



KAMARAJAR PORT LIMITED
(A Mini Ratna Government of India undertaking)

STANDARD OPERATING PROCEDURE FOR GATE-IN/GATE-OUT FOR CONTAINERS HANDLED AT KPL.

Gate-in Procedures:

By Road:

1. Trailers with laden containers duly sealed by Customs are allowed to gate-in only through the Main gate complex with valid RFID men and vehicle Port Entry passes after due verification of Booking Receipt (BR) by the CISF.
2. Trailers with empty containers are allowed to gate-in only through the Main gate complex with valid RFID men and vehicle Port Entry passes after due verification of Booking Receipt or Delivery Order by the CISF.
3. Empty trailers are allowed to gate-in only through the Main gate complex with valid RFID men and vehicle Port Entry passes after due verification of Delivery Request Form (DRF) by the CISF.
4. The following documents are to be verified by CISF for gate-in:
 - RFID Vehicle Tag.
 - RFID Men passes for driver.
 - Booking Receipt (BR) for the laden containers (Sl. No. 1).
 - Booking Receipt (BR) or Delivery Order (DO) for empty containers (Sl. No. 2).
 - Delivery Request Form (DRF) only for empty trailers for picking up containers (Sl. No. 3).

By Rail:

1. CISF shall open the railway gate to allow laden and empty rakes to gate-in after the intimation from Traffic Division based on the information received from the Container terminal operator and the Station Master of Athipattu Railway Station.

Gate-out Procedures:

By Road:

1. All empty trailers are allowed to gate-out only through the Main gate complex with valid RFID men and vehicle Port Exit passes after due verification by CISF.
2. All the imported containers laden & empty in coastal and foreign trade (list) with written request of the Container terminal operator (AECTPL) shall be permitted to gate-out only through the Main gate complex with valid RFID



men and vehicle Port Exit passes on the endorsement of Traffic division and AC/CISF.

3. At the time of gate-out of each import container, Equipment Interchange Receipt (EIR) generated at AECTPL Terminal and duly endorsed by Customs officials brought by the trailer driver shall be submitted to CISF for verification.
4. Damaged containers and the containers entered the Port but couldn't be exported due to the Vessel has already been sailed or the container rejected by the consignee, then the container may be allowed to gate-out based on the written request from the Container terminal operator to the Traffic division and subsequent approval from the Traffic division and Customs.
5. The containers seized by DRI/Customs may be allowed to gate-out based on the written permission from DRI/Customs and subsequent approval from the Traffic division.
6. Containers segregated by Customs for scanning by stamping on the EIR copy should not be allowed to gate-out until the container is scanned / cleared by the Customs. In case, such containers leave the Port without scanning and return back for scanning, it may be allowed to gate-out on the same EIR duly permitted by the Customs on separate application.
7. The following documents are to be verified by CISF for gate-out:
 - RFID Vehicle Tag.
 - RFID Men passes for driver.
 - Equipment Interchange Receipt (EIR) (Sl. No. 3).

By Rail:

1. CISF shall open the railway gate to allow laden and empty rakes to gate-out after the approval from Traffic Division based on the information received from the Container terminal operator and the Station Master of Athipattu Railway Station.

Note: Temporary Port entry passes shall be issued as and when there is a downtime on RFID online Port entry passes.

[Handwritten Signature]
17/5/18
GM (Operations)
Kamarajar Port Limited

