Export Procedures (Conventional)

Forwarding Agents / Exporter → Terminal Operator CIS → Terminal Warehouse Operator → CUSTOMS → TERMINAL OPERATOR WHARF → [ ] → FCZ Gate

Document Flow

IED, K2/K3/K8, ISD → IED, ISD, P/List → IED → ISD, K2/K3/K8 → ISD → BL, Outward Manifest → LORRY CHIT

Process

1. Check open export date with terminal operator
2. Prepares IED, K2/K3/K8,P/List , Lorry Chit. Obtains ISD from SA
3. Presents Lorry Chit to Customs at FCZ Gate
5. FA/Exportesubmits ISD, P/List , to CIS
9. FA/Exporter submits ISD, PList, K2/K3/K8 to Customs
11. Nominates MT for packing and prepares CPL
13. FA/Exporter submits aprroved ISD to CIS

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6. CIS approves & allocates location for receival cargo, IED dispatched to approved location
14. CIS despatches ISD to Wharf
17. Matches IED and ISD to raise charge

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7. Receivec cargo and record in IED
8. Direct Releases Customs processes and releases CSN and Customs Form for export

* 7 & 8 not applicable if direct exports or at West Port

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10. Direct Release Customs Proc esses & approved cargo for export
12. Customs Exami nation Customs examines and releases cargo

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15. Records ISD from CIS loading documents
16. Loading com pleted despatches ISD to CIS

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18. Issues BL and declares Outward Manifest

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4. Customs sights Lorry Chit. Cargo moves into FCZ

Other documents required
- Dangerous goods must obtain
- Approval from Dangerous
- Good Department, KPA
- Original Invoice
- Original Import Licence and Customs Duty Exemption letter if any
- Copy of Insurance Cert.
- Freight Statement and Packing List
- Certificated of Origin
- KPWX

Notes:

SA	Shipping Agent
P/List	Packing List
BL	Bill of Loading
K2,K3, K8	Customs Form
ISD	Integrated Shipping Document
CIS	Central Invoicing Section
IED	Integrated Export Document