**PROCEDURES FOR SELF IGM FILING BY FREIGHT FORWARDER.**

**Please note following formalities to be complied for direct filing of consol IGM with customs and same can be considered subject to SCI approval.**

1. Letter should be sent to SCI giving the details of nominated CFS where the containers will be moved by the Consol operator. Letter must state that gate in reports from the CFS will be submitted by the consol operator within one week of discharge of containers to SCI / SCI Agent. This report is required for ensuring that container has been moved to the nominated CFS within free time allowed by the terminal without incurring any storage charges in the terminal. Letter must also give the undertaking that Delivery order will not be issued to consignees unless release letter is given by SCI.
2. Copy of the registration certificate issued by the Customs should be attached with the letter.
3. [Indemnity in the attached format should be submitted on Rs. 200 bond paper with covering letter. Indemnity should be notarized.](http://www.cmtindia.com/frontend/web/onlineaccess/downloadimport?folder=bondformats&filename=613795Indemnity_bond_format_for_self_IGM_console_filing.doc)
4. A copy of the Board resolution Authorising the person to sign the indemnity should also be submitted with the letter.

SCI, on receipt of above letter / documents will allow Consol operators to file IGM as per HBL for LCL shipments (Defined as 1-to-many HBL with different consignees). The consol agents must inform SCI of these shipments 3 working days before vessel arrival, failing which IGM will be filed as FCL and container will be moved to SCI nominated CFS.  Amendment if any will be on CONSOL Agent's account. The Consol agents will be responsible to arrange for job order and move the container to their nominated CFS from port within 3 days of vessel arrival. The consol agents will be responsible for the movement of containers from port and return of empty container to SCI depot. The consol agents will have to approach SCI for release letter and empty return letter against relevant payments. The consol agent will not issue Delivery orders to consignees unless release letter is given by SCI.

5. SCI agent will charge DO charges per container. No HBL filing charge will be applicable.

1. Case to case Insurance cover for value of the container to be given along with Blank cheque for security deposit. (Not applicable for ICD cargo.)

7) Delivery order charges per container applicable.

8) Each shipment your request letter as per format, consignee has to submit to manifest

department is mandatory.

9) The yearly bond is valid from the financial year April to March only.

[Attached format of Indemnity Bond for your reference and submit the same along with the request letter](http://www.cmtindia.com/frontend/web/import/bondformats).