

## DAILY CLEARANCE UPDATE SHEET

<b>SHEET NO.:</b>	DCR/2024/27
<b>DATE:</b>	2024-09-17
<b>MODE:</b>	SEA
<b>GENERATED:</b>	17 Sep 2024 Developer MOHAMED AMEEN

JOB	CUSTOMER	BL NO.	CONAINER#/SEAL/SIZE/TYPE/PKG	WEIGHT/UOM.	DECLARATION NO	SHIFTING REQUEST	CLEARANCE MODE	CLEARANCE PORT	CLEARANCE SHIFT	CLEARANCE PARTY	Staff MCS	Staff MPL	Staff ASF	DELIVERY PLACE
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### Responsibilities of assigned ASF Staff

- Ensure & keep updated shipment clearance process to the customer
- Assigned staff should go to airport & seaport and take photographs while opening the container, clearing the cargo & unloading at the site & update in the Viber group
- If the cargo found on damaged, missing, excess ensure to take photograph of the damaged cargo & notify the Operations Manager immediately.
- If the cargo is damaged or missing, ensure to make MACL /MPL /Customs cargo claim report
- When the cargo is loaded on to the truck / lorry, immediately inform the driver cargo delivery location
- Notify & update the vehicles details to cargo owner before vehicle leaves from the port /airport
- If the vehicle payments are arranged by cargo owner, please ensure to collect, and pay to the driver
- Make sure to sign the Goods Delivery Note (GDN) by customer after cargo is delivered