



**सीमाशुल्क आयुक्त(निर्यात) का कार्यालय**  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (Export)**  
**नवीन सीमाशुल्क भवन ,बैलार्ड इस्टेट मुंबई 400001 -**  
**New Custom House, Ballard Estate, Mumbai- 400 001**

Date: .06.2022

**STANDARD OPERATING PROCEDURE**

**Sub: - Standard Operating Procedure with regard to the amendment in the shipping bills of Liquid Bulk Cargo/ Bunker Supply-reg.**

It has been observed that in the process of bunker supply to the vessel and export of Liquid Bulk Cargo, the Bulk Liquid is discharged into the vessel directly through the pipeline from onshore or carried from onshore via barges and discharged into the vessel. In the process of export, the exporter files shipping bills for the quantity for which the supply order was received. However, the exact quantity of the liquid bulk cargo loaded into the vessel is quantified on the basis on Ullage Report/ Bunker Delivery Note (BDN) issued by the Captain of the Ship with the help of the Surveyor/supplier. This results in variations in the quantity for which the SB was filed and the actual quantity supplied for most of the SBs of Liquid Bulk and Bunker Supply. Therefore, the exporter/CHA requires to amend the quantity and FOB of the Shipping Bills. In this regard, the Exporters/CHAs are hereby advised to follow the following procedure. This procedure is applicable to quantity amendment only in case of liquid bulk cargo.

1. The exporter should file an application for amendment in quantity and corresponding amendment in value within 1 working day after the sailing of the vessel or bunker supply.
  - i. The application must be complete in all respects and must include the supporting documents so as to verify quantity of liquid bulk cargo loaded. It must be containing Copy of the Shipping Bill and Checklist, Bunker Delivery Note/ Ullage Report/Mate receipt, email id, mobile number, etc.
  - ii. In case of difference of more than 10% in quantity declared in shipping bill and actual quantity loaded into the vessel, the application must contain an explanation for higher variations as per the Facility Notice No .06/2010 as amended on 29.12.2021.
2. The application is to be submitted to CRU. CRU section shall forward the application immediately to the concerned Divisional Officer on the same working day on which it is received.
3. The concerned division officer shall examine the application and if amendment is fit to be approved, the file is to be put up in e-office for approval of AC/DC(Export Docks). The division officer shall cross-check details with the copy of Ullage report/Bunker delivery note/Mate receipt which is available in their records. (Such copies are to be kept in the records by the division officers).
4. The AC/DC (Export examination) shall decide to approve/deny/raise a query in the file if the difference in quantity is less than 10 % which is considered as normal vide Amendment in

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Facility Notice No .06/2010 issued on 29.12.2021 and if the difference is above 10%, the file may be submitted to JC/ADC along with the exporter's explanation for higher variation.

5. After approval of the amendment, the division officer shall inform the exporter/CHA about the approval through e-mail. The division officer shall also mark a copy of email to Service Centre (xeam2015@gmail.com) with amendment details.
6. Service Centre staff shall make the amendment in the EDI system on the basis of an application and fees receipt from the exporter and same can be verified with email received from Division office. There is no need for fresh endorsement or approval from AC/DC (Export examination).
7. The AC/DC (Export examination) shall approve the amendment in the system and release the SBs for further necessary action.
8. The above steps of quantity amendment approval maybe completed within 48 hours (excluding holidays) of receipt of the application.
9. Service Centre shall maintain a register with following details .

Receipt of application		Shipping bill number	Shipping bill date	Amendment number by Service centre	Amendment date by Service centre	Remarks
Date	Receipt					

Service Centre shall send weekly report to division officers who shall put up the report for perusal of AC/DC (Export examination)

This issues with the approval of Commissioner of Customs, Export, Zone-I.

(Vishal M. Sanap)  
Additional Commissioner of Customs(Export)  
New Custom House, Mumbai.

Copy to: -

1. Pr. Chief Commissioner of Customs, Zone-I, Mumbai.
2. Commissioner of Customs, Export, Zone-I, Mumbai.
3. Pr. Commissioner of Customs (G), Zone-I, Mumbai.
4. DC/EDI with request to upload the on website.
5. Brihanmumbai Custom Brokers Association [BCBA], 73-74, Mittal Tower, "C" Wing, 7th Floor, Nariman Point, Mumbai - 400 021 for information.
6. All India Liquid Bulk Importers & Exporters Association(AILBIEA), ailbiea@gmail.com for information.