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Port Department
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MUMBAI PORT TRUST

No. DC/B-OSC/Cir/Billing (2010)/1418

4/10/2010

- To:
1. All the Ship owners/ Vessel Agents/ Oil Companies
 2. All Public Sector Undertakings/ Govt. Companies
 3. The Secretary General, Mumbai and NHAVA Shewa
Ship Intermodal Agents Association
 4. The Secretary, Sailing Vessels Association
 5. The Secretary, Inland Vessel and Barge Owners Association
 6. The Secretary, Federation of All India Sailing Vessel
Industry Association.
 7. The Director, Group of Mumbai Barge Owner
and Small Ship Owners Association
 8. The Indian Barge Owners Association, Mumbai

CIRCULAR

Dear Sirs,

Sub : Submission of documents by Ship Owners and
Shipping Companies required for billing purpose.

Ref : This office circular Nos.-

- 1) DC/B-OSC/CR/BILLING/1101 dated 03.11.2005.
- 2) DC/B-OSC/CR/BILLING/(2006)/001 dated 02.01.2006.
- 3) DC/B-OSC/CiR/BILLING/(2007)/1161 dated 30.08.2007.
- 4) DC/B-OSC/CiR/BILLING/(2008)/1683 dated 05.09.2008.
- 5) DC/B-OSC/CiR/BILLING/(2009)/1605 dated 15.05.2009.

1. Please refer to the above circulars issued by the Deputy conservator, regarding submission of documents required for the purpose of billing. It is observed that a number of ship owners/shipping companies are not adhering to the instructions issued vide above referred circulars, which leads to bills being disputed and considerable time is being spent in attending to them.

2. a) The Billing Section of Port Department is required to raise vessel related bills of cargo/tankers within 8 working days and mid stream discharge bills within 11 working days to adhere to ISO Guidelines.

... 2/-

b) It is observed that sometimes the copy of the ship's registry, coastal licence certificate and conversion certificate of foreign/ coastal trade, copy of IGM are submitted after a considerable period on vessel's sailing from the port.

c) Some agents, especially those who are discharging / loading cargo in mid stream, do not submit required documents (Statement of facts) in time which results in delay in rendering the bills.

3. Kindly note that the vessel related charges will be finalised immediately after sailing of the vessel on the basis of the available documents. As such there might be excess billing in the absence of the proper documents and dispute may arise for which the port, in absence of proper and incomplete documentation cannot be held responsible.

4. In view of the above, the Ship Owners / Agents are hereby informed that

(a) to submit all the required documents for billing at Bills Section, Port Department, O.S.C. within 3 days from the departure of the vessel.

(b) The bill will be raised on the basis of documents submitted within 3 days from the departure of the vessel at Bills Section, Port Department, O.S.C.

4. Your co-operation in the matter is earnestly solicited .

Yours faithfully,

(R. JAYACHANDRAN)
FINANCIAL ADVISOR &
CHIEF ACCOUNTS OFFICER