

**Standard Operating Procedure (SOP)**

**of the**

**Agreement on the use of**

**Chattogram and Mongla Ports**

**for Movement of Goods to and from India**

**between**

**the Government of the People's Republic**

**of Bangladesh**

**and**

**the Government of the Republic of India**

**Standard Operating Procedure (SOP) of the Agreement on the use of  
Chattogram and Mongla Ports for Movement of Goods to and from India  
between the Government of the People's Republic of Bangladesh and the  
Government of the Republic of India**

**1. Introduction:**

In pursuance of Article 2 and also in accordance with Article 9 of the Agreement between the Government of the People's Republic of Bangladesh and the Government of the Republic of India signed on 25 October 2018 on the use of Chattogram and Mongla Ports for Movement of Goods to and from India for facilitation of use of Chattogram and Mongla Ports for movement of Indian goods, in accordance with the laws of both the countries, both parties agree to adopt this SOP.

**2. Scope:**

This Standard Operating Procedure (SOP) is designed to facilitate the movement of goods to and from India through Chattogram and Mongla Ports along authorized routes in Bangladesh as mentioned in Article 6 of the Agreement in a secure and simplified manner.

**3. Applicability:**

The SOP is applicable to the cargo, vehicles and vessels moving between the two countries, under the Agreement on the use of Chattogram and Mongla Ports for Movement of Goods to and from India between the Government of Bangladesh and the Government of India.

**4. Definition:**

Unless the context otherwise requires, for the purpose of this SOP:

- (1) **"Agreement"** means the Agreement between the Government of the People's Republic of Bangladesh and the Government of the Republic of India signed on 25 October 2018 on the use of Chattogram and Mongla Ports for Movement of Goods to and from India.
- (2) **"Customs Bond"** refers to a bond in non-judicial stamp paper as prescribed according to Article 7 of the Agreement, as prescribed in Annex-A.
- (3) **"Customs Transit Declaration (CTD)"** means the declaration as prescribed in Annex-B or the declaration as may be required to be submitted in the customs computer system of Bangladesh.
- (4) **"Inter Governmental Committee (IGC)"** means the Committee as mentioned in the Article 10 of the Agreement.
- (5) **"Over dimensional cargo"** means machineries and equipment having dimension more than 40' X 8' X 9' and are not suitable for containerization.
- (6) **"Party"** means the Government of the People's Republic of Bangladesh or the Government of the Republic of India jointly referred to as the "Parties".

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*[Signature]*

## 5. Documentation:

(i) The movement of goods from one part of India to another, through Chattogram and Mongla Ports shall be accompanied by a CTD.

(a) The CTD shall be filed in quintuplicate by the consignor or his authorised agent with the Customs at the port of exit in India. The customs officer at the port of exit in India shall endorse all copies of the CTD, retain the quintuplicate copy and hand over the remaining copies to the consignor or his authorised agent.

(b) The consignor or his authorised agent shall submit the four copies of the CTD duly authenticated by the customs at the port of exit in India to the customs at the port of entry in Bangladesh. The customs officer at the port of entry in Bangladesh shall endorse all the copies of the CTD, retain the quadruplicate copy and hand over the remaining copies to the consignor or his authorised agent.

(c) The consignor or his authorized agent shall submit the triplicate copy of the CTD duly endorsed by Bangladesh Customs to the port authorities who shall release the goods to the consignor or his authorized agent.

(d) The consignor or his authorised agent shall submit the remaining two copies of the CTD with the customs at the port of exit in Bangladesh. The customs officer at the port of exit in Bangladesh shall endorse both copies of the CTD, retain the duplicate copy and hand over the original copy of the CTD to the consignor or his authorised agent.

(e) The consignor or his authorised agent shall submit the original copy of the CTD to the Customs at the port of entry into India.

Provided that if the CTD is filed in the customs computer system of Bangladesh, there shall be no requirement of filing the manual copies of the CTD as approved by Indian Customs to Bangladesh Customs.

(ii) Following the provision of the Customs Act, 1969 of Bangladesh, the person in charge of the vessel or the conveyance or his authorized agent, carrying the cargo for movement to and from India shall transmit the manifest to the customs computer system by a registered user at the Custom House of the applicable port of entry in Bangladesh. The manifest will be checked and registered by the Customs, if all the information is found consistent and correct.

(iii) The consignor or his authorized agent shall submit the CTD along with the following documents at the Custom House of the applicable port of entry in Bangladesh:-

- a) Bill of lading;
- b) Invoice;
- c) Packing List; and
- d) A Customs Bond in non-judicial stamp paper.

(iv) The custom officer at the customs house of the port of entry in Bangladesh will authenticate the submitted documents, check the online declaration if applicable, confirm the customs bond and validate the CTD.

(v) The consignor or his authorized agent will pay the administrative and operational fees and other charges as prescribed in the Agreement.

(vi) The containerized cargo shall be scanned by the X-ray scanner, as required by Bangladesh Customs.

(vii) An electronic seal & lock will be affixed before departure for the exit port. In case of non-containerised cargo, the goods shall be put into a closed body truck or tanker and an electronic seal & lock will be affixed.

(viii) Once the formalities are completed, the consignor or his authorized agent will approach the gate Customs counter. The gate customs officer shall enter the electronic seal & lock number in the CTD. If the CTD is filed in the customs computer system, the X-ray scans, if any, will be uploaded in the system.

(ix) The vehicle under movement may be checked by Customs during the transit movement on the basis of alerts by the electronic seal & lock or based on intelligence.

(x) When the cargo arrives at the port of exit in Bangladesh, the custom officer at the entrance gate shall immediately check the vehicle registration and electronic seal & lock against the CTD. If the electronic seal & lock is found intact, the customs officer shall endorse the CTD. If the CTD is filed in the customs computer system, the customs officer shall update the CTD with the validated arrival option. Upon such endorsement or validation, the vehicle shall be allowed to proceed to the entry port of India.

**Provided** that if the electronic seal & lock are found tampered, the customs officer at the port of exit will conduct due examination of the goods and if the goods are found matching with the CTD, the customs officer will affix a one-time-lock (OTL), update the CTD with the details of the OTL and endorse the CTD. If the CTD is filed in the customs computer system, the customs officer shall update the CTD with the validated arrival option. Upon such endorsement or validation, the vehicle shall be allowed to proceed to the entry port of India.

**Provided** also that if the electronic seal & lock are found tampered, and the customs officer at the port of exit upon examination of the goods finds that the goods are not as per the declaration, the customs will initiate necessary action as per domestic legislation.

(xi) When the cargo arrives at the port of exit in Bangladesh beyond the time limit for transit as allowed under para 9 of the SOP, the customs officer may take action as he deems appropriate.

**6. Over dimensional cargo:** In respect of over dimensional cargo, the following procedure shall be followed:-

(i) where the load compartment of the means of transport is found to be not amenable to sealing due to the nature of the goods, the customs officer at the port of entry in Bangladesh, shall examine and verify the identifying marks of the goods, as declared in the CTD and on being satisfied that the goods presented to him are as per the declaration in the CTD, allow the goods to be loaded on to the means of transport for onward movement to the port of exit in Bangladesh without sealing.

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(ii) On arrival of the goods at the port of exit in Bangladesh, the customs officer shall check that the goods presented to him are as per the declaration in the CTD, and on being satisfied, allow the onward movement of the goods.

#### **7. Activities allowed during Movement:**

(i) The appropriate officer of customs may allow the following to be done under Customs supervision during the transit:-

a) Inspect the goods;

b) Deal with the goods and their packaging in such manner as may be necessary to prevent loss or deterioration or damage to the goods.

(ii) During movement through Bangladesh, wherever it becomes necessary to break bulk consignments or shift the goods from one means of transport to another, it shall be done only under the supervision of the officials of the Bangladesh Customs.

#### **8. Time Limits for Completion of Transit Transport Operation:**

The goods in transit upon their exit from the port of entry in Bangladesh shall reach the port of exit in Bangladesh within 7 days.

**Provided** that if the transport operator is unable to timely complete the transit transport operation due to force majeure or other reasonable causes, he/she shall file a request for extension of time with the Customs Authority at the port of entry in Bangladesh. The Customs Authority at the port of entry in Bangladesh will grant such extension if they are satisfied that the timely completion of the transit transport operation was prevented by force majeure or other reasonable causes.

#### **9. Unscheduled Halts, Accidents and Vehicle Breakdowns during movement:**

In the event of an accident, breakdown or repair of a vehicle on way to its destination, the crew/Authorized Transport Operator or the authorized agent shall immediately inform the local police office and also the customs officer at the port of entry.

#### **10. Proof of successful completion of transit:**

The CTD duly authenticated by the customs officer at the point of exit in Bangladesh, shall be accepted as evidence that goods exited Bangladesh.

#### **11. Amendment to the SOP:**

(i) Either party can propose an amendment to the SOP which shall be taken up by the Inter-Governmental Committee for further deliberations.

(ii) The recommendations of the Inter-Governmental Committee in this regard shall be submitted to the respective Governments for approval.

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(iii) Such amendments shall be subject to the approval of the Parties.

**12. Commencement of the SOP:**

The SOP shall enter into force on the 5<sup>th</sup> day of October, 2019.

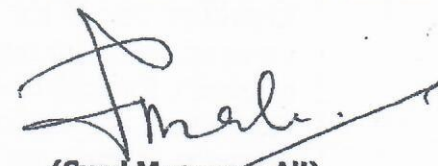
Done in duplicate in English at New Delhi, India on the 5<sup>th</sup> day of October, 2019.

IN WITNESS WHEREOF, the undersigned being duly authorized thereto by their respective Governments have signed this SOP with reference to the Agreement between India and Bangladesh for use of Chattogram and Mongla Ports for movement of goods to and from India and the Memorandum of Understanding between the Ministry of Shipping, Government of the Peoples Republic of Bangladesh and Ministry of Shipping, Government of the Republic of India.

**For and on behalf of the Government of  
the Republic of India**

**For and on behalf of the Government of  
the People's Republic of Bangladesh**

  
(Gopal Krishna)  
Secretary, Ministry of Shipping

  
(Syed Muazzem Ali)  
High Commissioner, Bangladesh

Annexure-A

To  
The Commissioner of Customs.  
Custom House, Chattogram/Mongla

The undersigned undertakes that the goods under Custom declaration number \_\_\_\_\_ dated \_\_\_\_\_, Invoice no. \_\_\_\_\_ dated \_\_\_\_\_, Bill of lading no. \_\_\_\_\_ dated \_\_\_\_\_ of the quantity, value and HS code thereof are destined to be transported to India through \_\_\_\_\_ port to India within 7 days from the date of its exit from the port of entry in Bangladesh (para 8 of the SOP refers). In case of failure to do so, the undersigned is liable to pay Tk \_\_\_\_\_ only or the amount ascertained by Bangladesh Customs equivalent to the amount of duty and taxes applicable in case of import of the goods into Bangladesh, to the Commissioner of Customs, Custom House Chattogram/Mongla and the consignment shall be subjected to the provisions under the Customs Act 1969, the Value Added Tax 1991 and any other law applicable there to.

Signature

Name:

Contact Details

Witnesses:

- 1.
- 2.
- 3.

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**CUSTOMS TRANSIT DECLARATION**  
(To be filed in quintuplicate in terms of Para 5 of the SOP)

<b>Part A</b> <i>To be filed by the consignor of the goods or his authorised agent in terms of Para 5 of the SOP</i>						
Name of the consignor and address Telephone No. Email-id						
Name of consignee and address Telephone No. Email-id						
Port of Exit in India						
Port of Entry into Bangladesh						
Port of Exit in Bangladesh						
Port of re-entry into India						
<b>Details of goods</b>						
Container nos.	Marks and serial nos. of packages/ distinguishing marks for over-dimensional cargo.	Description of goods	H.S code	Quantity (with units)	gross weight	C.I.F Value (in INR/BD Taka)
I/We declare that the goods entered herein are for India through Bangladesh and shall not be diverted or retained in Bangladesh. I/We declare that all the entries made herein above are true and correct to the best of my/our knowledge and belief.						
(Signature of consignor/ authorised agent/ authorized transport operator along with seal.)						
<b>Part B</b> <i>(to be filled by the customs officer at the port of exit in India)</i>						
Seal no of OTL(s) affixed (if any): Allowed further movement to the port of entry in Bangladesh.						
(Signature and stamp of the Customs Officer)						
<b>Part C</b> <i>(to be filled by the customs officer at the port of entry in Bangladesh)</i>						
Serial no. of the electronic lock & seal (s):						
Registration No. of Vehicle (s)/ truck(s):						
Allowed further movement to the port of exit in Bangladesh.						
(Signature and stamp of the Customs Officer)						
<b>Part D</b> <i>(to be filled by the customs officer at the port of exit in Bangladesh)</i>						
Allowed to exit Bangladesh.						
Signature and stamp of the Customs Officer)						

## Attached Documents:

1. Bill of lading;
2. Invoice;
3. Packing List; and
4. A Customs Bond In non-judicial stamp paper

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