

## DAILY CLEARANCE UPDATE SHEET

<b>SHEET NO.:</b>	DCR/2024/8
<b>DATE:</b>	2024-02-20
<b>MODE:</b>	SEA
<b>GENERATED:</b>	20 Feb 2024 Developer MOHAMED AMEEN

JOB	CUSTOMER	BL NO.	CONTAINER NO.	TYPE/SIZE/WIGHT/QTY/UOM	DECLARATION NO	SHIFTING REQUEST	CLEARANCE MODE	CLEARANCE PORT	CLEARANCE SHIFT	CLEARANCE PARTY	Staff MCS	Staff MPL	Staff ASF	DELIVERY PLACE
450MP2020	TOMLINSON INVESTMENT PVT LTD, C-0580/2017	65085119	3333, 222, 1111,	FCL, LCL, LCL, /40, 80, 20, /0.000.00/2, 3, 6, /PK, PK, PK,	R123	Free Request	Lorry	Male Seaport	Morning	HITACHI AQUA-TECH ENGINEERING PTE LTD,	staff	staff	staff	test place

### 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