



CHENNAI Handling Instruction:

Please find below the SOP INSTRUCTIONS FOR ALL AIR IMPORT CONSOLE SHIPMENTS TO CHENNAI AIRPORT.

MAWB INSTRUCTIONS

ON TIME INTERNATIONAL LOGISTICS PVT. LTD.
OLD NO.1, NEW NO. 1A/4, 4TH FLOOR, SHANTIRAM CENTRE,
MAHATMA GANDHI FIRST LANE, NUNGAMBAKKAM, CHENNAI – 600034, INDIA.
CTC: Mr. Mathivanan / Mr. Robert Dcruze / Mr. Haran S. N.
MOB: +91-8056007246 / + 91 – 95666054444/ +91- 8056007243
TEL: +91-44-4000 7500 / +91-44-4000 7500

HAWB INSTRUCTIONS

As per Shipper's Commercial Invoice/Packing List.

Mark your emails to the following concerned email ids.

TO Address:-

Mr. M. Mathivanan mathivanan.m@maa.ontime-express.com

Mr. Robert Dcruze robert.dcruze@maa.ontime-express.com

CC Address:-

Mr. Haran S. N. haran.sn@maa.ontime-express.com

Mrs.Sasikalajayaraj sasikala@maa.ontime-express.com



Nature & Qty Column on MAWB: Console Cargo as Per MANIFEST Attached
[Actual Commodity].

Console Agents Code No: AABCO2357ACNMAA4 (MAWB Accounting
Column)

Destination to be shown on
[MAWB / HAWB / MANIFEST]: Chennai (MAA) Airport.

All Packages should reflect: MAWB & HAWB Nos. duly marked and labeled.

SPECIAL INSTRUCTION

1). All Stations should provide the Pre-Alerts Documents (MAWB / HAWB / CARGO MANIFEST) at least Twelve (12) Hours prior to the Flight Arrival at Destination (Chennai). If the shipment is scheduled to land in Chennai on a weekend [Saturday night / Sunday], we should receive the pre-alerts latest by 1600hrs local time in Chennai on Saturday, to enable us to file in the Customs EDI System to avoid fine / penalty for NON – COMPLIANCE, charges of which will be debited to the STATION OF ORIGIN.

2). Please ensure that “NO CREDIT and/or DEBIT NOTES” is emailed along with the pre-alerts or enclosed in the Consignee Pouch attached to the MAWB.

3). Please mark a copy for the Credit / Debit Notes to the following email id:-

Mr. C. Hariharan – [Manager - Finance & Accounts]: hariharan.c@maa.ontime-express.com

IMPORTANT NOTE: PLEASE ENSURE TO CONFIRM IF THE CONSIGNEE IS HAVING IMPORT/EXPORT LICENSE [IEC CODE] TO UNDERTAKE CUSTOMS CLEARANCE, PRIOR TO CONSIGNING ANY SHIPMENT TO ANY OF THE INDIAN AIRPORTS, AS WITHOUT THE IEC CODE, THE CNEE WILL FACE PROBLEMS TO CUSTOMS CLEAR HIS SHIPMENT/S AND WILL ACCRUE HEAVY FINE/PENALTY & DEMURRAGE FOR NON COMPLIANCE AND DELAY IN CLEARANCE.



SOP - CHENNAI Handling Instruction: OCEAN IMPORT

Please find below the SOP INSTRUCTIONS FOR ALL OCEAN IMPORT CONSOLE SHIPMENTS TO CHENNAI PORT.

MBL CONSIGNEE:

ON TIME INTERNATIONAL LOGISTICS PVT LTD,
Old No.1, New No. 1A/4, 4th Floor, Shantiram Centre,
Mahatma Gandhi First Lane, Nungambakkam,
Chennai – 600034.

CTC: sasikalajayaraj / Mr.Robert D'cruze

MOB: +91-9566002789 / + 91 – 95666054444

TEL: +91-44-4000 7500/ FAX: +91-44-4000 7525

GST NO: 33AABCO2357A1Z2

PAN NO.: AABCO2357A

HBL INSTRUCTIONS

As per Shipper's Commercial Invoice/Packing List

Destination to be shown on [Mbl / Hbl]: Chennai.

NOTE

All the shipment to India, must include the following information in HBL.

- 1) Import and Export code(IEC)of Importer
- 2) GST identifications no.(GST NO.)of importer
- 3) Official email ID of Importer(to be used for correspondence by shipping lines and customs)
- 4) PAN Number.
- 5) 6 Digit International HS (Harmonized) code,
- 6) CARGO VALUE

All Packages should reflect: Mbl & Hbl duly marked and labelled.with sea worthy packing.

Mark your emails /prealerts to the following concerned email ids.

TO Address:- : sriram.r@maa.ontime-express.com
: seaimport@maa.ontime-express.com
: jayakumar.na@maa.ontime-express.com



SPECIAL INSTRUCTION

1). All Stations should provide the Pre-Alerts Documents (MBL / HBL / in advance at least fortyeight (48) working days Hours prior to the vessel Arrival at Destination (Chennai), to enable us to file in the Customs EDI System to avoid fine / penalty for NON – COMPLIANCE, charges of which will be debited to the STATION OF ORIGIN.

2). please mark a copy for the Credit / Debit Notes to the above email id:-

IMPORTANT NOTE: PLEASE ENSURE TO CONFIRM IF THE CONSIGNEE IS HAVING IMPORT/EXPORT LICENSE [IEC CODE] GST .mandatory product license TO UNDERTAKE CUSTOMS CLEARANCE, PRIOR TO CONSIGNING ANY SHIPMENT TO ANY OF THE INDIAN PORTS, AS WITHOUT THE above documents , THE CNEE WILL FACE PROBLEMS TO CUSTOMS CLEAR HIS SHIPMENT/S AND WILL ACCRUE HEAVY FINE/PENALTY & DEMURRAGE FOR NON COMPLIANCE AND DELAY IN CLEARANCE.