

General Cargoes Delivery Process (Import)

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
- (c) Approval for Direct Delivery (Copy)

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 .

- (a) Collecting of demurrage charges
- (b) Collecting of other charges

Collection of other charges such as conservancy charges, Labor Charges, Wharf age etc.,

Charges are collected according to the Tariff and Dues published by Myanmar Port Authority (MPA) and for the conservancy charges, labour charges and wharfage charges for general cargoes, 120 kyats per ton is charged for all above mentioned services.

Demurrage Charges

(1)General Cargoes

The normal free time allowed for the removal of the cargoes from the Authority's wharves is within 3 days.

Per ton per day for first 30 days - 100 kyats

Per ton per day for second 30 days - 200 kyats

Within (61) days to (180) days - 400 kyats

Within (181) days to (365) days - 800 kyats

Within (366) days to (730) days - 1000 kyats

(2)Vehicles and Machineries

The normal free time allowed for the removal of the cargoes from the Authority's wharves is within 3 days.

30 kyats for 1 to 14 days after 3 days

Within (15) days to (30) days - 100 kyats

Within (31) days to (60) days - 200 kyats

Within (61) days to (120) days - 600 kyats

Within (121) days to (180) days - 900 kyats

Within (181) days to (365) days - 1200 kyats

Within (366) days to (730) days - 1500 kyats

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 against cargo manifest and approved by Delivery In-charge.

- (a) Delivery Order
- (b) Port Chellan

STEP-4

Entering of delivery truck into the port premises

4.1 Cargo owner or Agent shall submit the following information in advance at the gate in order for the delivery truck to get access into the port premises:

- (a) Truck Driver Name
- (b) National ID
- (c) Driver license and truck's registered plate number

4.2 Truck Driver have to submit the copy of Delivery Order (DO) to the gate officer to get access into the port

4.3 Gate Officer checks the information which was sent in advance and gives the permission to enter into the port.

4.4 For the dumping cargo, PKI services shall be sent to MACCS System

STEP-5

Cargo Examination

Customs Examination officer signs on Delivery List once after the necessary inspection had done for the imported cargo.

(This step is Customs Process)

STEP-6

Issuing of Gate Pass

With the permission of Delivery In-charge, Mark Writer issues the Gate Pass once after Deliver List (DL) and convoy note from cargo owner or agent for the general cargoes that can't be delivered in one time is checked and confirmed.

[Cargoes which are needed to delivered multiple times with one Delivery List \(DL\)
\(Example – Cement\)](#)

For those cargoes, it is need to apply the gate pass to enter into the port premises.

[Cargoes which are needed to delivered just one time \(Example – vehicle\)](#)

For those cargoes, cargo can be delivered once after getting approval to deliver the cargo from gate officer of Exit Gate after Delivery List (DL) with authorized customs' official signature is checked and confirmed.

STEP-7

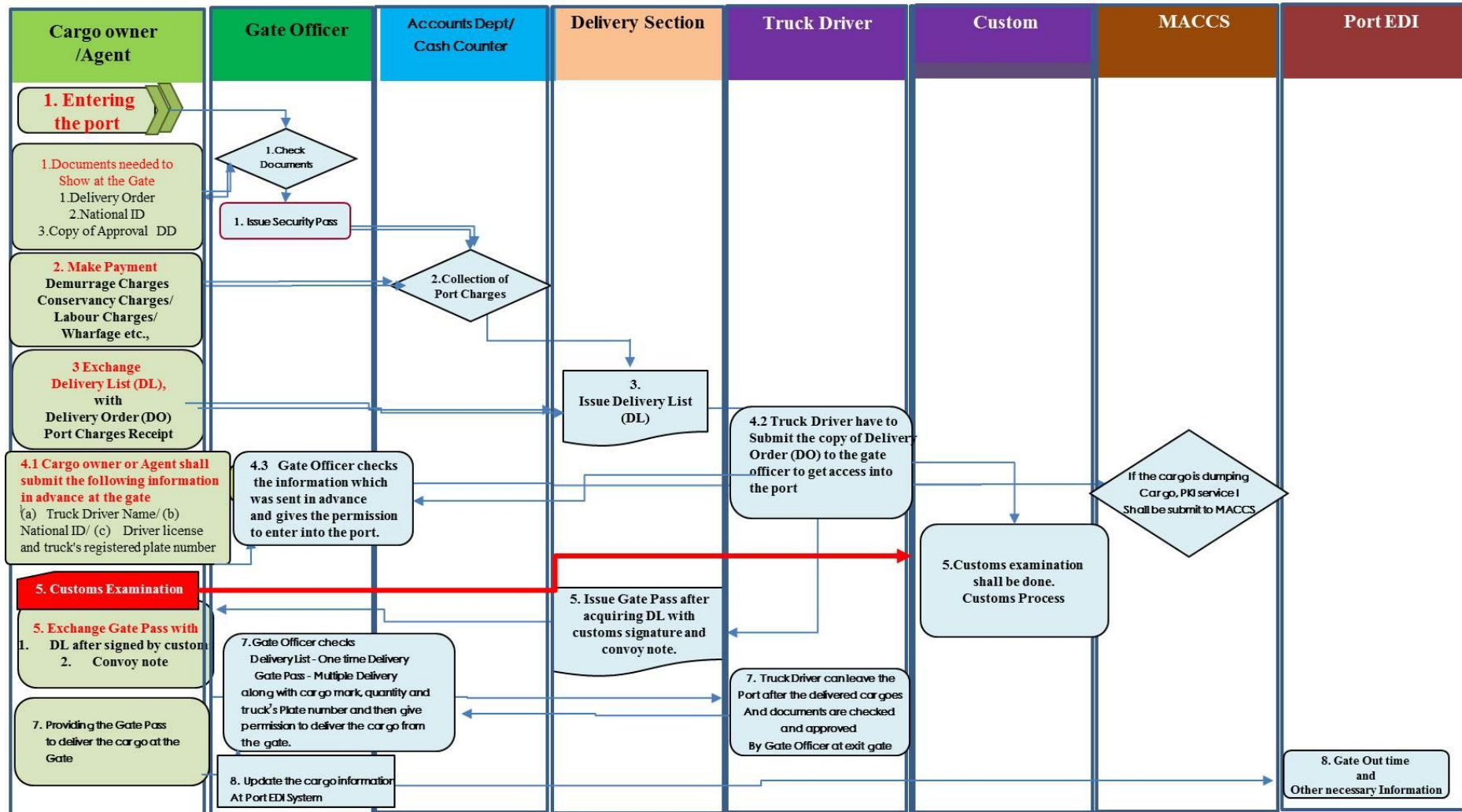
Delivering of container from the Gate

At the exit gate, Gate Officer checks the documents mentioned below along with cargo mark, quantity and truck's Plate number and then give permission to deliver the cargo from the gate.

Gate Pass (For the cargoes which are needed to deliver many times)

Delivery List (DL) (For the cargoes which can be delivered just one time.

General cargo delivery processes (Import)



General cargo delivery processes (Import)

No.	Responsible Entity	Process Flow	Document	Process Time(Minute)						Remark	
				AWPT	MITT	MIP	AIPT	TMT	SPW		MIPL
Step 1	Gate	Entering the port	- Delivery Order - National ID - Copy of Approval - DO		1		2	2	2	2	
Step 2	Cash Counter	Collection of Port Charges	- Demurrage Charges - Port charges		3		2	2	9	2	
Step 3	Delivery Section	Issue Delivery List (DL)	- Delivery Order (DO) - Port Charges Receipt		2		2	2	3	3	
Step 4	Truck Driver	Show the copy of Delivery List (DL)	- Truck driver name - National ID Number		3		2	1	2	2	
	Admin/Delivery	PKI service if dumping cargoes	- Car licensed number - Car registered plate number		1		1	1	2	2	
	Gate	Check Copy of DL			1		2	1		2	

Step 5	Delivery Section	Issue Gate Pass after acquiring DL with customs signature and convoy note.	- DL after signed by customs - Convoy note		10		2	1	3	1	
Step 6	Gate	Leave the port	- Check Gate Pass along cargo mark, - Quantity - Truck's plate number		2		2	2	4	1	

General Cargo Delivery Processes for imported cargoes

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>(a) Original Document of Delivery Order (DO)</p> <p>(b) Original Document of National ID</p> <p>(c) Approval for Direct Delivery (Copy)</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 owner or</p>	5 minutes	-Conservency Charges,	Charges are collected according to the Tariff

<p>agent was checked and the amount to be settled was mentioned and signed by the chellan check .</p> <p>(c) Collecting of demurrage charges (d) Collecting of other charges</p> <p>Collection of other charges such as conservancy charges, Labor Charges, Wharf age etc.,</p> <p>Demurrage Charges</p> <p>(1)General Cargoes</p> <p>The normal free time allowed for the removal of the cargoes from the Authority's wharves is within 3 days.</p> <p>Per ton per day for first 30 days - 200 kyats</p> <p>Per ton per day for second 30 days - 400 kyats</p>		<p>-Labour Charges, -Wharf age</p> <p>For the conservancy charges, labour charges and wharfage charges for general cargoes, 120 kyats per ton is charged for all above mentioned services.</p>	<p>and Dues published by Myanmar Port Authority (MPA).</p>
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<p>Within (61) days to (180) days - 800 kyats</p> <p>Within (181) days to (365) days - 1600 kyats</p> <p>Within (366) days to (730) days - 2000 kyats</p> <p>(2) Vehicles and Machineries</p> <p>The normal free time allowed for the removal of the Vehicles and Machineries from the Authority's wharves is within 3 days.</p> <p>30 kyats for 1 to 14 days after 3 days</p> <p>Within (15) days to (30) days - 100 kyats</p> <p>Within (31) days to (60) days - 200 kyats</p> <p>Within (61) days to (120) days - 600 kyats</p> <p>Within (121) days to (180) days - 900 kyats</p> <p>Within (181) days to (365) days - 1200 kyats</p>			
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	<p>Within (366) days to (730) days - 1500 kyats</p> <p>Such tariff rates can be changed as the times goes by and MPA will issue a notification for such changes in the future.</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 against cargo manifest and approved by Delivery In- charge.</p> <p>(c) Delivery Order</p> <p>(d) Port Chellan</p>	2		
4	<p>Entering of delivery truck into the port premises</p> <p>4.1 Cargo owner or Agent shall submit the following information in advance at the gate in order for the delivery truck to get access into the port premises:</p>			

<p>(a) Truck Driver Name</p> <p>(b) National ID</p> <p>(c) Driver license and truck's registered plate number</p> <p>4.2 Truck Driver have to submit the copy of Delivery Order (DO) to the gate officer to get access into the port</p> <p>4.3 Gate Officer checks the information which was sent in advance and gives the permission to enter into the port.</p> <p>4.4 For the dumping cargo, PKI services shall be sent to MACCS System</p>	
<p>Cargo Examination</p> <p>Customs Examination officer signs on Delivery List once after the necessary inspection had done for the imported</p>	<p>(This step is Customs Process)</p>

	cargo.			
5.	<p>Issuing of Gate Pass</p> <p>With the permission of Delivery In-charge, Mark Writer issues the Gate Pass once after Deliver List (DL) and convoy note from cargo owner or agent for the general cargoes that can't be delivered in one time is checked and confirmed.</p> <p>Cargoes which are needed to delivered multiple times with one Delivery List (DL) (Example - Cement)</p> <p>For those cargoes, it is need to apply the gate pass to enter into the port premises.</p> <p>Cargoes which are needed to delivered just one time (Example - vehicle)</p> <p>For those cargoes, cargo can be delivered once after getting approval to deliver the cargo from gate officer of</p>	2 minutes		

	Exit Gate after Delivery List (DL) with authorized customs' official signature is checked and confirmed.			
6	<p>Delivering of container from the Gate</p> <p>At the exit gate, Gate Officer checks the documents mentioned below and give permission to deliver the cargo from the gate.</p> <p>Gate Pass (For the cargoes which are needed to deliver many times)</p> <p>Delivery List (DL) (For the cargoes which is needed to deliver just for one time.</p>	2 minutes		
	<p>Updating of container status information at Port EDI System</p> <p>Gate Out time and other necessary information shall be uploaded to Port EDI for logistics monitoring system.</p>		As this step doesn't concern monitoring of logistics activities and only inputting of information to the port management program, that will not be taken consideration in the process.	

	<p>For the one time delivery - 5 steps</p> <p>For the multiple delivery - 6 steps</p>	<p>14 minutes</p>		
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