

No: TO(Sh&CH)/10/756

Dated : 19.05.2022

TRADE CIRCULAR

Sub: Migration of import & export documentation of cargo and containers from paper-based system to online mode under Ease of Doing Business (EoDB) initiative at HDC, SMP, Kolkata.

In order to maintain a seamless, contactless and user-friendly process of import and export dry bulk cargo, break bulk cargo and containers under Ease of Doing Business (EoDB) initiative at HDC, SMP, Kolkata, a new procedure involving online submission of import & export documents of cargo and containers by Port Users shall be made effective from **19.05.2022**.

It may be noted that the existing procedure of submission of paper-based documents for import & export cargo and containers will continue to function alongside the newly introduced online-system. The paper-based system shall be phased out with intimation to the Trade in due course of time.

Online processing of all documents related to Import and Export processes has been developed and made available at <https://smportkolkata.shipping.gov.in>. > Haldia Dock Complex (tab at top right corner) > Links (menu bar) > Ease of Doing Business (direct link: <https://hdceodb.smportkolkata.in/hdcEbasOlsWeb/index.jsp>).

(A) The following online procedure shall be followed for import of cargo and containers:

All registered users will submit the required information through newly developed online web interfaces along with scanned copies of the pertinent documents. There are two modules of respective users, which are shown below:

- (a) **"Import Application"** for CHA nominated by importer/MLO.
- (b) **"Import Ready Application"** for CHA nominated by importer/MLO.

The details of the functionalities involved for the above two modules are appended below:

- i) The nominated CHA will file **"Import Application"** for cargo and/or container(s) (in case of container) with Bill of Entry, Cargo & Container details along with a scanned copy of Actual Bill of Entry and other documents in pdf format.
- ii) HDC will complete Bill of Entry and accept import Application in POMS after verifying attached documents and data entered electronically.

- iii) After the cargo/container is allowed to pass out by Customs, CHA will file **"Import Ready Application"** or OOC along with a scan copy of actual Out of Charge of Customs in PDF format.
- iv) The cargo/container will allowed to delivery by HDC after due verification of the above mentioned attached documents.

(B) The following online procedure shall be followed for export of cargo and containers:

All registered users will submit the require information through newly developed onlineweb interfaces along with scan copies of documents. There are two modules of respective users, which are given below:

(a) "Export Dock Challan Application" for CHA nominated by exporter/MLO.

(b) "Export Ready Application" for CHA nominated by exporter/MLO.

The details of the functionalities involved for the above two modules are appended below:

- (i) Container Agents will upload COPRAR in PCS and send a mail as per the continuing process to Open Export against the nominated MLOs.
- (ii) The nominated CHA will file **"Export Dock Challan Application"** with Shipping Bill and cargo details along with scanned copies of actual Shipping Bill, Carting Order and other relevant documents in PDF format.
- (iii) HDC will complete Shipping Bill entry and accept Dock Challan in POMS afterverifying attached documents and data entered electronically.
- (iv) CHA will prepare Cart Ticket(s) after the generation of Dock Challan number mentioning all the relevant details. The container will enter physically on thestrength of the Cart Ticket and valid permit.
- (v) After the cargo/container is made ready, CHA will file **"Export Ready Application"** along with scanned copies of actual **Let Export Order** in PDF format.


In addition to the above, it may be duly observed that filing of relevant information of import and export containers for COPRAR through PCS is **mandatory** in this regard.

Data once submitted through online portal will be treated as final and processed accordingly. User(s) will be fully responsible for all costs and consequences for any incorrect or incomplete data submission using the Web portal. Users also here by undertake to indemnify HDC, SMPK and hold it harmless against any claim(s), cost(s) and consequence(s) arising at any point of time for incorrect or incomplete datasubmission by them.

For any assistance and follow up regarding new registration, generation of user id & password, the same may please be intimated at nic.hdc@kolkataporttrust.gov.in. Issues remaining unresolved may be escalated to the concerned officers posted at Dock Office, T.O. (Sh & CH) Division, HDC at the following email ids:

- (a) sugatag.hdc@kolkataporttrust.gov.in
- (b) dghosh.hdc@kolkataporttrust.gov.in
- (c) asharma.hdc@kolkataporttrust.gov.in

All registered port-users of HDC, SMP, Kolkata are requested to take note of the above and act accordingly.


(P. Gupta)

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Haldia Dock Complex, SMP, Kolkata.

Distribution:

Cc: The President, The Association of Shipping Interest in Calcutta (ASIC), 6 Netaji Subhas Road, Kolkata-700 001: For information please.

Cc: All Steamer Agents / MLOs / Importers / Exporters: For information and necessary actions please.

PS to Dy. Chairman, HDC: For favour of information of Dy. Chairman please.

CC: GM (Traffic) / GM (Finance) / GM (M&S), HDC: For information please.

CC: Sr. Dy. Manager (Finance), Sr. Dy. Manager (Admin): For information please.

Cc: All Officers of TO. (Sh&CH) Division: For information and necessary actions.