भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमाशुल्क (निवारक) आयुक्त का कार्या लय
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
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फ़ाइल संख्या/File No. GEN/TECH/PN/73/2021-Tech दिनांक/Dated: e-sign date

Trade Notice No.02/2025

Sub: Standard Operating Procedure (SOP) for allowing various Steamer/Chandler services at Vizhinjam International Seaport.

For streamlining and simplifying various marine services provided at Vizhinjam International Seaport, the following SOP is being issued. The new procedure shall be operative on 24x7 basis including holidays.

2. Supply of Provisions & Stores to Foreign going vessel: As per the procedure, the Shipping Bills containing all the necessary details for supply of provisions and stores shall be filed with the Customs office functioning at Vizhinjam International Seaport (hereinafter "the port"). The Shipping Bill will be assessed by the System/concerned Customs officers at the port. After the goods are assessed by the proper officers of customs at the port, the goods will be taken inside the port through the Customs gate wherein the gate officer shall allow passing in /entry of the goods. After entry of the goods inside port premises, the shipping agent/ship chandler shall produce the goods before the Superintendent/Inspector posted at the Section office for examination and allow loading. The loading of provision/stores on to the supply vessel shall be under the general supervision of the Inspector/ Preventive Officer posted at the Section office.

3. Crew Sign-on/ Sign-off: If Sign-on/Sign-off of crew is scheduled, a prior intimation shall be given to proper officer of Customs by the shipping line/shipping agent. Accordingly, arrangement shall be made by the shipping agent for boarding of the vessel by the Customs Officer. After immigration formalities are completed, a list of all the crew, along with their baggage declaration, who are to be signed on/off has to be provided to Superintendent by the shipping agent. The shipping agent shall make arrangements for baggage of all such crew members to be examined/scanned by the customs officers under the supervision of the Superintendent. The crew baggage shall be scanned/examined and cleared

in accordance with the Baggage Rules, 2026, as amended from time to time. The Superintendent shall issue gate pass for passing out the crew-baggage. A register shall be maintained, wherein details of all the Sign on/Sign Off shall be maintained in the section office. A corresponding entry of such crew members shall also be made in a register maintained by the Gate Officer who shall also supervise the gate in/gate out of all such crew members. No crew baggage of Foreign Going Vessel shall be passed out without gate pass issued by the Proper Officer. The same procedure shall be followed in cases where crew are to be signed off in case of medical emergency.

All the cases of Sign on - Sign off, IGM or EGM will have updated crew list. Such crew list is to be submitted manually to the Section Officer/ Superintendent. The procedure provided above, shall be subject to revision once SCMTR provisions are followed in entirety.

4. Clearance of Sludge/Waste oil:

4.1 In case of Sludge/waste oil discharged from Foreign Going Vessels:

Sludge, waste oil etc are specified as Hazardous waste as per schedule under Hazardous Waste (Management and Handling), Rules 2016. The sludge from foreign going vessel is cleared as per Import procedure, on payment of duty. Permission for clearance of Sludge/waste oil shall be given only to firms who have necessary license from Kerala Pollution Control Board (KPCB) for processing and reuse. The Shipping agent/CHA shall apply for permission of discharge of Sludge oil (showing approximate quantity), to the Deputy/Assistant Commissioner (Docks) along with the request from the master of the vessel, letter from the shipping line and the requisite KPCB license. The DC/AC will grant the necessary permission after usual checks. The agent shall then file additional entry in the IGM and file corresponding Bill of Entry for the sludge oil to be discharged. The Bill of Entry shall be assessed and examined as per instructions per case, including drawl of samples for purpose of testing and payment of duty. After the Bill of Entry is given Out of charge, the Shipping Agent/CHA will clear the Sludge Oil/Waste Oil, under the general supervision of the Section officer/ Superintendent.

4.2 Since Sludge/waste oil discharged from Coastal vessel is also covered under Hazardous Waste Management Rules, 2016, it also needs to be monitored. The procedure for clearance shall remain same such as drawl of sample, testing etc except payment of duty. In case of converted coastal vessel, merit/duty applicability for sludge oil/waste oil etc in all cases where

the vessels have been recently converted from Foreign Going Vessel to Coastal Vessel, shall be scrutinized by DC/AC.

5. Clearance of Bilge water / Slops water/ Tank wash water from Foreign going vessels: Permission for clearance of Waste water/ Bilge water/ Slops water shall be given only to firms who have license from Kerala Pollution Control Board, for necessary processing facility. The Shipping agent/CHA shall apply for permission of discharge of Bilge water / Slops water/ Tank wash water to the DC/AC along with the request from the master of the vessel and the requisite KPCB license. The DC/AC will grant the permission after usual checks and forward the request to the Superintendent. The Superintendent shall verify the veracity of the declaration of Master of vessel through log book, records, interaction with shipping line/Master etc. He shall draw representative samples of waste water and forward the same to a Government approved testing centre for verification of composition of contents of Waste water/Bilge water/Slops water. After the report of the testing centre is received, the Superintendent shall decide on merit to either clear it or follow the import procedure mentioned in Para 4.1 above, in case of discrepancy.

5.1 Since Bilge water/ Slops water/ Tank wash water from Coastal Vessel is also covered under Hazardous Waste Management Rules, 2016, same needs to be monitored. The procedure for clearance shall remain same as that of clearance of bilge water/ slop water/ tank wash water (such as drawl of sample sampling, testing, except payment of duty) as stated in Para 5

6. Transshipment of imported Ship Stores to Foreign Going Vessels: In case of movement of Transhipment Cargo (TP Cargo) under customs seal, Ship spares, Tool and stores including medicines/medicaments but excluding ship provisions and supplies, namely food and beverages to and from Vizhinjam International Seaport, the following procedure is prescribed:

6.1 In case of TP from Vizhinjam International Seaport: The Consignee/Steamer Agent/CHA will execute a Transit Bond for three times the assessable value of the goods and submit it to the Deputy/Assistant Commissioner along with the TP application. TP will be granted after acceptance of Bond and further assessment /examination. After getting the transhipment permission, the representative of the consignee/steamer agent/CHA shall approach the DC/AC for sealing and forwarding the TP cargo. Endorsement on the original and duplicate copy of Transhipment Permit for forwarding the packages to the respective Docks/Ports has to be obtained from Proper Officer. After verifying marks and numbers and sealing

the TP Cargo, the original TP copy is handed over to the said CHA in a sealed cover addressed to the DC/AC of the concerned port along with goods.

6.2 In case of receiving the TP cargo at Vizhinjam International Seaport: In such cases, agent brings goods along with original copy of TP, at the Customs gate. The Gate Officer shall make necessary entry in the TP Register and endorse the same as "passed in on .....(date)" and put his dated signature. Agent shall hand over TP package and original TP to the officer on duty in the section office at the Port/Docks. The Officer shall hand over the same to the Master of the vessel and obtain his acknowledgement. The Officer shall also endorse the TP copy in token of having supervised the delivery of the goods on board the vessel. He shall return the TP Copy to the TP Cell from where the TP is originated such as Air Cargo Complex, Airport etc in a sealed cover. He should maintain a register in the section office for this purpose.

If the seal on the packages on TP cargo is found tampered or any doubt arises on the genuineness of the contents of the package or the TP documents, the same may be brought to the notice of the Deputy/Assistant Commissioner of Customs (Docks) and obtain his orders as to the examination of the goods before delivery of the same on board the Vessel.

7. Other services to be rendered on Foreign going Vessel: Ship Inspection, Survey and Certification services, Boarding of Technicians/ Surveyor/ Superintendents, medical facilities, fresh water supply, equipment (local supply), in the Port Limit is permitted under general supervision of Superintendent (Docks). No separate permission is required from DC/AC.

In all cases where professionals engaged in ship repairs are needed to be boarded onto vessels, along with tools /materials / instruments, on returnable basis, the following SOP shall be followed:

The Ship chandler/shipping agent shall apply for permission to the DC/AC along with Dock Entry permit of the firm issued by Adani Vizhinjam Port Pvt Ltd (AVPPL), list of tools/ material to be taken onboard and photo identification of the professional. The DC/AC shall grant permission for the firm for a period of three months or till the date of expiry of AVPPL permit whichever is earlier. The tools / machinery need to be entered in port premises on a Special gate pass in triplicate. At the time of entry at the Customs Gate, the Gate Officer shall verify the tools /machinery with the list submitted on the pass along with technician/Surveyors as permitted by the DC/AC. After endorsement for passed-in is granted by the Gate Officer, one copy of the pass shall be submitted at the gate. The gate Officer shall

maintain records of 'passed-in' goods. The boarding of instruments/equipment / tools/ machinery etc to be used by technicians/ Surveyors shall be done under the general supervision of the Superintendent/ Section officer.

Subsequently, at the time of passing out of the items through the Customs Gate, the Gate Officer shall pass them out, after verifying corresponding entry of passed-in and shall endorse both the copies (having details of Passed- in) of the pass to that effect. Gate officer shall retain duplicate copy/second copy and also update the register. After the pass out is complete, all such passes in duplicate shall be sent to the concerned officer for filing purpose. The triplicate copy of the pass shall be retained by the user.

Digitally signed by
T TIJU
Date: 02-02-2026
15:46:59

Dr. T. Tiju
Commissioner of Customs

To,

All concerned as per mailing list

Copy Submitted to:

The Chief Commissioner of Indirect Taxes and Customs,
Thiruvananthapuram Zone

Copy to:

1. Additional/Joint Commissioners of Customs Preventive Commissionerate.
2. The Assistant Commissioner of Customs, CPD Thiruvananthapuram.
3. The Assistant Commissioner of Customs, Vizhinjam International Seaport.