TRADE NOTICE

Sub: Submission of Documents relating to cargo - reg.

In order to capture the required details of the vessels and cargo for verification by the Port, the following documents are required to be submitted to the Port by the respective Agencies:

**IMPORT:**
1. Import General Manifest (IGM) - Vessel Agent
2. Bill of Entry - CHA / Importer
3. Invoice/Packing List - CHA / Importer
4. Bill of Lading - CHA / Importer - for valuation of cargo
5. Delivery Order - Vessel Agent
6. Draft Survey Report for Bulk cargo - Vessel Agent
7. Copy of Statement of Facts - Vessel Agent

**EXPORT**
1. Shipping Bill - CHA / Exporter
2. Invoice/Package List - CHA / Exporter
3. Draft Survey Report for Bulk cargo - Vessel Agent
4. Export General Manifest (EGM) - Vessel Agent
5. Mate Receipt - Exporter
6. Copy of statement of facts - Vessel Agent

Traffic Officials at Berth Offices shall ensure that the copies of IGM/DSR/BoE/BoL/SB/EGM are submitted by the respective Agencies on time and the same are available in the vessel file for future reference.

TRAFFIC MANAGER

**Distribution:**
1. Tuticorin Ship Agents' Association (TSAA)
2. Tuticorin Customs Brokers' Association (TCBA)
3. Tuticorin Stevedores' Association (TSA)
4. Tuticorin Container Freight Stations' Association (TCFSA)
5. All Importers / Exporters
6. Container Terminal Operators
7. All Main line operators
8. All Traffic Officers
9. Berth Offices
10. Shipping Control