



Circular Letter

No: 14/SE.UT.4.09/TPS-2008

Regarding

REVISION ON CLOSING TIME FOR EXPORT CONTAINER RECEIVAL AND EXPORT APPROVAL DOCUMENT SUBMISSION AND DISPENSATION FOR OVERDUE EXPORT CONTAINER RECEIVAL AND EXPORT APPROVAL DOCUMENT SUBMISSION

1. Based on : Decree of Directors of PT Terminal Petikemas Surabaya No. SKEP 17/UT.4.14/TPS-2000 dated 1 September 2000 regarding The System and Procedure of Loading and Discharge Service at PT Terminal Petikemas Surabaya.
2. Refer to the request from customers and to improve export container receival service, it is necessary to revise the **Closing Time for Export Container Receival and Export Approval Document Submission and Dispensation for Overdue Container Receival and Export Approval (PE) Document Submission.**
3. Concerning to the aforementioned points, herewith we would inform all Shipping Companies, Forwarders (EMKL) and other Companies serviced by PT Terminal Petikemas Surabaya, regarding The Establishment of Closing Time for Export Container Receival and Export Approval Document Submission and the Commencement of Application Fee for Overdue Container Receival and Dispensation for Overdue Export Approval Document Submission is arranged as follows.
 - 3.1 The application for container stacking permission shall be proposed within the period of 96 (ninety six) hours prior to the vessel arrival.
 - 3.2 **All export containers shall be received the latest 6 (six) hours prior to the vessel's ETA.**
 - 3.3 **The submission of Export Approval (PE) Document which is issued after containers entered the gate (transshipment, PBB Aju Dok, PPB Goods Checking, PEB or PE for export containers about to be shipped by Domestic Vessel) shall be made the latest 3 hours prior to the vessel's ETA**
 - 3.4 Export container receival and the submission of Export Approval (PE) document which overdue the closing time as mentioned in point 3.1 and 3.2 can be given a dispensation to containers at **maximum 2 (two) hours prior to actual vessel berthing and 1 (one) hours prior to actual vessel berthing for the Export Approval (PE) Document.** It should be supported with written dispensation application approved and authorized by the Shipping agents.
 - 3.5 If container receival of which a closing dispensation is proposed for, occurs not during the normal working hours (from 08.00-17.00) or on Saturday and Sunday or public

holidays, thus the requirements of the written dispensation application letter approved and authorized by the shipping agents as mentioned at point 3.4 is no longer required as long as the loading plan from the Shipping Line is not yet submitted to PT. Terminal Petikemas Surabaya.

- 3.6 The export container receival of which an overdue dispensation is given to, after closing time will be fined as follows:
 - 3.6.1 20' containers/full is to be fined with an amount of Rp. 750,000.00 (seven hundred fifty thousand rupiah) before 10% tax
 - 3.6.2 40' containers/full is to be fined with an amount of Rp. 1,000,000.00 (one million rupiah) before 10% tax.
- 3.7 The Submission of Export Approval (PE) document which is issued after the containers entered gate (transshipment, PPB Aju Dok, PPB Goods Checking, PEB or PE for export container about to be shipped by Domestic Vessel) of which an overdue dispensation is given to, after the closing time will be fined as follows:
 - 3.7.1 20' containers/full is to be fined with an amount of Rp. 500,000.00 (five hundred thousand rupiah) before 10% tax.
 - 3.7.2 40' containers/full is to be fined with an amount of Rp. 750,000.00 (seven hundred fifty thousand rupiah) before 10% tax.
- 3.8 For a container which is given dispensation of overdue receival and the submission of the Export Approval (PE) document occurs when the container is received at the gate then the fine will be charged only to the containers, **while the document is not being charged.**
4. This stipulation is commencing on 11 August 2008.
5. With the commencement of this Circular Letter, therefore the Circular Letter from the Directors of PT. Terminal Petikemas Surabaya number 24/SE.UT.4.09/TPS-2005 dated 23 December 2005 regarding the Commencement of Dispensation Application Fee charged for Overdue Container Receival and Export Approval (PE) Document Submission is expired.
6. This Circular Letter is established for your attention and to be implemented accordingly.

Issued in : Surabaya

Date : 07 August 2008

DIRECTORS OF PT. TERMINAL PETIKEMAS SURABAYA
PRESIDENT DIRECTOR OPERATIONS DIRECTOR

signed

signed

ADJI PAMUNGKAS

ALAN MILES