

**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
**CUSTOM HOUSE: VISAKHAPATNAM 530 035**

**F.No.S2/06/2014-EDI**

**Date: 27 /02/2015**

**PUBLIC NOTICE NO.05/2015**

**Sub- Implementation of Module for Transshipment of Cargo from Air Cargo, Visakhapatnam to Air Freight Station (ICD) and Air Cargo Complexes in other Customs Station in ICES — Regarding**

Kind attention of Importers/Airlines/Custom Brokers is brought to the processing of Air transshipment movement to ICDs or other Air locations. Till date, the processing of transshipment movement was done manually in Air Cargo, Visakhapatnam. As the facility of Transshipment of goods from an Air Cargo location to another Air Cargo location or to an ICD has been made available in ICES 1.5, the said transshipment from Air to Air locations & Air to ICD shall be done electronically on the Indian Customs EDI System (ICES) 1.5 application. The Salient features of the procedure to be followed are given below for the familiarization of Airlines/ Importers /Customs Brokers and the trade.

The following types of transshipments are covered in this Public Notice:-

- (a) From Air Site to Air Site (by Air)
- (b) From Air Site to Air Site (by Road)
- (c) From Air Site to ICD Site (by Road)

2. In the transshipment procedure, various processes are to be carried out at the service centre at the Gateway Air Site as well as at Primary Gateway Air Site.

The following processes have to be carried out in the location of service centre at Gateway Air Site:

- Filing of Cargo Transfer Manifest (CTM) request by airline or consol agent
- Request for cancellation of Cargo Transfer Manifest (CTM) by airline or consol agent
- Filing of Transshipment Permit (TP) request by Transshipment Agency (TA)

The following processes have to be carried out in the location of the Primary Gateway Air Site:

- Approval of Cargo Transfer Manifest (CTM) by Customs,
- Approval of Cargo Transfer Manifest (CTM) cancellation by Customs.
- Approval of Transshipment Permit (TP) by customs.
- Approval of Transshipment Permit (TP) cancellation by customs,
- Post-Transshipment Permit (TP) cargo loading and sealing and gating process at destination.

- Air/ICE site Transshipment movement may be through Road, or Air.

### **3. Definitions :**

**Gateway Air Site:** The Air Cargo Complex at which the Aircraft arrived from other countries.

**Destination Port:** The Air Freight Station (ICD) or Air Cargo Complex for which the imported cargo in Unit Load Device (ULD) boxes are transshipped from Gateway Air Site.

### **4. Filing of Cargo Transfer Manifest (CTM) at service centre:**

4.1 The importing Airlines can file Cargo Transfer Manifest (CTM) through Service Centre for the cargo to be transshipped in ICES 1 5. CTM is a pre-requisite for Transshipment (TP) movement. CTM will be filed by the importing airline which has filed the Import General Manifest (IGM) for the said transshipment cargo. The details of the cargo to be transshipped to other Air/ICD will be provided to Customs through this CTM. For filing of CTM, the following pre requisites should be fulfilled:

- a. CTM request can be filed only after IGM has been filed by the importing Airline as per existing process.
- b. Further, if the HAWB level records are to be specified then the Consol Manifest must also exist. Consol Manifest can be filed by Consol Agent as per existing process.
- c. Bill of Entry (BE) for the specified cargo lines must NOT have been filed.
- d. The Custodian who takes custody of cargo from importing airline should be registered with ICES 1 5 Custodian Agency Directory Module with PAN details. (Gateway as well as destination)

4.2 The Importing Airline shall file Cargo Transfer Manifest (CTM) at the Service Centre of the concerned Gateway Air Site. The message formats and specifications are given in **ANNEXURE I**. In the data entry form the information, such as, Registration number having two characters of IATA code of the Applicant (Importing Airline), destination code in six character (UNLO code) of the destination air or ICD to which the cargo is marked for transshipment, 10 digit gateway custodian agency code registered with customs, and this refers to custodian which takes custody of cargo from Importing Airline, IGM number and IGM date, list of cargo lines under the IGM which are to be transshipped. This will be specified in terms of Master Airway Bill Number (MAWB) and optionally House Airway Bill number of the (HAWB) respective lines. If all the houses under one Airway Bill are to be transshipped, then individual House Airway Bill Numbers need not be specified. There will be an option in the form to indicate this. However, if only a subset of the Houses under a particular Master Airway Bill is to be transshipped, then the House Airway Bill Numbers are to be individually specified.

4.3 After data entry at the Service Center, the service centre operator will provide a checklist and after confirmation, the request will be submitted: On submission, the system validates the furnished data with the IGM/Consol data already submitted by the importing Airline. In case of invalid or inconsistent IGM/MAWB/HAWB information or any other code mismatch, the

CTM request will be rejected in full and a negative acknowledgement will be sent back to the Service Center. In case of successful submission, a positive acknowledgement will be sent. **After submission of CTM, system will disallow submission of Bill of Entry against the specific lines of the IGM mentioned in the CTM.**

#### **5.0 Cargo Transfer manifest (CTM) approval in ICES:**

5.1 The submitted CTM request shall move to AC Transshipment (Role: ACT) for approval. After the approval of CTM, the system generates the CTM No. The approval shall be given only after the inward entry for the flight is granted. Approval will not be given for the lines, if BE has already been filed against that specified lines in the CTM. After CTM is approved, cargo mentioned in the CTM will be segregated and transferred to the relevant Gateway Custodian.

The pre-requisites for the Cargo Transfer Manifest (CTM) approval in ICES are as follows:

- That CTM already filed in service centre and successfully submitted to ICES.
- CTM is consistent with the corresponding IGM details.
- Inward entry for the IGM already generated by IFO.
- Bill of Entry for the specified cargo lines is not filed prior to filing CTM request.
- The cargo has physically arrived at the Gateway Air Site.

In the Cargo Transfer Manifest approval in ICES, Proper Officer (AC/DC Transshipment) having role of ACT will process the request for CTM. The pending queue of the ACT will show the list of Cargo Transfer Manifest (CTM) request. The further condition is that the corresponding flight has been granted entry inwards in system. On selection of any pending request, the full details of the request including individual cargo line information (Master Airway Bill/House Airway Bill) (MAWB/HAWB) details will be displayed on system. After approval by The Proper Officer on checking the details provided in the Cargo Transfer Manifest (CTM), Cargo Transfer Manifest (CTM) approval can be printed by ACT in 6 copies.

#### **6. Request for cancellation of Cargo Transfer Manifest (CTM):**

6.1 Request for cancellation of an approved Cargo Transfer Manifest (CTM) can be filed at the service centre of the Gateway Air Site. This cancellation request can be filed after Cargo Transfer Manifest is approved but, prior to subsequent Transshipment Permit on relevant lines being processed. Functionally, request for cancellation of Cargo Transfer Manifest (CTM) will be in the, same form through which fresh Cargo Transfer Manifest (CTM) request is being filed at the service centre. The message formats and specifications are given in **ANNEXURE- I**.

6.2 There are two pre-requisites to submit a request for cancellation of Cargo Transfer Manifest (CTM), and they are firstly, that the Cargo Transfer Manifest (CTM) is already approved by Customs and already generated. And secondly, that Transshipment Permit (TP) on any of the corresponding line is not yet processed.

6.3 Request for cancellation of Cargo Transfer Manifest involves Six processing steps, such as, importing airline are the Original Cargo Transfer Manifest filing agency will file Cargo Transfer Manifest (CTM) Cancellation request at the service centre of the concerned gateway air site, in the cancellation request form, the Cargo Transfer Manifest (CTM) number and date information is to be furnished, a check list will be generated and after confirmation, the request will be submitted in the service centre. On submission, system validates the furnished data with the Cargo Transfer Manifest (CTM) data in the ICES primary and if a matching report is found and necessary pre-requisites are met, the cancellation request is

accepted by the system and the admitted Cargo Transfer Manifest (CTM) request will show as pending in the queue of the AC/DC Transshipment.

#### **7.0 Approval of Cargo Transfer Manifest (CTM) cancellation request in ICES.**

7.1 Proper Officer, i.e., AC/DC Transshipment may select the request for cancellation and approve Cargo Transfer Manifest (CTM) Cancellation request. On approval of the request, the Cargo Transfer Manifest stands cancelled.

7.2 Four pre-requisites must be in existence for approval of Cargo Transfer Manifest Cancellation request in ICES as follows:

- a. Cargo Transfer Manifest (CTM) Cancellation request is already filed in service centre and successfully submitted to ICES,
- b. Cargo Transfer Manifest (CTM) is already generated,
- c. Transshipment Permit on the (TP) relevant lines have not yet been approved,
- d. All copies of the Cargo Transfer Manifest (CTM) approved earlier should be defaced / deposited with the customs.

7.3 There are 5 major processing steps have to be followed for approval of Cargo Transfer Manifest (CTM) cancellation request in ICES. A proper officer, (AC/DC transshipment) having role of ACT will process the cancellation request of Cargo Transfer Manifest (CTM). The pending queue of the ACT (AC Transshipment) will show the list of cancellation request. On selection of any pending cancellation request, the full details of the Cargo Transfer Manifest (CTM) including individual cargo line information (MAWB /HAWB details) are displayed on system. If satisfied, ACT (AC Transshipment) can approve the cancellation request. System will carry out the following task i.e., corresponding IGM / consol lines which were marked during CTM approval are cleared, Cargo Transfer Manifest (CTM) Number and the corresponding Cargo Transfer Approval Order, i.e. (CTAO) are cancelled, hard copy of the CTAO cancellation order can be printed by the ACT (AC Transshipment). After Cargo Transfer Manifest (CTM) is cancelled, cargo mentioned in the IGM and consol manifest can be selected for a fresh / new Cargo Transfer Manifest (CTM).

#### **8.0 Filing of Transshipment Permit (TP) request at Service Centre.**

8.1 After the CTM is approved, the request for Transshipment movement shall be filed by the Transshipment Agency (Importing Airline, Domestic Airline, Road Transporter, and Air/ICD Custodian at the Gateway Site/destination site) at Service Centre. The application format is given in **ANNEXURE-II**. Before filing of TP, the following pre-requisites need to be fulfilled:

- a) CTM has been filed and approved. CTM No. is generated. The custody of cargo has been given to the Custodian.
- b) Bill of Entry for the specified cargo lines has not been filed.
- c) Transshipment Agency should be registered with ICES Directory Module (Airline Code Directory or Agency Code directory, as per type specified above. The Transshipment Agency has registered a running TP Bond with adequate balance.
- d) The Transshipment Agency has registered a running PLA account for payment of TP fee.

8.2 Transshipment Agency shall file TP request for transshipment at the Service Center of this Commissionerate with the details on the letter head of Transshipment Agency as annexed in **Annexure II** to this PN.

**Processing Steps.**

1. Transshipment Agency will file request for transshipment at the Service Center of the concerned Gateway Air Site.
2. In the Data Entry form, the following information will be captured:
  - a. Type and Code of the Transshipment Agency (as stated in previous section).
  - b. Destination Site Code: This is the 6-char UNLOCODE of the destination Air or ICD to which the cargo is marked (Eg. INBLR4, 1NWF06).
  - c. Gateway Custodian Agency Code: This is the 10-char Custodian Agency Code registered with Customs. It refers to the custodian which is the current custodian of cargo at the Gateway Site.
  - d. Transportation Details.
    - i. Mode of Transport (A-Air, R-Road)
    - ii. Transporter Code: If Mode of Transport is 'Air', then 2-char IATA Code of the domestic airline is to be specified. If Mode of Transport is 'Road', then 10-char Agency Code of the Transporter is to be specified.
    - iii. Domestic Flight No. and Date (in case of transportation by Air)
    - iv. Bonded Truck No. and Seal No. (In case of transportation by Truck). For a given TP request, there may be more than one truck to be used for transportation of cargo. System will allow entry of multiple truck nos. along with seal nos.). However, if the information is not readily available, same may be provided later to concerned Customs Officer at the time of TP Approval.
  - e. Cargo Transfer Manifest (CTM) No. and Date: Before cargo lines are specified, the corresponding Cargo Transfer Manifest (CTM) No. and Date have to be entered. This will be validated by the system..

System will display the following relevant information as per approved Cargo Transfer Manifest (CTM):

- i. IGM No. and IGM Date.
  - ii. Line details (including AWB information) as per CTM. By default, all lines specified in the CTM will be considered for TP. However, option will be provided to select a sub-set of the lines. This will allow splitting of a Cargo Transfer Manifest (CTM) into multiple TPs.
  - iii. Consignment Value: Line-wise consignment value in INR may be provided. This field values will be used to calculate the bond value for the transshipment.
3. After data entry at the Service Center, a checklist will be generated and after confirmation, the request will be submitted.
4. There will be direct submission of the request from Service Center to Primary.
5. On submission, system will validate the furnished data with the IGM/Consol/Cargo Transfer Manifest (CTM) data already available in the system. In case of invalid or inconsistent IGM/MAWB/HAWB information or any other code mismatch, the request will be rejected in full and a negative acknowledgement will be sent back to the Service Center. In case of successful submission, a positive acknowledgement will be sent.
6. The submitted TP request will become pending in the queue of the AC Transshipment (Role: ACT).

## **9.0 Transshipment Permit (TP) Approval In ICES.**

9.1 After data entry at the Service Center, a checklist will be issued and after confirmation, the TP request will be submitted. On submission, the system validates the furnished data with the IGM/Consol/CTM data already available in the system. In case of invalid or inconsistent IGM/MAWB/HAWB information or any other code mismatch, the request will be rejected in full and a negative acknowledgement will be sent back to the Service Center. In case of successful submission, a positive acknowledgement will be sent.

9.2 The pre-requisites for filing Transshipment Permit (TP) are as follows:

- Transshipment Permit Request (TPR) filed already filed in service centre and successfully submitted to ICES.
- Transshipment Permit requests is consistent with the corresponding IGM and CTM details.
- Inward entry has already been granted by IFO.
- Transshipment Agency (TA) must have Transshipment Permit (TP) with sufficient Bond and Bank Guarantee value to cover the current Transshipment request.
- Transshipment Agency also has to open a PLA account to pay for the Transshipment Permit Fee to Customs (TP).

9.3 System will find the registered Bond and PLA Account of the Applicant Agencies as registered with the system. System will calculate Bond/Bank Guarantee Value to be debited for the given request as per extant rules. The Bond / Bank Guarantee Value will be either the consignment given in Transshipment Permit Request calculated on notional value of the cargo based on weight and specified rate. As per the existing practice an International Nom, bond rate US\$) 20 per Kg of cargo will be applicable for bond value calculation. Bank Guarantee value calculation will be based on the Bank guarantee rate (as a % of Bond value) specified during registration of the concerned bond. Transshipment Permit (TP) fee of Rs.20 per Transshipment Permit (TP) will be applicable as per current practice. Bond / Bank Guarantee and PLA Account status for the applicant are check to ensure that there is sufficient balance available. If everything is found in order, the Proper Officer (ACT) can approve the request. System will carry out the following tasks. :

- a. Bond is debited and account updated.
- b. TP Fee is debited and PLA account is updated.
- c. Corresponding IGM/Consol lines are marked with relevant TP parameters.
- d. TP No. is generated and Transshipment Permit (IT Order) is created which will specify all relevant details including line information.
- e. Hard copy of the TP Order can be printed by the ACT:
- f. If the movement is by Air, then Data for TP Approval Message is generated. For movement by Road, this data will be generated after loading the cargo on bonded trucks.
- g. IGM Information for the relevant cargo lines along with the TP information will be made accessible to the destination ICD site. No fresh IGM needs to be filed at destination site.

After Transshipment Permit (TP) is approved, the Transshipment Agency (TA) will take the necessary actions in moving the cargo to the destination site.

## **10.0 Request for Cancellation of Transshipment Permit (TP):**

10.1 Request for Cancellation of an approved Transshipment Permit (TP) can be filed at the Service Centre of the Gateway Air site. This cancellation request can be filed after Transshipment Permit is approved, but before corresponding lines are processed for clearance at the destination site. This process of request for cancellation of Transshipment Permit (TP) will be provided in the same form through which fresh Transshipment Permit (TP) request is filed at the Service Centre. As an alternative to this mode, the Transshipment Agency (TA) can also file Transshipment Permit Cancellation (TPC) request through EDI message mode. The application format is given as **ANNEXURE-II**

10.2 Request for cancellation of Transshipment Permit (TP) can be permitted on satisfying the following 3 Pre-requisites. Firstly, that Transshipment Permit (TP) is already approved by Customs, and Transshipment Permit No. (TP) already generated; secondly that corresponding lines not at processed in the destination site and lastly that AC /DC Transshipment (ACT) has allowed the cancellation request of the plain paper application.

10.3 Various processing steps have to be followed while considering the request for cancellation of Transshipment Permit (TP). The Transshipment Agency (TA), (which had earlier applied for the TP) can file Transshipment Permit Cancellation Request (TP) at the service centre of the concern Gateway Air Site. In the cancellation request Form, the Transshipment Permit number and date information are to be furnished. A check list will be generated and after confirmation, the request will be submitted. There will be direct submission of the request from service centre to primary. On submission, system will validate a furnished data with the Transshipment Permit (TP) data in the ICES primary and with a matching record is found and necessary prerequisites are met, the cancellation request is accepted by the system. The submitted Cancellation of Transshipment Permit (TP) request will show as pending in the queue of the AC/DC Transshipment (ACT)

## **11. Approval of Transshipment Permit (TP) Cancellation request in ICES:**

11.1) Proper Officer (ACT) i.e., AC /DC Transshipment will look for the pending queue of Transshipment Permit Cancellation request and select the desired one for cancellation. On approval of the request, the Transshipment Permit (TP) stands cancelled.

11.2 The pre-requisites for approval of Transshipment Permit (TP) cancellation request in ICES are the following. Firstly, that the Transshipment Permit (TP) cancellation request is already filed in Service Centre and successfully submitted to ICES; Secondly, that Transshipment Permit (TP) is already generated; thirdly, that corresponding lines not yet processed in the destination site; fourthly that no cargo transfer message is there in the system and lastly that all the Transshipment Permit (TP) approved order copies need to be defaced/ submitted to customs to ensure that goods have not been transshipped.

11.3 For consideration of approval of Transshipment Permit (TP) cancellation request in ICES, the following processing steps have to be followed:

- I. A Proper Officer (AC Transshipment) having role ACT will process the cancellation request (TP).
- II. The pending queue of the ACT will show the list of TP cancellation requests.
- III. On selection of any pending cancellation request, the full details of the TP including individual Cargo line information (MAWB/HAWB details) are displayed on system.
- IV. If satisfied; ACT can approve the cancellation request. System will carry out the following tasks:
  - a. Corresponding IGM/Consol lines which were marked during TP approval are cleared;
  - b. TP No. and the corresponding Cargo Transfer Approval Order are cancelled;
  - c. Hard copy of the TP Cancellation Order can be printed by the ACT;
  - d. Data for TP Cancellation Message is generated and marked for ICEGATE pick-up;

e. Bond and BG debited during TP Approval are re-credited.

After Transshipment Permit (TP) is cancelled, cargo mentioned in the IGM and Consol can be selected for a fresh Transshipment Permit (TP).

## **12. Post Transshipment Permit Cargo Loading Report at Gateway Site:**

12.1 A purpose of the process of post Transshipment Permit (TP) cargo loading report at Gateway Site is to record actual loading of Cargo on the trucks for onward Transshipment to destination site. This process is carried out in the ICES system by the Preventive Officer (PO) based on Transshipment Permit (TP) already approved by the AC /DC Transshipment (ACT). This facility will be made available through terminals provided at the premise of the Gateway custodian Exit Gate of Customs where bonded trucks are loaded and sealed. This process is applicable only for the cargo being transported by truck or by Air.

12.2 The pre-requisites for Post Transshipment Permit (PTP) cargo loading, reported Gateway Site, firstly that Transshipment Permit (TP) has already been granted by ACT at the Gateway Air Site; and Secondly that the Cargo has been physically loaded on bonded truck and sealed in presence of the Customs Preventive officer at the Gateway Air Site or the Cargo has been loaded on the Air Craft for delivery to the domestic air site only the Flight number and date for the domestic carrier need to be recorded. No seal number or truck number is required for Air leg.

12.3 For post Transshipment Permit (TP) cargo loading report at Gateway Site the following processing steps have to be followed:

1. A Customs Preventive Officer having role PO will feed the Loading Report into the system.
2. When cargo for a particular TP has been loaded on to Custom Bonded Trucks, the PO will update the information on the system/ when cargo for a particular TP has been loaded on to the domestic flight, the PO will update the information on the system.
3. The pending queue of the PO will list the approved TPs moving out of the Air Site by Road/Air.
4. The PO will select the appropriate TP from the list. System will display the full details of the TP including individual Cargo line information (MAWB/HAWB details) and transport parameters.
5. The PO will verify the Truck No./Flight No. and Seal No. as displayed in system and if necessary, will update the same with the correct data.
6. The PO will then save the Loading Record. System will automatically generate the then Data for TP Approval Message and mark the same for ICEGATE for pick-up. Similarly for movement by Air the flight no. and date will be updated and the data will be made available to ICEGATE, If required, the TP Approval Order can be printed with updated carrier information.
7. After entry of Loading Report, the Transshipment Custodian can take the cargo out of the Customs Area.

## **13.0 Gate-in process at destination Air / ICD site:**

The purpose of the process of Gate-in process at Destination Air/ICD Site is to record the actual arrival of Transshipped Cargo at the Destination Site. This process is carried out in the ICES System by the Gate-In-Officer (GAT) based on inputs provided by the local custodian. This facility will be made available at the Destination Site i.e., either at Air or at ICD. This process will be applicable for both Air and Road Transshipment. Bill of Entry submissions / Regularization at the destination site and bond re-credit at the Gateway Air Site or dependent on this process.

The followings are pre-requisites for Gate-In process at Destination Air /ICD Site.




1. Transshipment Permit has already been (TP) granted by ACT at the Gateway Air Site;
2. Cargo loading report, (Updated Truck and Seal No, details) has been fed into the system by the Preventive Officer ( PO) at the Gateway Air Port;
3. Cargo has been physically transported to the destination site and received by the custodian at the destination site
4. Custodian has presented a signed copy of the list of packages / packets received line-wise. It is assumed that the custodian will furnish the arrival list of cargo after necessary segregation of cargo.

For Gate-In process at the Destination Air/ICD Site, the following processing steps have to be followed.

1. The local Custodian will approach the Proper Officer assigned for Gate-in entry with a signed Cargo Arrival Report (which may contain cargo for one or multiple TPs).
2. The following parameters will be provided (as per **ANNEXURE III**):
  - a. Gateway Site Code.
  - b. TP No. and Date.
  - c. Mode of Transport (Air/Road).
  - d. Truck No. and Seal No. (in case of Road Transport)/Flight No. and date of arrival for air.
  - e. Line No. (MAWB/HAWB No.) [list of lines]
  - f. No. of packets received for each line.
  - g. Condition of packets received (Intact/Damaged) for each line.
3. A form will be provided to the Customs Gate-in Officer to feed the information (in both Air and ICD sites.)
4. On furnishing the TP Number and Date, system will show the list of lines along with no. of packets and other information. The Gate-in Officer will simply accept or disallow the line-wise number of packet arrived and condition thereof.
5. When the number of packets received for a line match with the number of packets transhipped, the line is marked so that BE submission/regularization is now permissible. Otherwise the line is marked as error.
6. When the number of packets match, but condition is damaged, then BE submission/regularization will be allowed, but 100% pre-checking will be mandatory.
7. When the number of packets do not match, then line is marked as error and BE cannot be filed OR regularized if Prior BE is filed.
8. When all the lines of a TP are fully tallied, the TP is dosed and the bond/BG at the gateway port is re-credited.
9. BE filed at the Destination Site must specify the IGM No. and Date as per the Gateway Customs Station (there will be no/separate IGM at the destination).

14.0 The above Public Notice will be effective from... 1. 3. 2015... If any problem is noticed in the above procedure, the same may be addressed to Deputy / Assistant Commissioner (DC/AC), FDI for suitable and necessary action.

  
(C. RAJENDIRAN)  
COMMISSIONER OF CUSTOMS

**CARGO TRANSFER MANIFEST**  
**REQUEST/CANCELLATION APPLICATION**

**(To be submitted at service centre of gateway site from where the goods are to be transshipped in the Airlines Company Letter Pad)**

- (i) IATA code (Already registered in ICES):
- (ii) Destination Site Code (where the goods to be transshipped):
- (iii) Gateway Custodian Agency Code:
- (iv) IGM No and Date:
- (v) List of Cargo Lines under the specified IGM which are to be transshipped\*:

Signature of Authorized Signatory

Designation

Affix Rubber Stamp

- (This will be specified in terms of the MAWB No. (Optionally at HAWB level also) of the respective lines. If all the houses under an Airway Bill are to be transshipped, then individual HAWB nos. need not be specified. If, however, only a subset of the houses under a particular MAWB is to be transshipped, then the HAWB nos. is to be individually specified. There will be no validation of the MAWB and HAWB nos. made by system during data entry stage. The validation will be done during submission.)

TRANSHIPMENT PERMIT (TP)REQUEST / CANCELLATION APPLICATION

**(To be submitted at service centre of gateway site from where the goods are to be transshipped in the Transporting Agency Company Letter Pad)**

(Transshipment Agency includes Importing Airline, Domestic Airline, Road Transporter, Air /ICD Custodian at the Gateway Site/destination site)

- a. Destination Site Code:  
(This is the 6-char UNLOCODE of the destination Air or ICD to which the cargo is marked (e.g. INBLR4, INWFD6)).
- b. Gateway Custodian Agency Code:  
This is the 10-char Custodian Agency Code registered with Customs. It refers to the custodian which is the current custodian of cargo at the Gateway Site.
- c. Type of the Transshipment Agency :
- d. Code of the Transshipment Agency:
- e. Transportation Details:
  1. Mode of Transport (A-Air, R-Road):
  2. Transporter Code: \*\*
  3. Domestic Flight No. and Date : (in case of transportation by Air)
  4. Bonded Truck No. and Seal No. #: (in case of transportation by Truck)
- f. CTM No. and Date. g.  
Consignment Value: \$

Signature of Authorized Signatory

Designation

Affix Rubber Stamp

# For a given TP request, there may be more than one trucks to be used for transportation of cargo. System will allow entry of multiple truck nos. along with seal nos. However, if the information is not readily available, the same may be provided later to concerned Customs Officer at the time of TP Approval or at the time of gate out entry.

\*\* If Mode of Transport is 'Air', then 2-char IATA Code of the domestic airline is to be specified. If Mode of Transport is 'Road', then 10-char Agency Code of the Transporter is to be specified.

\$ Line-wise consignment value in INR may be provided. This field values will be used to calculate the bond value for the transshipment.

**GATE IN ENTRY APPLICATION**

**(To be submitted at Gate of the Destination site where the goods are transhipped in  
the Transporting Agency Company Letter Pad)**

(Transshipment Agency includes Importing Airline, Domestic Airline, Road  
Transporter, Air/ICD Custodian at the Gateway Site/destination site)

- a. Gateway Site Code:
- b. TP No. and Date:
- c. Mode of Transport (Air/Road):
- d. Truck No. and Seal No.  
(in case of Road Transport)
- e. Flight No. and date of arrival  
(in case of air).
- f. Line No. (MAWB/HAWB No.) [list of lines]
- g. No. of packets received for each line.
- h. Condition of packets received (Intact/Damaged) for each line.