INWARD DOCUMENTATION

1) On board vessel, ship' bag for the master :

- 1 set of bill of lading copy not negotiable
- 1 set of cargo manifest
- 1 set of IMO Documents
- 1 Radiation certificate for foodstuff, if any.

2) To agent at destination:

- If sending agent and receiving agent are Lara / EDI equipped:
  
  EDI transmission of b/l and freight data
  
  - 1 set of IMO Documents

  If the cargo manifests have not been received for submission before berthing, they have to be submitted within 24 hours from date/time of the vessel berthing. More delays will be not accepted by the Customs and will be penalized.

3) Specific requirements :

All types of containerized/general cargo except hazardous cargo are allowed by port Authorities to be discharged upon receipt of relevant cargo manifests. Permission of landing dangerous cargo is considered by the Port on the basis of permission granted by the naval authority (NAIO).

⇒ General cargo

FCL/LCL cargo :

LCL shipments is un-stuffed at Port Yard under supervision of Chittagong Port Authority. Upon unstuffing of LCL container, if there is any damage / short landing / shortage against B/L quantity, the Customs Authority imposed penalty @ 200 % on duty involved of the short landed cargo in addition to cargo claim on C&F value.
LCL/LCL cargo:

01. No single package will be acceptable by port Authorities as LCL which exceeds weight limit of 3 tons.

02. No Food item, Raw cotton, Ckd goods, perishable cargo, food grains / products, cement, fertilizer, rape, sheds, loose scrapes, C.I. sheets, C.P. sheets, G.P. sheets, tin plates, or similar type of materials, tyre cord and other, outside storable cargo are not acceptable as LCL (CFS).

03. Cargo on account of security printing press, Securities / Currency item, not acceptable as LCL.

04. Dangerous cargo of class -01 & class - V11 is not acceptable as LCL (CFS)

05. If any cargo landed short / excess, in that case customs will impose penalty to us i.e. to CMA CGM at the rate of 200% on CIF value of short / excess landed cargo.

→ Hazardous Cargo

All dangerous cargo must have declaration of IMO Class and number in the cargo manifest. Hazardous cargo under IMO Class 1 and 7 are allowed landing for direct delivery with prior permission of naval Authorities (NAIO) and subject to the readiness of consignee for taking direct delivery. No space of such cargo in port's transit shed is allowed by the port authority. All the others hazardous cargo covered by IMO Class 2, 3, 4, 5, 6 and 8 are allowed landing with prior permission of naval Authorities. Also mention consignee / notify parties telephone / fax and email number in the Bill of Lading for all hazardous cargo.

NB. Below documents must be required in ORIGINAL for DG approval from NAIO (If cargo is Calcium Carbide; Sulphur; Refrigerant Gas,
Fish Meal, Tetrafluoroethane, Liquefied Gas, Isobutane, Chlorodifluoromethane etc.) prior arrival cargo at Chittagong. Otherwise Bangladesh Naval Authority not allow discharging permission (Discharge heldover) from the vessel.

1. B/L, invoice, packing list.
2. Authorization certificate from CCI&E.
3. Import permission of explosive department.
4. Storage and user license from DC.

Military / Sensitive cargo

The container stuffed with Defense cargo/Currency notes etc...is allowed for landing subject consignee arranges direct delivery. Also mention consignee / notify parties telephone / fax and email number in the Bill of Lading for sensitive cargo.

Food stuff

All food items must have radiation certificate confirming that the level is within human substance. Without the same, the customs will never allow the discharging of the container.

For the transshipment / transit cargo, a telex/fax advice is required prior submitting cargo manifest to local Authorities.

Any shortage/excess discrepancy shall lead to extremely heavy fines from customs Authorities.

Please take a special to these specific requirements because Bangladesh customs will enforce this rule strictly and non-adherence will result in heavy fines which will be debit to agent at fault.

4) Amendments:

For any subsequent amendment in manifest, for marks, numbers, quantities, name of consignee, etc an e-mail / telex / fax is a must.

Customs authorities have issued instruction drawing the attention to the customs act section-45 that henceforth any amendment including name of importer / address / marks / quantity / weight /description of cargo including cargo stuffed into container are not to be accepted by them after
submission of online Import General Manifest (IGM) to customs automation system.

**Amendments Procedure (After submission of online IGM to customs)**

Local consignee’s clearing agent has to apply to Customs Authority with for amending manifest enclosing B/L, L/C, Invoice, Packing List etc. all in original for necessary Customs formalities and it is consignee’s responsibility to get the amendment manifest be accepted by the Customs Authority. Customs fine & penalty, if any, which to be known as and when Customs amendment formalities are completed by the consignee and which to be paid to the Customs Authority by the local clearing agent appointed by consignee. If consignee is ready to absorb all the charges locally, after that POL agent may proceed to amend .

5) Issuance requirements :

Cargo can be delivered at DHAKA ICD but gross weight (cargo + container) of container ‘s should not exceed 25000 Kgs / 20’, 30480 Kgs / 40’, 40’Hc and a through B/L can be issued up to this destination CHITTAGONG PORT AUTHORITY (CPA) is the operator of DHAKA ICD.

FCL/FCL cargo: Penalty is levied against cargo stuffed into container under term FCL/FCL. FCL container must be one container one consignee. Different consignments stuffed into one FCL/FCL container are against port regulations as per recent circular issued by port Authorities.

In a meeting held on 24.10.1995, at the Ministry with the port users and officials of port and others organizations / agencies by the State Minister for Shipping in connection with congestion of the containers at Chittagong port and cargo congestion at Benapole port, it was decided that importation of more than one consignment in FCL container is prohibited and all concerned are intimated by a notification that the containers laden with more that one consignment will not be handled as FCL with effect from 01.02.1996.
Since no FCL container carrying more than one consignment will be accepted at Chittagong port on and from 01.02.1996, in pursuance of the above mentioned decision, all the agents are requested to initiate necessary action so as to ensure that FCL container laden with more than one consignment is not accepted at the loading ports accordingly by their respective principals abroad.

For deliveries on LCL Basis, CMA CGM agents shall have to be very careful on cargo load, count, weight, marks, etc.

Any shortage/excess discrepancy shall lead to extremely heavy fines from Customs Authorities.

**Important**: According to local customs regulations, receivers are not authorized to perform import customs clearance formalities without original B/Ls i.e. to obtain customs clearance for processing delivery of cargo, receivers must present original B/L to customs Authorities. In other words, express release procedure is not acceptable except for shipments of non-commercial cargo.

6) **Idle Full procedure**

If consignee will not take delivery of their cargo then carrier can apply to the Customs Authority with the request to sale the cargo by auction as abandoned cargo.

The auction sale procedure in Bangladesh is very hard and lengthy procedure. There is no specific rule for abandoned cargo and auctioning of un-cleared / abandoned cargo is entirely Customs jurisdiction.

Here the carriers or its agents do not have any scope to arrange auction of any un-delivered cargo rather it is the Customs Authority to arrange sale of goods which is not cleared by the consignee from long time after notice to consignee / notify party. Further, there is no chance to recover any demurrage / dues by the carrier from the sale proceeds.
7) **Return / re-shipment procedure:**

Re-shipment / return of any goods from Bangladesh is very troublesome, lengthy procedure, time consuming factor, expensive, also lot of permission / documents are required from concern authorities, which to be obtained by shipper / consignee or their nominated clearing agent.

If any shipment arrived at Chittagong and carrier has manifested / declared cargo to customs accordingly. Once manifest declared to the Customs Authority against respective CNEE / NP, there is no scope to return the cargo without maintains formalities. Shipper will instruct their local consignee / nominated agent to advice cost & formalities for return shipment.

The following formalities will be involved for return / re-shipment cargo ex-Chittagong.

**Documents required:**

1) A letter from the shipper stating satisfactory explanation for non-acceptance / return of the cargo by the consignee.

2) A letter from the shipper that all expenses will be borne by the shipper and no Bangladeshi currency will be involved for return / reshipment cargo.

3) A letter from the overseas buyer towards cancellation of order (if applicable).

4) An authorization letter from the shipper asking return of the goods.

5) No objection certificate (NOC) from the importer/ consignee in Bangladesh in returning the cargo.

6) No objection certificate (NOC) from the LC opening Bank stating clearly that the Bank has no objection if the cargo is return / re-shipment

7) No objection certificate (NOC) from the local shipping agents.

8) No objection certificate from Bangladesh Bank (Central Bank) through L/C opening Bank.
9) Following original shipping documents are required:
   i) Bill of Lading
   ii) Invoice & Packing list
   iii) Letter of credit (LC)
   iv) Lca form

Therefore, shipper must be instructed their consignee to make an arrangement with forwarding and to pass necessary document to their nominate CLEARING AGENT. After receipt of necessary all above original documents 45-60 days are required for return ex-Chittagong if everything goes normal.

8) Chittagong port rules:

It is notified for information of and necessary action by all concerned that in line with ISO rating 20' and 40' container with a maximum gross weight (cargo + container) of 24,000 kgs and 30,480 kgs respectively shall be accepted at the port of Chittagong.

But in the event of any shipping line bringing any container laden with cargo out-weighting the above ISO prescribed weight limits, Chittagong port Authorities may not supply equipments for handling such containers. In such a situation, concerned shipping agent has to make necessary arrangement of their own costs, risks and responsibility and CPA's prior permission should be obtained in advance of arrival of such containers. Any one/agency failing to comply with the above shall be liable for any consequences arising out of any mishap in course of handling and transportation of such non-standard containers.

Bangladesh railway Authorities fix gross weight of Dhaka (ICD Kamalapur, Dhaka via Chittagong) bound containers as follows:

- Gross weight (Cargo + contr. Tare) = 25000 Kgs/20’
- Gross weight (Cargo + contr. Tare) = 30480 Kgs/40’, 40’HC