

GOVERNMENT OF PAKISTAN  
MODEL CUSTOMS COLLECTORATE OF PaCCS  
CUSTOM HOUSE  
KARACHI

Office Sec.  
pls circulate at  
net.

  
27-05-2010  
Saif Ullah Khan  
President

Karachi Customs Agents Association

Date: 27-5-2010

No. 9(2) Mec-PN

STANDING ORDER NO 4105/2010

Subject: POST PaCCS CARGO CLEARANCE PROCEDURE

1. REQUIRMENT OF DOCUMENTS

- i. All G.Ds that are not out of charge at the time of cessation of PaCCS operations will be processed manually in accordance with procedure prevalent in manual Collectorates wherever applicable.
- ii. For further processing of such G.Ds, Importers / Authorized Representatives will be required to produce their G.Ds in **formats used in One Customs**, duly filled in all respects along with relevant documents (Invoice, packing list, copy of BL, payment challan) etc **indicating the CRN** in bold letters.
- iii. In cases, where the prepayment has been made by the importer against the CRN, he will attach bank attested payment challan of such partial payment with the GD.
- iv. Each GD will be consisting of **07 copies**, detail given below;
  - a. Importer Copy
  - b. Clearing Agent Copy
  - c. Customs Copy (alongwith set of import documents)
  - d. Bank copy / Exchange control
  - e. AC/DC Examination Copy
  - f. Terminal Operator Copy
  - g. Gate Copy
- v. In case, the GD is under examination at the time of termination of PaCCS operations, the concerned DC/AC Port will ensure to deliver hard copy of duly signed and stamped examination report mentioning container number, CRNs to DC/AC Group. The DC/AC Port will also keep copies of such examination reports for later reconciliation.
- vi. In case, the G.D is pending test report of the lab, the Lab Incharge will ensure to deliver hard copy of duly signed and stamped Lab Report to DC/AC Group. He will also keep copies of such Lab reports for later reconciliation.

## 2. PROCESSING OF GD IN GROUP

- i. After necessary documentation, importer / A.R will produce G.D to **Facilitator** of concerned Group. He will make necessary scrutiny and will complete file by attaching retrieved data with it.
- ii. After completion of documentation stage, Group Facilitator will produce G.D to DC Group who will assign it to any Assessing Officer of the Group for assessment purposes.
- iii. In case, the assessment is completed and no additional demand is created, the Assessing Officer will refer it to PA-Group for out of Charge.
- iv. In G.Ds where additional demand is created, importer / A.R will deposit such additional duty in the bank and will submit original payment challans before the concerned assessing officer for that additional duty. After verification, the A.O will refer it to P.A Group for out of charge.
- v. After completion of assessment, at the time out of charge, P.A Group will refer the GD to **Coordination Section**, where a Master Release Register will be maintained. The officer posted at the section will enter necessary details of the GD in the register and will keep copy of complete file for record purposes. He will also communicate the release orders of the GD via e-mail on e-mail address of the respective DC/AC port.

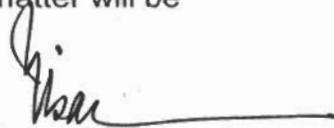
## 3. PROCESSING OF GD AT PORTS

- i. Importer / A.R will produce out of charge G.D in triplicate before DC / AC Port. He will satisfy himself about the authenticity of out of charge order through e-mail message received from Coordination Section and from authorized signatures and will allow release after countersigning the out of charge GD.
- ii. DC/AC port will keep one copy of the out of charge GD in his record. He will forward the counter signed one copy of the same to the concerned Terminal Operator and hand over the other copy to the importer/ AR to present the same at the time of pass out from port area.
- iii. The Terminal Operator, after receiving the duly counter signed copy of the GD from DC/AC Port, will consider the goods released for customs purposes. The Terminal Operator will keep copy of this counter signed duly out of charge GD in his record for later reconciliation with customs.
- iv. In cases, where FR (full release), RB message have already been sent through the system to Terminal Operator, he will allow release of the goods. He will provide a copy of computer print out of FR message to the importer/ AR for submission at the Gate at the time of pass out from port area to the Incharge Gate. One copy of this FR print out will be submitted by him in the office of DC/AC port for later reconciliation.
- v. Importer / A.R will deposit one copy of countersigned G.D at the Gates that will be reconciled by incharge MCD with the record of Group / Bank.

- vi. At gates, the Incharge Gate, shall verify the signatures on the out of charge GD with signatures of concerned DC/AC Ports and will let the goods pass out of the port area. The Gate Incharge, will contact concerned DC/AC port in case of any dispute / clarification.

4. **MISCELLANEOUS**


In case of any dispute regarding any aspect of GD, the matter will be referred to concerned DC/AC Group for decision.

  
Nisar Muhammad  
(Collector)

Encl: As above

1. The Member (Customs), FBR, Islamabad.
2. SA to Chairman, Federal Board of Revenue, Islamabad.
3. The Chief Collector (South), Custom house, Karachi.
4. ADC-I, II, III, IV, PaCCS, Custom House, Karachi.
5. AC/DC, Group-I, II, III, IV, R&D.
6. AC/DC, KCIT, PICT, QICT.
7. The Management, KICT, QICT, PICT.
8. The FPCCI, Federation House, Main Clifton, Karachi.
9. Karachi Chamber of Commerce & Industries (KCCi), Karachi.
10. Pakistan Shipping Agents Association, Karachi.
- ✓ 11. The Karachi Customs Agents Association.
12. Karachi Chamber of Commerce and Industry, Karachi.
13. National Bank of Pakistan, Custom House, Karachi.
14. All other concerned.
15. Notice Board



  
27/05/2010

Muhammad Asif Islam  
Office Secretary  
Karachi Customs Agents Association