

SAGT's import container e-clearance process

Following recent updates to trade and industry stakeholders, SAGT has introduced an e-clearance process for Custom House Agents (CHA) to lodge import container clearance documentation and in turn for CHA's to receive electronic Delivery Advice (e-DA) from SAGT.

Effective from 4th May 2020, SAGT will only accept electronically submitted import clearance documents and release electronic Delivery Advice/Gate Pass.

The process consists of the following steps,

1. CHA's to email ALL clearance documents to SAGT-CHABP@sagt.com.lk in the format shown below. Documents maybe scanned or attached as an image. Ensure all documents and details of the images are clear to avoid delays and resubmission.

Email Subject:

<The Shipping Line name> <First Container Number of Master D/O>
<Consignee Name>

Example: XYZ PQRU1234567 ABC Traders PVT Ltd

Email body to include:

- CHA (wharf clerk's) name
- CHA (wharf clerk's) registered ID number
- CHA company name
- CHA mobile number
- Alternate email address

Documents to be attached:

- Valid Master Delivery Order (D/Os)
- Sub- D/Os if any
- Copy of the approved CUSDEC
- SLPA invoice and payment slip
- D/O extension letter (if any)
- SAGT demurrage charge payment slip
- CHA ID Card (badge)

Thereafter,

SAGT will validate the clearance documents and will email the relevant Delivery Advice (e-DA) to the same email address the clearance documents were received from.

All relevant clearance documents for each container **MUST** be submitted in a single message. The message will electronically be queued as received and handled in sequential order.

Incomplete, incorrect or illegible documents will be rejected, and respective CHA informed for resubmission of ALL documents. The resubmitted documents will then enter the electronic queue in a new sequence.

Demurrage charges for any containers discharged after 7th May will be available from www.sagt.com.lk

Demurrage charges for containers discharged before to 7th May needs to be obtained from SAGT's Customer Service hotlines on 2541871-5

SAGT bank details for payment of demurrage and other charges,

Bank	Name	Branch	Account No
HNB	SAGT	City Office	002020476033
DFCC	SAGT	City Branch	007115004568

For further assistance please contact:

Doc Centre Manager:

Niranjith Waidyarathne

Landline: 2541870

Mobile: 0772457870

Email: niranjith.wadyrathne@sagt.com.lk

IT system support:

Chethiya Vidanaarachchi

Landline: 2457205

Mobile: 0772457205

Email: Chethiya.vidanaachchi@sagt.com.lk

e-DO process support:

Upul Welikala

Landline: 2457532

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for, South Asia Gateway Terminals (Pvt) Ltd.