**QUESTIONNAIRE ON TIME, COST AND DOCUMENTARY REQUIREMENT FOR EXPORT/ IMPORT**

Kindly indicate your response in the fields indicated in Green.

**QUESTIONS ON EXPORTING**

**Document Preparation**

* Which documents must be submitted to Customs, port authorities or other government authorities to complete the exporting process?
* Document time should include the time to obtain, fill out and submit each document.
* Document cost should include only document fees. Please do not include customs broker fees and administrative charges for customs clearance (these are captured in the customs clearance section).

**Product name for which information is provided**…………………………………..

**1-Export Documents**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPORTS** | | Required by: | | | | S-Required in specific cases/products or  M-Mandatory  NR-Not Required | **Time** (Hours) | **Cost**( Rupees) |
| Customs | Other government departments | Port authorities | Customs of transit country |
| 1 | Bill of Lading | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 2 | Certificate of Origin | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 3 | Commercial invoice | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 4 | Foreign exchange  control form | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 5 | Inspection report | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 6 | Packing list | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 7 | Shipping Bill  (customs export declaration) | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 8 | Technical standard  certificate | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 9 | Terminal handling  receipts | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
|  | Total |  |  |  |  |  |  |  |

**(II) Inland transport and handling**

|  |  |
| --- | --- |
| EXPORT TIME | HOURS |
| 1. Arranging for inland transport and loading cargo onto a truck or train at the warehouse |  |
| 2. Inland transport from Mumbai to the case study seaport |  |
| 5. TOTAL time for all the above |  |
| EXPORT COST | Rupees |
| Cost of inland transport (from warehouse in Mumbai to seaport) and handling (loading and unloading) |  |

**(III) Customs clearance and inspections**

|  |  |
| --- | --- |
| **EXPORT TIME** | **HOURS** |
| **1. TOTAL time for export clearance and inspection by Customs and all other relevant agencies** (from the moment documents have been submitted to Customs until cargo is cleared) |  |
| 2. Time for export customs clearance/controls in your country |  |
| 3. Time for technical/health inspections by other government agencies in your country |  |
| 4. Time for security inspections in your country |  |
| 5. Time for pre-shipment inspections |  |
|  |  |
| **EXPORT COST**  (excluding tariffs and bribes) | **Rupees** |
| 1. Administrative charges for customs clearance |  |
| 2. Customs broker charges |  |
| 3. Inspection fees (if applicable to a majority of cargo containers) |  |
| 4. Other *(please specify in comments)* |  |
| **5. TOTAL cost for all the above** |  |

**(IV) Port and terminal handling**

|  |  |
| --- | --- |
| **EXPORT TIME** | **HOURS** |
| 1. Port and terminal handling (e.g., movement of container, any waiting time or delays at the port, etc.) |  |
| 2. Loading of the container onto the vessel |  |
| 3. TOTAL time for all port and terminal processes (not limited to those mentioned above) |  |
| 4. Port closing time—how much time in advance do port authorities or shipping lines require the container to be delivered to the port (e.g., 2 Hours, 24 hours)? |  |
| **EXPORT COST** | **RUPEES** |
| 1. Terminal handling fees charged to exporter |  |
| 2. Stevedoring charges—for loading of the ships (if paid by exporter) |  |
| 3. Wharfage charges—for use of the wharf (if paid by exporter) |  |
| 4. Other (please specify in comments) |  |
| 5. TOTAL cost for all the above |  |

**Questions on Letter of Credit**

In answering the following questions, please assume that the local exporter or importer is a regular client of the bank and is in good standing.

1. **What are the time, cost and documents required to obtain a letter of credit (US$20,000 value)?**

|  |  |  |  |
| --- | --- | --- | --- |
| LC | TIME Hours - | COST (Rupees) | Documents |
| IMPORT letter of credit |  |  |  |
| EXPORT letter of credit |  |  |  |

**QUESTIONS ON IMPORTING**

* Which documents must be submitted to Customs, port authorities or other government authorities to complete the importing process?
* Document time should include the time to obtain, fill out and submit each document.
* Document cost should include only document fees. Please do not include customs broker fees and administrative charges for customs clearance (these are captured in the customs clearance section).

**Product name for which information is provided**…………………………………..

**1-Import Documents**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPORTS** | | Required by: | | | | S-Required in specific cases/products or  M-Mandatory  NR-Not Required | **Time** (Hours) | **Cost**( Rupees) |
| Customs | Other government departments | Port authorities | Customs of transit country |
| 1 | Bill of Entry (customs  import declaration) | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 2 | Bill of lading | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 3 | Cargo release order | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 4 | Certificate of origin | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 5 | Certified engineer's  report (technical standard certificate) | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 6 | Commercial invoice | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 7 | Foreign exchange  control form | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 8 | Inspection report | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 9 | Packing list | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 10 | Product manual | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
| 11 | Terminal handling  receipts | Y/N | Y/N | Y/N | Y/N | S/M/NR |  |  |
|  | Total |  |  |  |  |  |  |  |

**(II) Port and terminal handling**

|  |  |
| --- | --- |
| **IMPORT TIME** | HOURS |
| 1. Vessel waiting time outside the seaport before entry |  |
| 2. Vessel berthing and unloading at the seaport |  |
| 3. Port and terminal handling (e.g., movement of container, warehousing, etc.) |  |
| **4. TOTAL time for all the above** |  |
|  |  |
|  |  |
| **IMPORT COST** | RUPEES |
| 1. Terminal handling fees charged to importer |  |
| 2. Stevedoring charges—for loading of the ships (if paid by importer) |  |
| 3. Wharfage charges—for use of the wharf (if paid by importer) |  |
| 4. Other *(please specify in comments)* |  |
| **5. TOTAL cost for all the above** |  |

**(III) Customs clearance and inspections**

|  |  |
| --- | --- |
| **IMPORT TIME** | **HOURS** |
| 1. TOTAL time for import clearance and inspection by Customs and all other relevant agencies (from the moment documents have been submitted to Customs until cargo is cleared). |  |
| 2. Time for import customs clearance/controls at the seaport |  |
| 3. Time for technical/health inspections by other government agencies at the seaport |  |
| 4. Time for security inspections at the seaport |  |
|  |  |
| **IMPORT COST**  **(EXCLUDING TARIFFS AND BRIBES)** | **RUPEES** |
| 1. Administrative charges for customs clearance |  |
| 2. Customs broker charges |  |
| 3. Inspection fees (if applicable to a majority of cargo containers) |  |
| 4. Other (please specify in comments) |  |
| 5. TOTAL cost for all the above |  |

**(IV) Inland transport and handling**

|  |  |
| --- | --- |
| **IMPORT TIME** | **Hours** |
| 1. Arranging for inland transport and loading cargo onto a truck or train at the seaport |  |
| 2. Inland transport from the seaport to the warehouse in  Mumbai |  |
| **Total** |  |
|  |  |
| **IMPORT COST** | **Rupees** |
| Cost of Inland Transport-From sea port to ware house |  |

|  |  |
| --- | --- |
| **Comments, if Any** |  |

|  |  |
| --- | --- |
| Name of the Contributor |  |
| Position |  |
| Firm’s name |  |
| Firm’s Address |  |
| City |  |
| Phone |  |
| Mobile No |  |
| E-mail |  |