



**DP WORLD**  
Cochin

India Gateway  
Terminal Pvt.Ltd.  
Registered office:  
Administration Building,  
ICTT, Vallarpadam SEZ,  
Ernakulam - 682 504,  
India.  
Tel: +91 484 4156 100, 4156 102  
Fax: +91 484 4156 255  
CIN: U74999KL2004PTC017443  
www.dpworld.com/cochin

## TRADE NOTICE

29<sup>th</sup> February 2016

### **Sub: Electronically Managed Delivery Order issuance process (E-Do)**

Dear Members of the Trade.

We are pleased to inform you that we are ready with **Electronic Delivery Order** acceptance facility which has been cited as one of the major trade facilitation measure.

This facility will help our customers to bring down the overall transaction time and cost and is aimed at simplifying the Import process.

Based on our discussions with the trade bodies we have now simplified the import process and accordingly for en-block movements customers will not be required to send the e-delivery order of the shipping line. In other cases e-delivery order sent by the shipping line will be accepted.

Please note the below with regard to the requirements for going ahead with the implementation of the above.

### **In case of Import container release based on Electronic Delivery Orders (E-Do)**

Shipping line will have to register the email id with IGTPPL from which E-Do will be sent by shipping line to IGTPPL. The email id used for sending E-Do should not be used for other communications with IGTPPL.

We request you to send the email id to be registered with us to Mr.Girish Sekhar ([girish.sekhar@dpworld.com](mailto:girish.sekhar@dpworld.com)). We request you to complete the formalities asap so that we can initiate the E-Do process for your company.

Shipping line has to send the E-DO in PDF format to IGTPPL's dedicated e-mail id [impeservices.igtpl@dpworld.com](mailto:impeservices.igtpl@dpworld.com).





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Shipping line has to ensure E-DO file has to be named in the following format

*Name of the shipping line- Date of sending - Serial number of EDO. (Eg. MSK23Feb1601.pdf)*

Shipping line has to send us revalidated 'E-DO' in case of any extension of validity.

Upon receiving the following documents, the containers will be released for delivery by Documentation desk.

1. Movement request from CHA
2. Movement permission from customs
3. Processed copy of the bill of entry
4. Examination order from customs
5. Out of charge from customs
6. Duly completed SEZ-4

### **In case of Enblock CFS Movements of Import Laden Containers**

CFS operator has to send us the 'Movement request form' duly endorsed by shipping line and duly completed SEZ-4

No 'DO'S' from shipping line will be required / accepted at our end for 'CFS ENBLOCK' movement

Documentation officer will verify the movement form submitted by the CFS operator and release the container for delivery against the 'En block movement' request received from CFS operator.





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**In case of Export empty movement for vessel loading.**

Shipping line to send an email to the email id [expeservices.igtpl@dpworld.com](mailto:expeservices.igtpl@dpworld.com) with the container details in excel format (Format attached) for the movement of empty containers.

**Go live Date: 01st March 2016.**

Documentation center will be the point of contact for daily management.  
Contact number :- +91 0484 4156465 / 9539703468  
Email Id :- documentation.igtpl@dpworld.com

Dipin Kayyath  
General Manager - Commercial