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## How to read this document



This symbol indicates advice and recommendations. Information on best practices and recommended procedures related to the current topic is contained here.



**Keyword**

Definition



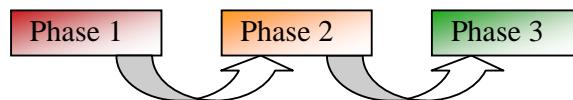
This symbol indicates a warning. Information on common pitfalls or dangers associated with the current topic is contained here.



This symbol indicates an example to further illustrate the current topic.

**Source 1 -**  
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of source code*

Source code.



**Figure1** - This is an example of figure

## 1. OBJECTIVE

To establish all required operations involved in receiving, delivering, processing and registering a cargo manifest at ports of entry/departure.

## 2. SCOPE

The present procedure will be utilized and applied at all ports of entry or departure where goods may arrive or leave the country.

## 3. RESPONSIBILITY

The accomplishment of this procedure is the responsibility of the carriers or the carrier agents acting on their behalf, and the Customs Officers involved in activities related to the arrival or departure of all means of transportation carrying or not carrying any goods, and where applicable, any agency responsible for the custody of the goods in the transit sheds.

## 4. LEGAL BASIS

All procedures and activities are governed by Customs Act and Bangladesh Law and regulation.

## 5. CARGO Document

### 5.1. GENERAL ASPECTS

All cargo shall be reported electronically to Customs department 24 hours prior to the cargo's actual arrival in Bangladesh. This information is critical for Customs and the other Government regulatory agencies to make risk assessment decisions. The ability to expedite the risk assessment process will impact on the time it takes Customs to clear and release legitimate cargo. Cargo cannot be released without a cargo manifest document.

Manifest, is a declaration by the master or commander of the ship or aircraft carrying the goods. The purpose of filing a manifest is to ensure:

- ✓ That all imports or exports are accounted for;
- ✓ That all documents relating to the ship or aircraft have been submitted and are complete;

- ✓ That the master/commander or agent has satisfied all legal requirements.

The responsibility of submitting manifests remains with the master or commander. He or she may appoint an agent to transact business with the Customs Department, known as shipping agents. The agent and the master or commander is equally liable to fulfill all obligations.

All manifests must be submitted through the Customs computer system hereinafter referred to as ASYCUDA World, and must conform to the approved formats.

All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and restricted items must be specifically identified.

For the purposes of this Procedure a Freight Forwarder (or Consolidator) is an Agent or Company that arranges the movement of freight (Grouped shipments, orders, and/or goods) on behalf of exporters and importers.

## 5.2. **Import General Manifest**

Every vessel or aircraft arriving at any port in Bangladesh is required by law to make a report in a specific form and manner directed by National Board of Revenue, Customs Department.

**Cargo Declaration:** This gives specific details of the Cargo to be landed. The cargo declaration must include all **transport documents** (Bill of Lading or Airway Bill). The transport document is the main source of information for completion of the cargo declaration.

Cargo on the manifest must be indicated as:

- ✓ The content of every container and of all cargo in bulk intended for discharge at the port of arrival, including containers and cargo for trans-shipment, must be reported according to the description on the relative bill of lading or airway bill;
- ✓ Restricted goods must be reported with as much detail of the goods as possible;
- ✓ All cargo on vessel, whether consigned for this port or not, must be reported in accordance with the description contained on the relative bill of lading;
- ✓ Shipping agents/Freight forwarders are allowed to amend manifest and/or B/L document before actual arrival of vessel to port;
- ✓ Amendments to the manifest may be requested to Customs by the carrier after manifest's registration and/or after all cargo has been off-loaded.
- ✓ In addition to the aforementioned, where goods are reported short, the master or his/her agent must satisfy Customs that:
  - The goods were not loaded;
  - They have been discharged and landed at some previous port or customs airport;
  - They have been over-carried and landed at a subsequent port or customs airport;
- ✓ All cargo landed, for which a Customs entry has not been submitted, must be temporarily

deposited in a Customs approved area (Transit Shed) to await entry and clearance.

### **5.3. CONSOLIDATED CARGO**

All Freight Forwarders (Consolidators) must prepare and submit all bills of lading or airway bills for any consolidated cargo consigned to them before arrival of the vessel to port.

Freight Forwarders' details must be clearly identified on all Bills of Lading or Airway Bills. In addition, freight forwarders must have the consignee code and other details filled on each transport document (B/L) with the corresponding code assigned by Customs to identify the consignee.

Shipping agents may wish to notify freight forwarders by forwarding the acknowledgment of Manifest submission through the ASYCUDA World platform e-mail.

Freight forwarders may use the system to key in the data for each transport document (B/L) or could use the XML data stream facility to upload degrouped XML files directly to the Customs computer system or through Customs website.

All house B/Ls /AWB (delivery notices) created in ASYCUDA system may be viewed only by the owner (creator) of said B/Ls / AWB.

### **5.4. Export General Manifest**

Freight forwarders are required to submit export B/L according to finalized customs declaration (bill of export) in the system. Export B/L shall be submitted after physical examination is performed by Customs and consignment is loaded into a vessel.

Export B/L shall contain particulars of all goods put on board a ship or aircraft in accordance with the particulars shown on the relative bills of export or other equivalent document.

Amendments to the content must be signaled to the officer-in-charge not later than 48 hours after all cargo has been shipped. Reasons for the shortages or excesses must be given and will be permitted provided that the evidence indicates that there is no fraudulent intention.

Customs will issue export manifest after all export B/Ls have been verified and consignments have been loaded into vessel.

## 6. Import Manifest Procedure

### 6.1. ***STORING THE MANIFEST DATA***

#### *Carrier / Shipping Agent*

The Carrier or the authorized Carrier's Agent accesses the Customs server to input the required information for the cargo manifest.

##### Option 1, data entry through ASYCUDA system

The Carrier or Carrier's Agent logs into ASYCUDA system, types all manifest data and STORES the completed general segment of the manifest before proceeding to enter the corresponding bills of lading, into ASYCUDA World. Consequently, the system displays a box indicating that the manifest has been stored into the system.

When a ship or aircraft travels into or out of the country on the same day, the Carrier or Carrier's Agent must make sure to supply a unique voyage number for each journey.

The stored manifest has no legal value nor subsequent implications if data is not complete or correct. The STORED status of a manifest does not imply ACCEPTANCE of such information by the Customs Department.

The Carrier or Carrier's Agent, with authorized access to the Customs system is allowed to do as many amendments as required prior to manifest registration.

##### Option 2, data submission in XML data stream format through ASYCUDA system

The Carrier or Carrier's Agent has prepared manifest information details in form of XML file. Carrier logs into ASYCUDA system, uploads XML file through "XML Integration e-document" and STORES the completed general segment of the manifest before proceeding to enter the corresponding bills of lading, into ASYCUDA World. Consequently, the system displays a box indicating that the manifest has been stored into the system.

##### Option 3, data submission in XML data stream format through Customs website

The Carrier or Carrier's Agent has prepared manifest information details in form of XML file. Carrier logs into Customs website and uploads XML file (completed general segment of the manifest as well as corresponding bills of lading). A reply message will be sent to carrier's email account to confirm the status of data submission.

### 6.2. ***REGISTRATION OF THE MANIFEST***

#### *Customs*

Customs Manifest Unit staffs will retrieve the STORED manifest in order to REGISTER it. All consistency checks will be done by the system before registration is accepted.

Customs staff requests the system to REGISTER the completed manifest with all its corresponding bills of lading, into the Customs server. Consequently, the system displays a registration number for the manifest as a confirmation of registration and positive allocation of data into the system.

The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that all data is complete and correct. The REGISTERED status of a manifest implies ACCEPTANCE of such information by the Customs Department.

Only Customs Manifest Unit is allowed to do amendments on manifests as required after its registration.

## 7. USE OF DATA FIELDS

Following fields in the general segment of the manifest are mandatory and must be completed by the master, commander or agent of the ship or aircraft:

- ✓ Customs office;
- ✓ Voyage number;
- ✓ Date of departure;
- ✓ Date of arrival;
- ✓ Place of departure;
- ✓ Place of destination;
- ✓ Carrier code;
- ✓ Mode of transport;
- ✓ Nationality of transport code;
- ✓ Total number of bills;
- ✓ Total number of packages;
- ✓ Total number of containers; and
- ✓ Total gross weight.

The '**customs office**' is the office of clearance for the vessel or aircraft arriving or departing.

The '**voyage number**' is the number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops.

The '**date of departure**' is the date when the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching here, then the date of departure would be the date when the ship or aircraft left the first port.

The '**date of arrival**' is the date when the ship or aircraft arrives in the territorial limits of the country.

The '**place of departure**' is the location or port code where the ship or aircraft started its voyage.

The '**place of destination**' is the location or port code where the ship or aircraft arrives to discharge the transported goods.

The '**carrier code**' is the identification of the carrier.

The '**mode of transport**' recognizes the means by which the goods were imported/exported into/outside the country. International Standard Codes (ISO) for means of transport are used in this field.

The '**nationality of transport**' is the country in which the carrier is registered.

The '**total number of bills**' is the count of all bills of lading or airway bills included in the manifest.

The '**total number of packages**' is the sum of all the packages onboard vessel or aircraft included on all bills.

The '**total number of containers**' is the sum of all containers included on all bills.

The '**total gross weight**' is the sum of all the weight of all cargo included on all bills.

Following fields in the general segment of the manifest are optional and may be completed by the master, commander or agent of the ship or aircraft:

- ✓ Time of arrival;
- ✓ Place of transport registration;
- ✓ Transport registration reference;
- ✓ Registration date;
- ✓ Master information;

The '**time of arrival**' is the time when the vessel or aircraft arrived in the country.

The '**place of transport**' is the port where the transport unit is registered.

The '**transport registration reference**' is the reference of the document registering the vessel or aircraft.

The '**registration date**' is the date when the vessel was registered.

The '**master information**' is any further information, apart from the name, on the master.

Following fields on the bill of lading or airway bill are mandatory and must be completed by the master, commander or agent of the ship or aircraft:

- ✓ Line number;
- ✓ Type of bill;
- ✓ Bill of lading reference number;
- ✓ Place of loading;
- ✓ Place of unloading;
- ✓ Code and Name of shipper;
- ✓ Address of shipper;
- ✓ Consignee code / name;
- ✓ Consignee address;
- ✓ Total number of containers;
- ✓ Kind of packages;
- ✓ Shipping marks;

- ✓ Number of packages;
- ✓ Gross mass;
- ✓ Description of goods;

The '**line number**' is a sequence number used to identify each item –bill of lading or airway bill in the manifest.

The '**bill of lading type**' is the code, which identifies the type of transport document issued (i.e. 'HSB' for Bill of Lading, 'MSB' for Master Bill of Lading).

The '**bill of lading reference number**' is the number, which uniquely identifies each bill of lading or airway bill.

The '**nature**' is the manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit), and 28 (transshipment).

The '**place of loading**' is the location or port where the goods were loaded into the ship or aircraft.

The '**place of unloading**' is the location or port where the goods will be discharge from the ship or aircraft.

The '**code and name of exporter/shipper**' is the code and name of the shipping agent sending the goods to Bangladesh.

The '**address of shipper**' is the address of the shipping agent sending the goods to Bangladesh.

The '**consignee code and name**' is the code and name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in Bangladesh.

The '**consignee address**' is the address of the consignee in Bangladesh.

The '**total number of containers**' is the sum of all containers carrying goods, which belong to the bill of lading or airway bill.

The '**shipping marks**' are the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The '**package code**' is the identifier of the type of packaging the goods are packed in.

The '**manifested packages**' is the piece count of the packages under each bill of lading or airway bill.

The '**manifested gross weight**' is the weight for goods under each bill of lading or airway bill.

The '**description of goods**' is the narrative that portrays the type of goods being transported.

The description must be explicit.

Following fields on the bill of lading or airway bill are optional and may be completed by the master, commander or agent of the ship or aircraft:

- ✓ previous document;
- ✓ location code;
- ✓ location description;
- ✓ cubic meter volume;
- ✓ value declared for customs;
- ✓ currency declared with customs;
- ✓ value declared for transport;

- ✓ currency code for transport value;
- ✓ value declared for insurance;
- ✓ currency code for insurance value;
- ✓ number of seals;
- ✓ marks of seals
- ✓ marks of seals 2;
- ✓ sealing party code;
- ✓ information;

The '**previous document**' is used by the consolidator to input their master waybill/bill of lading number to gain access to create their clients B/L.

The '**location code**' is the process used by the Port to identify the exact place within the Port or shed where the goods are stored.

The '**location description**' is the narrative that describes where in the transit shed the goods are located.

The '**cubic meter volume**' is the measurement of the cargo inside the container. It is not the cubic measurement of the container unless that container is FCL.

The '**value declared for customs**' is the worth of the goods which the importer or exporter intends to declare to customs.

The '**currency declared with customs**' is the actual currency in which the payment for the goods are quoted.

The '**value declared for transport**' is the cost of transporting the goods to their destination.

The '**currency code for transport value**' is the actual currency in which the payment for transport is quoted.

The '**value declared for insurance**' is the cost of the insurance.

The '**currency code for insurance value**' is the actual currency in which the payment for insurance is quoted.

The '**number of seals**' is count of the seals affixed to the container or package.

The '**marks of seals**' are the markings that identifies the seals placed on the containers or packages.

The '**sealing party code**' is the code used by the sealer to identify who sealed the container or package.

The '**information**' is for any other relevant information which the carrier or agent deems necessary.