



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS APPRAISEMENT (EAST)  
CUSTOM HOUSE  
KARACHI.



No. SI/MISC/02/2023-WH(East).

Dated: 18.03.2024.

STANDING ORDER NO. 01/2024

Subject: PROCEDURE FOR THE OPERATIONS OF M/S SEABOARD LOGISTICS (SMC-PVT.) LTD. OFF-DOCK TERMINAL, KARACHI.

In exercise of the powers conferred by clause (a) of Section 9 and Section 10 of the Customs Act, 1969 (IV of 1969), read with Section 78(1) ibid, the Federal Board of Revenue had been pleased to declare M/s. **Seaboard Logistics (SMC-PVT) Limited** Off-Dock Terminal vide Notification SRO-49(I)/2024 and SRO-50(I)/2024, both dated the 22<sup>nd</sup> January, 2024 situated at Plot 9-11, Jungle Shah Area, Off Main Keamari Road, East Wharf, Karachi to be a Custom Port hereinafter to be referred as “**SBL-ODT**” as per limits mentioned in the aforesaid Notification for the clearance of goods or any class of goods imported or to be exported through vessels berthed at all wharves and Marine Terminals of Karachi Port and Port Muhammad Bin Qasim, Karachi.

2. In pursuance of the afore-mentioned Notifications, the following procedure is hereby prescribed for regulating day-to-day business at SBL-ODT: -

1. GENERAL:

- a) M/s. SBL-ODT will commence the operational activities as “Off-Dock Terminal Operator under Customs Computerized System-CCS” after obtaining a “registered user ID” as required under Section 155C and 155D of the Customs Act, 1969.
- b) For all activities viz: Safe Custody of Cargo/Goods and Container, Communication, Entry & Exit Control, Handling of Cargo, Terminal Equipment, Consumables & Spares, and Auction of Cargo, M/s. SBL-ODT will comply with the provisions of **Rule 556** of the Customs Rules, 2001.
- c) The security guarantee equal to US\$ 0.5 Million, submitted by M/s. Seaboard logistics (SMC-Pvt) Limited as envisaged under Rule 554 of the Customs Rules, 2001 notified vide SRO 450(I)/2001 dated 18.06.2001 shall be en-cashable in case



*Signature*  
25/3/2024

- f) After GDs association the container's weighment and sealing procedures will be completed for incorporating the same in the Transport Note as per Customs Rules 2001.
- g) The consolidated container(s), after PCCSS sealing shall be transported to Marine Terminals through Customs Bonded vehicles.
- h) All export related activities shall be done in accordance with the instructions / messages as transmitted / received through EDI.

**4. SAVINGS:**

In case there is any conflict or ambiguity found between the procedures prescribed under this Standing Order vis-à-vis the legal provisions of the Customs Act, 1969 and Rules framed and instructions issued thereunder, the provisions of the latter shall have an over-riding effect over the former.



**(Jameel Ahmed Baloch)**  
Collector

Copy to:-

1. The Member (Customs-Operation/Policy), Federal Board Revenue, Islamabad
2. The Chief Collector of Customs, Appraisal/Enforcement (South), Customs House, Karachi
3. The Collector, Appraisal (West/Port Qasim/SAPT), Preventive, Exports, Customs House/PMBQ, Karachi
4. The Director, Directorate General of Reforms & Automation, Custom House, Karachi.
5. The Additional Collectors, CoC Appraisal (East), Custom House Karachi.
6. All Deputy/Assistant Collectors, CoC Appraisal (East), Custom House Karachi.
7. The Chief Executive Officer, M/s SBLCT, Karachi
8. Manager Installation PRAL (South), Custom House, Karachi
9. The President, Karachi Customs Clearing Agent Association, Karachi
10. Federation of Pakistan Chamber of Commerce and Industries, Karachi
11. Karachi Chamber of Commerce and Industries, Karachi
12. Notice Board
13. All Concerned.



**PLEASE CIRCULATE**

**Mehmood ul Hasan Awan**  
General Secretary  
Karachi Customs Agents Association

of any violation of rules and obligations assigned to Terminal Operator in the light of the Customs Act, 1969 and rules made there under.

- 1
- d) The facility shall be equipped with fully functional fire fighting, anti-theft, anti-burglary equipment and CCTV cameras besides fixed observation posts (watch towers) at the Gates.
  - e) The SBL-ODT shall provide a fully functional and equipped control room for the gate staff to carryout 24x7 monitoring and surveillance of the premises.
  - f) M/s. SBL-ODT shall provide properly furnished offices for housing Customs officers and officials.
  - g) M/s. SBL-ODT shall have clear, well defined, properly secured, segregated areas designated for de-stuffing, examination, stacking and storage of goods / container(s) imported and goods / container(s) to be exported
  - h) The movement of containers from Marine Terminals (Gate Way Terminals) to SBL ODT and vice versa shall only be executed through Customs WeBOC EDI modules.
  - i) The Shifting of Import Cargo Container(s) from Wharves & Marine Terminals (Gate Way Terminals)to M/s. SBL-ODT will be undertaken in accordance with the provisions of Rule 556B of the Customs Rules, 2001.
  - j) The sealing / de-sealing of containers at M/s. SBL-ODT shall strictly be done complying with the procedure as contained in CGO-03 of 2020 prescribed vide Board's letter C. No. 10(18)L&P/2020 dated 17-04-2020.
  - k) Customs Sealing Staff deputed at Gate Way Terminals / Wharves will physically verify the seal(s) and number(s) of container(s) allowed removal to M/s. SBL-ODT.
  - l) Upon entering SBL-ODT, the container (s) shall be weighed at SBL-ODT weighbridge and the weight shall be recorded manually and electronically, as the case may be.
- 2

- m) Any discrepancy found in the seals and weight of the container shall be brought to the notice of the concerned customs authorities for further necessary action. Such container(s), wherein any discrepancy has been found, shall not be moved from the SBL-ODT premises without the permission of customs authorities and the Terminal Operator shall keep such container (s) under safe custody until the customs authorities decide the next course of action thereon.
- n) After de-stuffing, empty containers shall be immediately removed/shifted out by the SBL-ODT and the customs gate staff of Customs shall ensure that such container(s) is/are empty. The empty containers shall be deposited to the designated empty yards and the gates of the empty container shall remain open for checking by Customs posted at Exit Gate. In case, empty container(s) lying with SBL-ODT are required to be re-used for export cargo i.e. consolidation, the SBL-ODT will furnish list of such container(s) to Customs Gate staff.
- o) In case any goods are found lying or concealed in the empty container(s) at exit gate the customs staff at the gate shall immediately detain such container(s) along with the goods under a detention report. The staff shall apply a customs seal on the container(s) taking it into their custody and report the matter to the Assistant/Deputy Collector in charge of SBL-ODT for further necessary action under the law.
- p) The de-sealing and de-stuffing of each container shall be carried out in the presence of an authorized representative of SBL-ODT and the authorized officer of Customs who shall tally the number of container, packages their marks, numbers and weight and take into custody invoice/packing list if found from the container. The representatives shall maintain the record for this process. In case any discrepancies are found during this exercise, a discrepancy report jointly signed by the authorized officer of Customs and representative of SBL ODT/Custodian shall be prepared and submitted to the Assistant/Deputy Collector in charge of the SBL-ODT.
- q) Same procedures at S.No. (p) and (q) above shall be adhered to in case of consolidation of export consignments *mutatis mutandis*.
- r) The custodian shall submit an out turn report immediately after de-stuffing has been completed, in accordance with the existing procedure at the Port.

- s) In case of any short landing of goods/cargo or any quantity found in excess, or damaged, a report to this effect shall be prepared jointly by the authorized representative of the custodian (SBL-ODT) and authorized Customs officer. The authorized representative of the custodian and the authorized customs officer, in whose presence the goods have been de-stuffed, shall sign the jointly prepared report.
- t) Any goods / container(s) imported or to be exported that remain un-cleared / un-exported after stipulated time shall immediately be reported to the Assistant / Deputy Collector in-charge of the SBL-ODT for completion of formalities as required under Section 82 of the Customs Act, 1969.
- u) The movement of containerized cargo from Wharves / Marine Terminals to SBL-ODT and vice versa shall only be allowed on registered trucks trailers of the authorized Bonded Carriers.
- v) The deliveries of cargo shall be affected by SBL-ODT on the basis of Customs "Release Messages" received through WeBOC EDI module. Such deliveries shall be allowed by the Customs staff posted at SBL-ODT Gate after checking through their respective IDs in the WeBOC System. The Customs gate staff shall allow gate out of only such goods in whose respect a "Release Message" has been received through the WeBOC System.

2. IMPORTS:

- a) After completion of "Gate-In" process by M/s. SBL-ODT, Customs Sealing/de-sealing Officer shall complete the de-sealing of containers containing import consignment (s).
- b) The de-stuffing of container(s) shall be performed after permission from authorized Customs Officer and under the supervision of Customs staff deputed for the purpose.
- c) De-stuffed cargo / goods shall be stored / racked conveniently for inspection / examination by Customs staff.

- d) Terminal staff/labor, as may be required by Customs, will be deployed to assist the Customs Staff in facilitating examination process.
- e) Sampling of imported goods, if required by Customs Staff, shall be done after completing due documentary process. Such samples shall be kept in the safe custody at a designated "sample storage area" until the time goods remain in the custody of the Terminal Operator. The samples shall be removed after seeking approval from the Assistant/Deputy Collector in charge of the SBL-ODT for disposal through destruction or auction, as the case may be.
- f) Customs instructions, as transmitted / received through WeBOC / PSW / EDI modules, shall strictly be complied with in respect of examination, clearance, weighment, delivery, detention, seizure & confiscation of goods.
- g) The goods after examination by Appropriate Officer of Customs shall immediately be removed to designated area earmarked for storing the examined goods pending completion of remaining Customs formalities.
- h) Delivery of goods / container (s) shall be allowed as per Goods Declaration and in accordance with any other instruction (s) as may be communicated by Customs Authorities.

### 3. EXPORTS:

- a) "Gate-In" activity in respect of goods to be exported shall only be completed against the relevant Good Declaration.
- b) Customs EDI Module for processing / examination of exporting goods / container(s) shall strictly be followed by SBL-ODT.
- c) M/s. SBL-ODT shall manage storage of exporting goods / container(s) for conveniently completing the Customs examination / sampling process.
- d) M/s. SBL-ODT shall undertake consolidation process after completion of Customs formalities.
- e) After consolidation, all the GDs stuffed into container will be associated via EDI.