (181) days to (365) days - 6 USD

Within (366) days to (730) days - 8 USD

For the containers, demurrage charges shall be settled in Myanmar currency after converting from USD to Myanmar Kyats by using the exchange rate of Central Bank of that period.

Such tariff rates can be changed as the times goes by and MPA will issue a notification for such changes in the future.

STEP-3

Issuing of Delivery List (DL)

Delivery List (DL) is issued by the Assistant Delivery Clerk once after the following documents are checked and approved by Delivery In- charge.

- (a) Delivery Order
- (b) Port Chellan
- (c) Annex 90 issued by Shipping Agency Department
- (d) Customs department authorized release order with executive officer's

signature and custom determined selectivity level (1), (2), (3)

(Remark- No terminals need to stamp their terminal seal on the Delivery List for the cargo which falls under custom determined selectivity level (1), (2) except which falls under Level 3 channel.

STEP-4

Issuing of Movement Order (MO)

After collecting the necessary port charges, Movement Order (MO) is issued to the Cargo Owner (or) Agent after checking the original documents of Delivery Order (DO) and their National ID card.

STEP-6

Issuing of Equipment Interchange Receipt (EIR)

Equipment Interchange Receipt (EIR) which states the condition of container is issued by the respective delivery section once after container is loaded onto the designated truck.

STEP-7

Cargo Examination

If the cargo falls under selectivity level 1, custom inspection isn't required. When the cargo falls under selectivity 2 or 3, custom inspection will be done physically or by means of scanning the container with X-ray machine.

(This step is Customs Process)

STEP-8**Issuing of Gate Pass**

With the permission of Delivery In-charge, Mark Writer issues the Gate Pass once after Deliver List (DL) is checked and confirmed.

(Remark- according to the MACCS risk management process, container is needed to seal by Customs and the signature of Chief Examination Officer of onsite customs on the Delivery List which defines that the cargo is examined and approved to deliver only for the containers which fall under selectivity 3 and for the steps above mentioned in step 8 doesn't apply for the containers which fall under selectivity 1 and 2. For those containers, signature of Customs on the Release Order (RO) which is issued and generated by the MACCS system is to be checked.)

STEP-9**Delivering of container from the Gate**

At the exit gate, Gate Officer check the documents mentioned below and give permission to deliver the cargo from the gate.

(a) Gate Pass

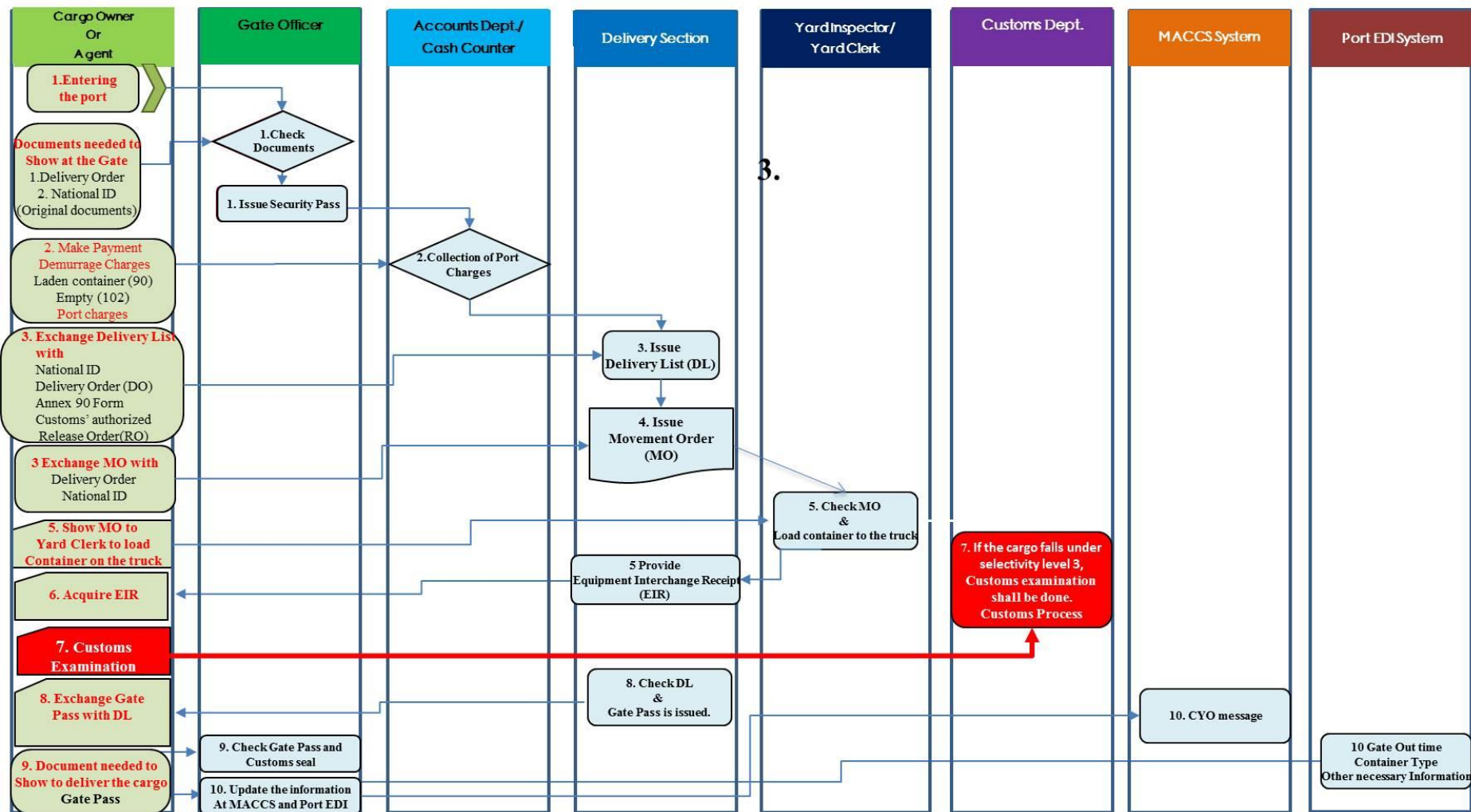
(b) Customs' seal of delivered container

STEP - 10**Updating of container status information at Port EDI System**

CYO Service shall be sent to MACCS System. At the same time, Gate Out time and

other necessary information shall be uploaded to Port EDI for logistics monitoring system.

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No.	Responsible entity	Process Flow	Document	Process Time(Minute)						
				AWPT	MITT	MIP	AIPT	TMT	MIPL	SPW
	Gate	Entering the port	- Delivery Order - National ID		1			1		
Step 1	Cash Counter	Collection of Port Charges	- Demurrage Charges - Port charges	3	3	1	1	2		
Step 2	Delivery Office	Issue Movement Order (MO)	- National ID - Delivery Order (DO)	5	2	2	2	3		
Step 3	Delivery Office	Issue Delivery List (DL)	- Release Order(RO) - With Customs' authorized - Officials' signature - Along with CYA category		1	5	2	4		
Step 4	Yard Inspector/ Clerk	Check MO & Load container to the truck	MO	45	7	30	4	5		
Step 5	Yard Inspector/ Clerk	Provide Equipment Interchange Receipt (EIR)	EIR	C Minor 1m C Minor 5m	1	3	5	1		
Step 6	Gate	Check Delivery List (DL) Container Number Truck Number	Delivery List (DL)	3	1		2	1		
Step 7	Gate	Delivered		Auto	1	Less Than 1 Min	1	1		
Step 8	Admin/Delivery Office	Import Data to the Port EDI System	- Gate Out time - Container Type - Other necessary Information	3	3	Less Than 1 Min	1	30		

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Sr.	Process	Spending Time	Charges	Remarks
1	<p>Entering into the Port Facility</p> <p>At the entrance gate, cargo owner or agent shows the documents as mentioned below to the concerned security personnel and exchange with security pass to enter into the port facility:</p> <p>(c) Original Document of Delivery Order (DO)</p> <p>(d) Original Document of National ID</p>	2 minutes		
2	<p>Collecting of Port Charges</p> <p>Payment can be done at the cash counter once after Delivery Order (DO) and national ID of cargo</p>	5 minutes	<p>-Conservancy Charges</p> <p>-Labour Charges</p>	<p>For the conservancy charges, labour charges and wharfage charges are collected according to the</p>

<p>owner or agent was checked and the amount to be settled was mentioned and signed by the chellan check for the services as mentioned below:</p> <p>(c) Collecting of demurrage charges</p> <p>(d) Collection of other charges such as conservancy charges, Labor Charges, Wharf age, Terminal Security Services Charges etc.</p> <p>Demurrage Charges (General Cargoes)</p> <p>The normal free time allowed for the removal of the cargoes from the Authority's wharves is within 7 days.</p> <p>Per TEU per day</p>		<p>-Wharf age</p> <p>-Terminal Security Services Charges</p> <p>As total, 7344 kyats per TEU is charged for each TEU container and Commercial tax 5% is also added.</p>	<p>Tariff and Dues published by Myanma Port Authority (MPA. Terminal security service charges are collected with respective terminals' owned rates.</p> <p>For the conservancy charges, labour charges and wharfage charges are collected according to the Tariff and Dues published by</p>
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	<p>Within (8) days to (60) days - 2 USD</p> <p>Within (61) days to (180) days - 4 USD</p> <p>Within (181) days to (365) days - 6 USD</p> <p>Within (366) days to (730) days - 8 USD</p>			<p>Myanma Port Authroity (MPA).</p> <p>For the containers, demurrage charges shall be settled in Myanmar currency after converting from USD to Myanmar Kyats by using the exchange rate of Central Bank of that period.</p>
3	<p>Issuing of Delivery List (DL)</p> <p>Delivery List (DL) is issued by the Assistant Delivery Clerk once after the following documents are checked and approved by Delivery In- charge.</p> <p>(e) Delivery Order</p> <p>(f) Port Chellan</p> <p>(g) Annex 90 issued by Shipping Agency</p>	3 minutes		

	<p>Department</p> <p>(h) Customs department authorized Release Order (RO) with executive officer's signature and custom determined selectivity level (1), (2), (3)</p> <p>(Remark- No terminals need to stamp their terminal seal on the Delivery List for the cargo which falls under custom determined selectivity level (1), (2) except which falls under Level 3 channel.</p>			
4	<p>Issuing of Movement Order (MO)</p> <p>After collecting the necessary port charges, Movement Order (MO) is issued to the Cargo Owner (or) Agent after checking the original documents of Delivery Order (DO) and their</p>	4 minutes		

	National ID card.			
5	<p>Loading container onto the truck</p> <p>Container can be loaded once after Movement Order (MO) given to the Yard Clerk or Equipment Operator.</p>	20 minutes		
6	<p>Issuing of Equipment Interchange Receipt (EIR)</p> <p>Equipment Interchange Receipt (EIR) which states the condition of container is issued by the respective delivery section once after container is loaded onto the designated truck.</p>	5 minutes		
<p>Cargo Examination</p> <p>If the cargo falls under selectivity level 1, custom inspection isn't required. When the cargo falls under selectivity 2 or 3, custom inspection will be done physically or by means of scanning the container with X-ray machine.</p>				

<p>(This step is Customs Process)</p> <p>The signature of Chief Examination Officer of onsite customs on the Delivery List which defines that the cargo is examined and approved to deliver only for the containers.</p>				
7	<p>Delivering of container from the Gate</p> <p>At the exit gate, Gate Officer check the documents mentioned below and give permission to deliver the cargo from the gate.</p> <p>(a) Gate Pass</p> <p>(b) Customs' seal of delivered container</p>	3 minutes		
8.	<p>Updating of container status information at Port EDI System</p> <p>CYO Service shall be sent to MACCS System. At the same time, Gate Out time and other necessary information shall be uploaded to Port EDI for</p>	3 minutes		

	<p>logistics monitoring system.</p> <p>According to the MACCS risk management process, container is needed to seal by Customs and the signature of Chief Examination Officer of onsite customs on the Delivery List which defines that the cargo is examined and approved to deliver only for the containers which fall under selectivity 3 and for the steps above mentioned in step 8 doesn't apply for the containers which fall under selectivity 1 and 2. For those containers, signature of Customs on the Release Order (RO) which is issued and generated by the MACCS system is to be checked.)</p>			
<p>၉</p>	<p>Updating of container status information at Port EDI System and MACCS System</p> <p>CYO Service shall be sent to MACCS System. At the same time, Gate Out time and other necessary</p>	<p>Once the cargo is delivered from the gate, the gate out time and other necessary information is needed to input to the Custom's management system and Port management system. For the time in order to carry out these steps will not be counted in the total dwell</p>		

	<p>information shall be uploaded to Port EDI for logistics monitoring system.</p>	<p>time.</p>		
	<p>Total steps</p>	<p>40 minutes</p>		