



**PROCEDURE FOR EXPRESS PROCESSING SERVICE**  
**AT THE PORT OF POINT LISAS**

DATE PREPARED: 21-APRIL-2016

REVISION DATE: 01-JULY-2021

VERSION: 2.0



**Contents**

**1.0 INTRODUCTION ..... 1**

**2.0 DEFINITIONS ..... 1**

**3.0 CUSTOMER REQUIREMENTS..... 1**

**4.0 EXPRESS PROCESSING DELIVERY ..... 2**

    4.1 Pre-Gate..... 2

    4.2 In-Gate ..... 3

    4.3 Out-Gate..... 3

    4.4 Failed Delivery ..... 4

**5.0 FINAL SECURITY CHECKS ..... 4**

**6.0 BILLING ..... 5**

    6.1 Invoicing..... 5

    6.2 Payment..... 5

**APPENDIX I-COMPARISON OF STANDARD DELIVERY PROCEDURE AND EXPRESS  
PROCESSING SERVICE..... 6**



## 1.0 INTRODUCTION

Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) Express Processing Service aims to facilitate ease in the transaction of business for import customers at the Port of Point Lisas. This value-added service will reduce documentation processing time for customers and hauliers at the Pre-gate, In-gate and Out-gate.

The process eliminates the requirement for a customer/representative to visit the Pre-Gate to:

- (i) **Obtain new gate pass/es or renew gate pass/es daily for containers on a Bill of Lading (B/L).**
- (ii) **Verify and pay any outstanding Port Storage Rent and/or Electricity Charges for Refrigerated Containers each day.**

Appendix I provide a comparison of the Standard Procedure for Delivery and the Express Processing Service.

## 2.0 DEFINITIONS

The following definitions are provided for ease of reference:

<b>In-Gate Clerk</b>	<i>Terminal Clerk assigned to perform In-Gate transactions.</i>
<b>Out-Gate Clerk</b>	<i>Terminal Clerk assigned to perform Out-Gate transactions.</i>
<b>Pre-Gate</b>	<i>First point of contact (office) to effect the delivery of cargo.</i>
<b>Pre-Gate Clerk</b>	<i>Terminal Clerk assigned to the Pre-Gate.</i>
<b>Survey Clerk</b>	<i>Terminal Clerk assigned to perform surveys on the status of containers.</i>
<b>VCP Customer</b>	<i>Voluntary Compliance Programme - import customer pre-approved by the Customs &amp; Excise Division.</i>

## 3.0 CUSTOMER REQUIREMENTS

The following are required by a customer utilising the service:

- (i) Must have VCP status as authorised by the Customs & Excise Division.
- (ii) Obtained an approved Credit Facility with PLIPDECO for Port Storage Rent and/or Electricity Charges for Refrigerated Containers **(Ref. PLPF180 - Rev0. 080721)**.



## 4.0 EXPRESS PROCESSING DELIVERY

### 4.1 Pre-Gate

The VCP Customer/Representative presents the Release Order with approved B/L(s) to the Delivery Clerk to effect delivery of general and containerised cargo.

The B/L(s) must bear the Shipping Agent's signature and authorisation stamp of the related Agency. All alterations to the documents must be validated by the Agent's stamp and signature.

Demurrage information/stamp from the relevant company for the respective shipping line must be identified on the B/L.

The Pre-Gate Clerk issues one (1) copy of a computer generated slip (Gate Pass) for each container on the B/L. The **Gate Pass will be valid for five (5) working days** and the expiration date will be stamped on the Gate Pass. For Gate Pass/es that are not utilised within the five (5) working days, the VCP Customer/Representative has to re-visit the Pre-Gate to obtain a new Gate Pass with the aforementioned accompanying documents. The Gate Pass contains:

- (i) Container Number;
- (ii) Consignee Name;
- (iii) Seal Number/s;
- (iv) Container Size, Type and Height;
- (v) Vessel Name, Arrival Date & Voyage Number;
- (vi) Date & Time of Issue;
- (vii) Haulier's Code;
- (viii) Signatures of the Delivery Clerk and Customs Clerk & License Number;
- (ix) Expiration Date; and
- (x) Relevant Stamps – "Document Expires On" (expiration date for Gate Pass) and "To Be Verified" (mainly container seals).

The VCP Customer/Representative then proceeds to furnish their Hauliers with the Gate Pass/es to effect delivery.

#### **Notes:**

- (i) **Port Storage Rent and Electricity Charges for Refrigerated Containers will not be processed prior to the issuing of the Gate Pass/es as this will be facilitated through a Credit Facility Agreement with PLIPDECO.**
- (ii) **PLIPDECO will be responsible for ensuring that its personnel at the In-gate, Out-gate and Invoicing Department are in possession of copies of the approved**



**B/L. The original will be retained at the Pre-Gate and scanned copies will be e-mailed to the respective personnel.**

#### **4.2 In-Gate**

The Gate Pass is presented at the In-Gate by the Haulier. The In-Gate Clerk will issue a Container Pick-Up Ticket which must correspond with the details on the Gate Pass.

PLIPDECO Security verifies the Container Pick-Up Ticket and allows entry into the Port.

The Haulier proceeds to the respective location designated on the Pick-up Ticket. The Planning Office/Yard Foreman instructs the Equipment Operator to load the designated container onto the trailer of the truck.

When the container has been loaded, the Haulier proceeds to the Out-Gate.

#### **4.3 Out-Gate**

At the Out-Gate, the Survey Clerk performs a physical survey of the container to verify container number, size and seal number/s against the information on the Pick-Up Ticket.

The delivery process is discontinued where incorrect seal numbers are found and a verification process is conducted involving PLIPDECO/Customs & Excise/Shipping Agent where applicable.

After the survey is completed, the Haulier proceeds to the Customs Guard to verify the container number, size and seal number/s on the Gate Pass and Pick-Up Ticket. Once verification is completed, the Pick-Up Ticket is stamped and signed, indicating the release of the container/cargo.

The Haulier proceeds to the Delivery Booth at the Out-Gate.

The Out-Gate Clerk processes the container for delivery by confirming the container information with the delivery documentation.

The Out-Gate Clerk issues a Container Delivery Note or Equipment Interchange Receipt (EIR). The EIR reflects the following:

- (i) Consignee Name;
- (ii) Container Number & Seal Number/s;
- (iii) Size, Type and Height;
- (iv) Vessel Name, Arrival Date and Voyage Number;
- (v) Date and Time Issued;
- (vi) Name of Haulier;
- (vii) Truck and Trailer Number;
- (viii) Truck Driver's Name and Driver's Permit Number;



- (ix) Out-Gate Delivery Processing Clerk's Name and Signature; and
- (x) Out-Gate Security Name and Signature.

The Haulier must sign the EIR and inserts his/her Driver's Permit Number. The container information that appears must be confirmed by the Haulier. The EIR must also be signed by the Out-Gate Delivery Processing Clerk.

**Note: All damages are reflected on the Delivery Note.**

#### **4.4 Failed Delivery**

In the event that the container could not be delivered on the same date as the initial Pick-up Ticket, both the Pick-up Ticket and the Gate Pass will be cancelled at the Out-Gate.

The Haulier can approach the Pre-Gate to collect a new Gate Pass by presenting the cancelled Pick-up Ticket and Gate Pass.

The new Gate Pass will be stamped by the Pre-Gate Clerk with the initial last free day (same as stated on the cancelled Gate Pass). The Pass is then issued to the Haulier.

An e-mail is sent by the Pre-Gate Clerk to the Planning and Invoicing Departments identifying the container which had failed to be delivered and the reasons associated with same.

#### **5.0 FINAL SECURITY CHECKS**

The Security Officer on duty verifies all documentation (container number, seal numbers and truck registration number) and signs the EIR prior to allowing the Haulier to exit the Port.

**Note:**

**For containers that are referred to the Container Examination Station (CES), the standard procedure for examination will apply (as the container exits the gate). The cargo will be un-stuffed in the presence of the Importer's Representative in accordance with the Guidelines for Un-Stuffing.**



## **6.0 BILLING**

### **6.1 Invoicing**

Invoices will be forwarded via electronic mail (e-mail) to customers who have incurred Port Storage Rent and/or Electricity Charges for Refrigerated Containers at the end of the five-day period (validity of Gate-Pass). The invoice will be e-mailed to the designated Customer Representative's e-mail address/es, as identified in the Credit Application Form. The original invoice/s and statement will be hand delivered to the Consignee thereafter. Customers will be required to settle all outstanding balances no later than thirty (30) days from the date of the invoice.

### **6.2 Payment**

Payment in full can be made at PLIPDECO's cashier via cash, LINX system, certified cheque or Automatic Clearing House (ACH payment) system. For ACH payments, PLIPDECO will provide banking details. PLIPDECO's Invoicing Department will follow-up with customers for outstanding payments.



**APPENDIX I-COMPARISON OF STANDARD DELIVERY PROCEDURE AND EXPRESS PROCESSING SERVICE**

