

REGISTRATION OF ACCOUNT CODE WITH IGTPL

1. Shipping Agent's Detail: -

- Shipping Agent Co. Name : _____
- Company Reg. Date : _____
- Registration No : _____
- Registration Place : _____
- Local Address : _____

- Phone / Fax No. : _____
- Email ID : _____
- Head Office Address : _____

- Phone / Fax No. : _____
- Email ID : _____

2. Details of Representative :-

(A) (a) Operations

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

(b)

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

(B) (a) **Finance**

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

(b)

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

(C) (a) **IT Department**

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

(b)

- Name of Person : _____
- Designation : _____
- Direct Contact No. : _____
- Email Id : _____

3. Name of Principal : _____

4. Country of Principal : _____

5. Estimated Volume at IGTP (MLY) : _____

6. If Main Line Operator, details of Vessel & Services: (In case not applicable, please ignore)

	<u>Name of the Vessel</u>	<u>Name of Service</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____

7. PAN number

Tan Number

8. Email Id's for sending Invoice and SOA :-----

9. IGTPL account Code :-

- Code Applied for : _____
- Code Allotted by **IGTPL** : _____

10. Account No. Allotted at **IGTPL** :

11. EDI Account Details

<u>Bank</u>	<u>Account No</u>	<u>Date of Opening</u>
HDFC		

12. Security Deposit:

<u>DD No.</u>	<u>Date</u>	<u>Amount</u>

◆ We enclosed the following documents for your records & accept the below procedures: -

- Notarized copy of Agreement with Principal, Copy of Registration Certificate issued by Customs Department, Certificate of Incorporation issued by ROC, Memorandum & Article of Association of company, List of Directors, Copy of Pan Card and EDI authorization form with Bank acknowledgement
- We hereby accept to follow the Standard Operating Procedure lay down by IGTPPL Operations appended in Ann 1. In case of any change in SOP, the same will be updated in the morning meeting & we abide to follow the same.
- We hereby agree & accept to follow the safety and security policy ,rules and regulations issued by IGTPPL appended in Ann 2
- Tariff will be charged as per the Scale of rates approved by Tariff Authority of Major Ports Approved tariff is available on IGTPPL website.
- We hereby agree to make the payment of invoices by direct debit thru EDI to our bank account in HDFC Bank.
- We agree to the Other standard procedures and terms as per Ann3 and Terms of Business as per Ann 4.
- We hereby accept to maintain Security Deposit. In case of default or rejection of EDI, IGTPPL will have every right to adjust the security deposit against the overdue Outstanding or HOLD on the Import / Export containers or dispose off the container or their contents till such time all our dues are paid.
- In case of increase in volume, we agree to increase the Security Deposit.

◆ Shipping Line Representative (Director / CEO) :-

Sign : _____

Date : _____

Name & Designation : _____

Company Seal:-----

◆ **APPROVALS: - (For IGTPPL Use only.)**

➤ **Approval by General Manager (Operation)**

Sign : _____

Date : _____

Comment : _____

➤ **Approval by General Manager (Finance)**

Sign : _____

Date : _____

Comment : _____

➤ **Approval by General Manager (IT)**

Sign : _____

Date : _____

Comment : _____

Annexure1-Operation Procedure

By road Movement - General Procedure:

- All trucks entering ICTT have to enter through Gate No 2 only
- Only driver is allowed inside ICTT.
- Driver shall have, valid HVM license (in original).
- All truck drivers must strictly follow Safety & Security regulations of IGTPPL while at ICTT premises.

- Truck coming to drop off Export container can also pick up Import container at the same time without physically moving out of the gate.
- Flat Racks: Bundled Empty Flat racks will be handled as bundled subject to inspection at the time of receipt & being found to be safe to handle by our equipments.
- Weighbridge facility is available at ICTT interested parties can make payment at the driver's reception & get the Weighment done once inside the terminal.

At Drivers Reception:

Import Delivery:

IGTPL will release container only after verifying following documents.

1. Valid Delivery Order from Shipping Line in original.
2. If Shipping Line releases the cargo to Forwarding agent D.O from forwarding agent to be produced.
3. Covering letter from CHA
4. Bill of entry processed copy.
5. Copy of Examination Order
6. Out of Charge give by customs or Movement Order given by customs to any notified bonded area.
7. SEZ Form -4 (Form 13) completed given by the shipping line.

Receive Export:

IGTPL can receive containers with below mentioned documents.

1. SEZ Form -4 (Form 13) completed given by the shipping line.
2. Let Export Order & Allow Load permission given by customs on shipping bill.
3. In absence of Let Export & Allow Load SEZ –Temp X form signed by the designated officer can be produced.
4. Reefer / HAZ /OOG manifest as the case may be. (Specific “controlled” format given)
5. MSDS sheets for Hazardous Containers.
6. In case of Empty tank container, cleaning certificate shall be given. In absence of the same, the container shall be treated as hazardous, associated with a Haz Manifest.

Empty Delivery:

IGTPL releases empty container only after verifying following documents.

1. Empty movement permission from ICTT requested by Shipping Line.
2. Permission from Container CELL verified by the Preventive Officer on duty at ICTT.
3. SEZ Form -4 (Form 13) completed given by the shipping line.

Empty Receipt:

1. SEZ Form -4 from shipping lines.

After verifying above said documents the ICTT Documentation team will create the visit in system & issue a BAT number with which the driver can drive towards the In Gate (Bubble Gate).

At In-Lane (Bubble Gate).

Empty Truck:

The gate clerk will verify the documents & print the Pick up Ticket showing the location of container & driver will be allowed to drive in.

For Trucks Carrying a Container (Empty or Full):

The Surveyor at the gate will record the container number, Seal Number & Damages (roof & bottom not included) if any will be entered in system by the Gate clerk before printing out the EIR.

Inside the Terminal (Sterile Area):

Trucks with container drives to the unpinning station & unpin the container before moving towards the designated stack mentioned in the drop of ticket & discharging or Loading on to the truck is carrier out by the RTGC operator.

Empty Trucks can directly drive towards the designated stack & get their container as indicated in the pick up ticket and drive back to the Out Gate stopping at Pinning Station to lock the containers.

IGTPL reserves the right to refuse delivery on to vehicles which are considered unsafe for carrying containers.

Truck must report to the bubble gate within half an hour of pre-advising.

At Out-Lane (Bubble Gate)

For Trucks Carrying Container:

The surveyor checks the container condition & Seal Intact which is entered into the system BAT number is collected & EIR is generated & handed over to Truck Driver.

For Empty Trucks:

The Gate Clerk Collects the BAT number & completes the transaction in system & lets the truck out.

Recieval / Delivery by Barge:

In case any cargo is to be received or delivered to a barge all the relevant permissions mentioned above plus

1. Permission of Harbor Master- CoPT for movement of barge to be taken & submitted to documentation center in advance.
2. Also copy of above permission to be submitted to CISF.
3. Berthing request for barge and approval by HOD OPS

ICD by Rail:

1. For Export cargo movement from ICD's Line to submit SEZ form-7 prior arrival of train.
2. Reefer / HAZ /OOG manifest as the case may be. (Specific "controlled" format given)
3. MSDS sheets for Haz Containers
4. In case of Import movement to ICD's Line to submit SEZ-Form-5 after taking transshipment approval from Customs acknowledged by CONCORE (Rail Operator)

Vessel Operations:

Vessel Operating Agent (VOA) must declare their vessel 7 days in advance be sending a Vessel Call Advice (VCA) in the prescribed format giving relevant details like Name of Vessel, Port Rotation -Service / Co Loaders, LOA ,ETA ,NRT,GRT, Estimated Draft on arrival & departure & Estimated cargo to be handled.

Auxiliary services required while at berth.

1. Crew Change
2. Bunkering
3. Ship repairs
4. Supply of Ship Stores

5. Fresh water Supply
6. Sludge Removal
7. Surveys or Statutory requirements
8. Garbage / Scrap Removal

Request must be made to terminal in prescribed format along with estimated time required, including necessary approvals & passes for concerned personals to be taken 24 hrs prior berthing of vessels.

All the services rendered, shall be within the berth stay for container operations, without affecting the Terminal's Operations.

Cargo Operations:

Ships calling at ICTT for first time have to provide following information's along with the VCA.

1. Vessel Particulars including Name Call Sign LOA Beam GRT/NRT etc
2. Vessel structure lay out (preferably a NSD file) including stack weight limitations, Reefer Points positioning & any specific information's considered important to the vessel.
3. EDI capabilities of the vessel i.e. Baplie versions accepted on board.
4. Number of high cubes allowed under deck.
5. Any other information that may be relevant.

Discharge Operations: 24 hrs prior arrival of vessel following documents must be submitted to Documentation & Planning mail id (documentation.igtpl@dpworld.com planning.igtpl@dpworld.com) by the concerned VOA.

1. Discharge Baplie
2. Discharge List with recap (prescribed format)
3. Restow List
4. IMO Discharge List (refer IMO Containers handling)
5. OOG Discharge list (refer OOG handling requirements)
6. Transshipment List with form SEZ 1-A
7. HAZ/ Reefer/OOG manifest
8. Special Storage/Handling instructions(incase any)

Loading Operations:

VOA should provide below mentioned information's 6hrs prior declared ETB of the vessel.

1. Loading List (CLL) with recap (prescribed format)
2. Load Plan (Movins files accepted) or hard copy.
3. Restow List
4. IMO load list (refer IMO Containers handling)
5. OOG load list (refer OOG handling requirements)
6. Transshipment list with SEZ form 1-B
7. HAZ/ Reefer/OOG manifest
8. Special Stowage instructions(incase any)

Out Of Gauge (OOG) & Break bulk Cargo:

All OOG containers required to be handled at ICTT must have prior approval from Operations Management, 48 hours in advance and such request should clearly mention.

1. Type of cargo to be handled.
2. Dimensions of the cargo to be handled.
3. Weight of the Cargo to be handled.

4. CG/Centre Line of the cargo/container.
5. Clearly marked / visible Lifting points/slinging arrangements in case of Break Bulk Cargo
6. Photograph in the state to be handled (whenever possible).
7. A lashing certificate or declaration from concerned line that the cargo will be presented with proper lashing at the time of handling.

IMO containers

1. IMO class 1 & 7 are not allowed at Cochin Port hence the same won't be permitted at ICTT.
2. All other cargo can be handled with timely intimation in the form Hazardous declaration.
3. All Hazardous Declaration must have an emergency contact number & Name clearly mentioned. MSDS sheets, Statutory Bodies approval if any, Packing certificate, Hazardous Manifest is required for the handling Hazardous containers.
4. In case of Empty tank container, cleaning certificate shall be given. In absence of the same, the container shall be treated as hazardous, associated with a Haz Manifest.

Storage Containers :

IGTPL can receive empty containers as storage category with below mentioned documents.

1. SEZ Form -4 (Form 13) completed given by the shipping line.
2. Should state as 'STORAGE' and outbound carrier as 'RAIL' in the SEZ IV form.
3. Customs permission from container cell has to be provided.

Loading on Rail - Shipping line has to submit following documents

1. Permission from CONCOR.
2. Customs permission from container cell has to be provided.
3. SEZ V form to be submitted for rail movement.

Annexure2-Safety Procedure

Personal Safety Rules

1. Always be alert of Crane movements on ANY track, at ANY time, in ANY direction.
2. Smoking is strictly prohibited in the terminal.
3. The use, possession, presence in the body, distribution or sale of Illegal Drugs and/or Alcohol on terminal premises including vehicles and equipment are prohibited.

4. Pedestrians are banned in operational area. Non-Operational persons are advised to use Terminal Bus to move inside the Terminal.
5. Unauthorized use of mobile phones are banned in operational area.
6. Never enter or walk through RTGC / QC / Rail track
7. Never stand under lifting container.
8. Climbing onto Container Handling Equipment is STRICTLY PROHIBITED.
9. Keep safe distance from Container Handling Equipments.
10. Never use container storage yard or wharf as a resting/sleeping place.

Traffic Safety Rules

1. Private vehicles and two wheelers are strictly prohibited in the operational area of the Terminal.
2. Terminal speed limit is 30 KPH
3. Obey traffic routes and signboards.
4. Crane/Train/Container Handling Equipments have the RIGHT OF WAY, all truck movements must yield to their movement.
5. Stay in your vehicle at all times
6. Never drive under suspended loads.
7. NEVER stop the vehicle on RTGC tracks, Railway tracks and storage yard.
8. Park the vehicle safely without obstructing the Traffic and never leave the vehicle unattended.
9. No Repair or Maintenance activities of the vehicles are permitted in the terminal premises.

Annexure 3 Other terms and conditions

TERMINAL SERVICES

In receiving the Terminal Services from the Operator, the Customers shall:

- i. not use any entity other than the Operator to supply any Terminal Services (or any services substantially similar to the Terminal Services) within the Port.
- ii. act in compliance with the Applicable Laws;
- iii. act in a safe and efficient manner;
- iv. promptly perform each task allocated to it; and
- v. act in accordance with any lawful and reasonable directions given from time to time by the Operator.

Each Party shall comply with all applicable standards, awards, laws and regulations (including without limitation, Port Authority regulations, collective bargaining agreements and any awards and laws applicable to the Operator's employees and applicable regulations introduced pursuant to the ISPS Code).

2 Vessel Warranty

Each Customer warrants and undertakes to ensure that the Vessels are operated in compliance with all Applicable Laws and international standards with respect to safety, stability, seaworthiness, fitness for purpose and security including, without limitation, regulations introduced pursuant to the ISPS Code.

3 Inspection of Customer Vessels

The Operator may, from time to time, conduct vessel compliance surveys and inspections as a part of the Operator's occupational health and safety responsibility. The Customer acknowledges that the Operator is required to provide its employees and subcontractors with a safe working environment and will comply with all reasonable requests to achieve this. Such inspection must take place at a time suitable to all relevant Parties.

4 HEALTH, SAFETY AND ENVIRONMENT

The Operator is required to:

- a) ensure that Good Industry Practice and the Applicable Laws relating to health, safety and environment are followed when providing the Terminal Services;
- b) use its best endeavours to ensure its subcontractors' compliance with health, safety and environment requirements.;
- c) ensure its employees, servants, agents and subcontractors are provided with the necessary and adequate safety and environment training for performing the Terminal Services;
- d) monitor and evaluate its safety performance, based on Operator lead and lag indicators and take such actions as are required or appropriate to rectify and improve its overall safety and environmental performance;
- e) maintain an emergency response plan to deal with unforeseen events, including, but not limited to, fire and explosion, and carry out drills periodically, including in such a manner and with such frequency as may be required to comply with local Applicable Laws; and
- f) ensure that the Customer and the Customer's employees, servants, subcontractors, agents and other stakeholders receive health and safety instructions when entering the Terminal.

The Customer is required to:

- a) ensure that its employees, servants, subcontractors and agents comply with the health and safety regulations and instructions as set out by the Operator.
- b) ensure that its Vessels comply with the Applicable Laws and reasonable instructions as set out by the Operator. The Operator shall have the right to refuse provision of the Terminal Services to the Customer in the event of, and to the extent of, the Customer's non-compliance with any of such Applicable Laws or instructions of the Operator. If a Vessel is at berth at the time of such non-compliance, the Customer undertakes to meet any additional costs resulting from such non-compliance and/or ensure that the berth is vacated immediately upon receipt of written request from the Operator.

5 Removal of Objectionable Cargo

The Operator reserves the right to move to another location and/or inspect any Cargo which in its judgement is reasonably likely to damage other Cargo or property, at the risk and expense of the Customer. The Customer will be notified prior to such removal

6 SECURITY AT THE TERMINAL

The Operator will not be responsible for the security or safety of any Vessel while tied up at the Terminal.

7 Compliance with Security Requirements

- a) The Customer shall comply with all Applicable Laws pertaining to security requirements, the Facility Security Plan and any of the Operator's standing instructions which may be operative at such time. The Operator shall have the right to refuse provision of the Terminal Services to the Customer in the event of the Customer's non-compliance with any of such laws, regulations, instructions or requirements of the Operator. If a Vessel is at the Terminal at the time of such non-compliance, the Customer undertakes to meet any additional costs resulting from such non-compliance and/or ensure that the berth is vacated immediately upon receipt of written request from the Operator.

The Operator undertakes to implement and maintain such security measures necessary to ensure that the Terminal complies with Good Industry Practice and the Applicable Laws in relation to security, including such security measures as required by the ISPS code (together, the Security Measures).

8 Liability

The Customer shall keep indemnified the Operator (and its employees, officers and agents) in respect of any death, personal injury, loss or damage suffered or incurred as a consequence of any breach of the Agreement by the Customer constituting negligence or wilful misconduct or any act or omission of the Customer (or any of its employees, officers or agents) constituting negligence or wilful misconduct except to the extent that such death, personal injury, loss or damage is caused by a breach of this Agreement or an act or omission of the Operator (or any of its employees, officers or agents).

The Operator shall not be liable for any loss or damage to a Container or Cargo, death or personal injury to the extent that such loss, damage, death or injury is caused by or contributed to by defective protection or packing, latent or natural wastage or contamination of Cargo, misdeclared Cargo information, failure or malfunction of refrigerated container equipment or refrigerants or defective or malfunctioning twistlocks of the Customer.

9 INSURANCE OBLIGATIONS

The Operator must at all times during the term of this Agreement:

- a) take out and maintain with insurers of international standing all such insurances and insure against such risks and for such sums as would normally be taken out by a prudent terminal operator and in any event to a level of cover not less than the Liability Ceiling Amount, including, but not limited to, liability insurances in respect of the Operator's negligence; and
- b) provide evidence of the currency of such insurance coverage upon the Customer's request.

The Customers must at all times during the term of this Agreement:

- a) take out and maintain with insurers of international standing all such insurances and insure against such risks and for such sums as would normally be taken out by a prudent shipping operator and in any event to a level of cover not less than the Liability Ceiling Amount, including, but not limited to, P&I Club insurances; and
- b) provide evidence of the currency of such insurance coverage upon the Operator's request