



**Customer Advisory**

**Date: 15-Feb-2022**

## **Submission of Freight Forwarders' Complete Electronic Manifest before Assignment of the Vessel Registration Number**

Dear Valued Customer,

Please be informed that, in accordance with the implementation of the Pre-Arrival Processing (PAP) guided by the National Board of Revenue [NBR], it is obligatory for all the parties to submit the Complete Electronic Manifest prior vessel sailing from the last calling port. As freight forwarders electronic manifest submission is sequential and this task ought to be done before assignment of vessel's import registration number with all necessary details. [Reference: নথি নং – ১(৪৪) শুল্কঃ আধুঃ/Pre-Arrival processing (PAP)/2016/৮০(১১); তারিখঃ ০৩/০৮/২০১৯ খ্রিঃ]

We have been observing that submission of some freight forwarders manifest is often getting delayed (particularly after assignment of the vessel's registration number); Also, there are cases where DG specification are not being mentioned properly, manifest amendments take place after discharge permission is held over by the port authority and process is completed only minutes prior the vessel's departure.

All these delays and incomplete manifestation causes severe challenges in terms of vessel and port operations that result in unnecessary shifting of the containers on-board which not only incurs additional cost but also affects the vessel productivity. So, we humbly request you to ensure the accurate submission Import General Manifest within the timeline; otherwise, we have to bill the additional shifting cost to the responsible party.

Thank you very much for your understanding and action in this regard. Should you have any query or concern in this regard, please do get back to us anytime.

Best Regards,

Sealand Maersk Asia Pte Ltd  
Bangladesh

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