



TRANSACTIONS THAT OUR AGENCIES SHOULD FOLLOW FOR THE DISCHARGE AND THE LOADING OPERATIONS OF THEIR VESSELS

- 1) For your discharge and loading operations you will make at our terminal related to the containers and the general cargo vessels, you have to fill in the **vessel demand form** which is one of our standardized forms to be sent to you in the first instance and then to mail the same to the following e-mail addresses: ticaret@kumport.com.tr, musteri@kumport.com.tr, eta@kumport.com.tr. Appropriate personnel of ours will ensure system entry of your vessel..
- 2) As a second step, as soon as your ship is available on the system, you have to fill in the **gate -in (export) form** which is also from our standard forms for the export entry procedures of the containers for your container vessels and by filling in the relevant form for each container at the gate entry, to mail the forms to talep@kumport.com.tr, konteyner@kumport.com.tr mail addresses. This procedure has to be done prior the container arrives at the gate.
- 3) Filling in the vessel discharge and loading lists in the same way as the standardized forms, you have to mail them as the final list condition to talep@kumport.com.tr, konteyner@kumport.com.tr mail addresses before the vessel discharge and loading procedures.
- 4) Prior of the vessel discharge, you must submit a copy of the original cargo manifest to our vessel operation department. The discharge procedure will start as soon as you submit this document to our relevant section.
- 5) As for your general cargo vessels; cargo manifest for discharge, custom declarations for loading and custom permit for discharge/load must be submitted to our vessel operation section.
The documents required by our Customs Affairs Service for the vessels berthed at our terminal, are as follows: (for Container Vessels)
 - a) Custom Permit discharge /load (original)
 - b) Petition for overtime and receipt in case process take place out of normal working hours.
 - c) Custom declarations for loading.
 - d) Cargo manifest for loading
 - e) 2 copies of import resume declaration (1 original 1 copy) prior completion of discharge.
 - f) 1 copy of export resume declaration prior completion of load..

Resume declarations e-mail address: ozetbeyan@kumport.com.tr,
ldogan@kumport.com.tr.

NECESSARY DOCUMENTS FOR CONTAINER INSPECTION, FULL INSPECTION, SAMPLING PROCEDURE

1. The customs broker or the firm's representative has to be completed the relevant customs procedure related to the cargo (resume declaration, registration, cargo declaration)
2. Container opening-closing statement must be taken from our Accruals Department and must be signed by the relevant customs inspection officer;
3. The documents (Bill of Lading, cargo declaration), together with the container opening-closing statement signed by the inspection officer must be submitted to our



Accruals Service, and having the accrual procedure done, then take a work order from here;

4. Together with the work order taken from our Accruals Department you must come to take an appointment from our Customer Services Department and must take an appointment number for the container get ready for the relevant area. The container is being prepared in accordance with this appointment number and the date stated on it.

On the work orders and container opening-closing statement given by the Accruals Department it is being stated that at which yard container to be found. . Work order and the container opening-closing statement should be presented to the CFS tallyman who is on duty in the related yard.

NECESSARY DOCUMENTS REQUIRED FOR STRIPPING

1. The customs broker or the firm's representative has to be completed customs procedures for the related cargo(resume declaration, registration, custom declaration)
2. Have to submit the documents to the accruals department, to pay for the bill, and to receive a work order and the Stripping delivery order.
3. As the requests for stripping being fulfilled for the next day in accordance with the appointment taken from our customer services department, customer service department should be visited with the work order given by the Accruals Department .
4. The work order and stripping delivery order which should be represented by Accruals Department must be presented CFS tallyman with the vehicle that cargo stripped into. .
5. As soon as the vehicle is being loaded, gate out document must be taken and having it signed by the customs warehouse officer and the terminal official, then must have it recorded on the warehouse record book and must receive system gate out for the relevant cargo from the warehouse, in the meantime the gate out procedure will be realized in accordance with the submittal of Bill of Lading, Cargo Declaration, Container Record Follow Up Form, and the Power of Attorney.
6. The gate out documents (to be taken from the customs warehouse officer) must be double signed by the terminal official and customs officers, and one copy should be left the custom guard and the other the gate official of the terminal, and thus the gate out of the cargo will be done.

REQUIRED DOCUMENTS FOR FULL CONTAINER GATE OUT TRANSACTIONS (The cargo together with the container)

1. The customs broker or the firm's representative should have finished the customs procedure of related to the cargo (resume declaration, registration, cargo declaration)
2. Should deposit the storage to the Accruals Department, then should get the work order and direct the vehicle to the location available on the work order,
3. As soon as the vehicle is being loaded, should get the gate out document, should take the warehouse, customs and terminal records, and should have the gate out confirmation be issued by the warehouse for the relevant cargo/container (and should submit the Bill of Lading, custom declaration and



the container follow up form to the terminal warehouse officer during the warehouse registration.)

4. The gate out documents (from the customs and the warehouse officer) must be signed by the customs officer and the terminal official, and one copy should be left to the custom guard and the other copy to the gate official of the terminal.

REQUIRED DOCUMENTS FOR THE TRANSSHIPMENT OF THE CONTAINER FROM A TERMINAL TO TERMINAL

- 1) A customs letter, gate document, Bill of Lading, custom declaration, container follow up form to be given by the Customs for the full containers,
- 2) The customs letter, container follow up form, customs gate out document are being submitted to the terminal's Customs Affairs Department for the empty containers discharged from the vessel.

REQUIRED DOCUMENTS FOR BROKERAGE AT THE TERMINAL WITH A CUSTOMS LETTER

- 1) The customs letter given by the Customs authority should be recorded at our Document Registration Document located at our head office building at the terminal.
- 2) By recorded letter, application should be done to Customs Affairs Department of the terminal and proper directions for next steps should be advised by Custom Affairs Department.

WEIGHING PROCEDURE STAGES

- 1) If the cargo or the container that are required to be weighed at the gate in (export), (their customs broker or their vehicle driver) must first visit Accruals Department and pay for the service fee and then go to the weigh-bridge and present the invoice.
- 2) Vehicles should be weighed first loaded, then leave the container or general cargo to the terminal area, then must go once more to the weigh-bridge for the tare and thus they procure the formation of a weighed part.
- 3) If the container is at the terminal (import) and the procedure is to be made on the same date, the customers service department gives a work order after presentation of the invoice. The customer services having issued a job order for the container, secures the weighing of the goods by passing the information to the operation department.
- 4) If the customer's demand is for the next day, an appointment for weighing work order received from Accruals Department and presented to the customer service department, the operations department performs the weighing and customer service department delivers the weighing tickets to the customer.

CONTAINER PROCEDURES FOR THE CARGO CONFISCATED

- When the empty containers and cargo exceeds 45 days storage period at our terminal, procedure of confiscation should be started.
- For the containers and the cargo to be confiscated, our terminal gives a list to the customs authority.



- An inspection officer appointed by the customs authority to perform the inspection of the cargo, according to the list submitted. YMS department transfers these containers and cargo to CFS for inspection. The firms pay 1% of the invoice value to the customs for the relevant cargo or the containers and receive a document from the customs authority as a proof of the payment of the invoice value.

ADDITIONAL STUFFING PROCEDURES OF THE CONTAINERS

- An additional stuffing procedures to a container are carried out made at the CFS of the Terminal.
- The agencies Kumport serve, send the stuffing demand and the information about the container and the shipper by mail to YMS and Accruals Department. The YMS Department, relying on the mail, has the relevant container be ready on the CFS area.
- The firm's customs broker gets the stuffing note and the container opening-closing document from the Accruals Department. As soon as the broker makes the assessment transactions, has the stuffing note and the container opening-closing document be signed by the customs official.
- By presenting documents to the tallyman at the CFS the additional stuffing procedure should be made.

FULL CONTAINER STRIPPING PROCEDURES

- 1-A letter written on the letterhead paper of the firm should be addressed to the Kumport Terminal stating the reason of stripping to warehouse.
- 2- The photocopy of front and back pages of the Bill of Lading (2 copies)
- 3- The photocopy of the Power of Attorney (2 copies)
- 4- A document for opening a container (Procured by our Custom Affairs Department.)
- 5- A deposit charge of 1000 TL is being deposited to the Accrual Department (for each container)
- 6- A Letter of Commitment (available at custom affairs department) will be filled in.

REQUIRED DOCUMENTS FOR THE STUFFING OF THE CONTAINER

- At first instance, our agencies Kumport serve, must send the container number by mail to our YMS service for the container. The customer's authorized custom broker who will follow up stuffing procedure should apply to our Accrual Department, in order to get the stuffing note and it should be filled and realized it.
- The export document given by the Accrual Department is being filled in and is having signed by the customs official.
- By presenting the documents to the tallyman at the CFS, the stuffing procedure should be commenced