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विकास आयुक्त कार्यालय/OFFICE OF THE DEVELOPMENT  
COMMISSIONER

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F.No. 31/11/2024/CSEZ/CUS /2557

Dated: 25.09.2026

### **TRADE NOTICE No. 02/2026**

**Dated: 25.09.2026**

Attention of all SEZ Units, Customs Brokers, Shipping Lines/Airlines/Steamer Agents and other stakeholders is invited to Department of Commerce, Ministry of Commerce & Industry letter No. K-43022/33/2025-SEZ dated 18.09.2026 regarding expeditious disposal of RoDTEP pendency in respect of SEZ Units.

A large number of Shipping Bills filed by SEZ Units for claiming RoDTEP are pending at different stages of processing, particularly for Allow for Shipment at Gateway Port and filing of Gateway EGM/SDM/SDN by the concerned Shipping Lines/Airlines, resulting in non-disbursal of RoDTEP benefits. SEZ Units have accordingly been advised to pursue the pending cases with the concerned Shipping Lines/Airlines for successful filing of Gateway EGM/SDM/SDN.

In order to improve the general awareness of the Trade and to facilitate identification and resolution of the issues resulting in pendency of RoDTEP claims, the procedure involved in processing of Shipping Bills and the action required at the relevant stages are explained below.

#### **Normal Shipping Bill Assessment Process**

Generally, Shipping Bills filed by SEZ Units go through the following stages of processing:

1. SB Filing by the SEZ Unit/Customs Broker
2. RMS Processing
3. Appraiser/RMS Assessment (Appraising)
4. Goods Registration
5. Goods Examination
6. Let Export Order (LEO)
7. Stuffing Report, if required
8. ETP
9. Allow Shipment (by Gateway Port Customs Officer)
10. Gateway EGM (by Steamer Agent/Airline)
11. History

The above processes are sequential in nature. After grant of LEO, ETP approval has to be granted by the Specified Officer in the system before the goods can move out of the SEZ. Thereafter, Allow for Shipment is granted by the Customs Officer at the Gateway Port. RoDTEP benefit becomes eligible for disbursal only after completion of the required stages and successful filing of Gateway EGM/SDM/SDN by the concerned Shipping Line/Airline.

### **Important Steps for SEZ Exporters**

#### **1. ETP – E-Transshipment Permission**

ETP is the electronic permission for transshipment of goods from the port of loading, which in the case of CSEZ is INCOK6, to the Gateway Port. ETP is a procedure applicable to SEZ exports.

It has been noticed that errors in Shipping Bills may occur due to incorrect declaration of the Stuffing Port or Gateway Port in the Shipping Bill/ETP. Therefore, the Units/Customs Brokers shall ensure correctness of the details, particularly the Stuffing Port in the case of LCL cargo.

Any mismatch in the Stuffing Port or Gateway Port may result in non-availability of the Shipping Bill in the appropriate queue for filing of Stuffing Report in ICES or for granting Allow for Shipment (AFS) by the Customs Officer at the Gateway Port. Such mismatch may result in errors such as AFS not given, Gateway EGM not filed, nature of cargo not matching, total number of packages not matching, EGM error, etc.

In case there is any EGM error, the exporter/SEZ Unit will not get the RoDTEP amount, as the system allows disbursal of the benefit only when there is no error in the Gateway EGM for the Shipping Bill. Therefore, the Units/Customs Brokers shall ensure correctness of the relevant particulars at the time of filing of Shipping Bills and shall also regularly verify the status of their Shipping Bills in ICEGATE so that any pendency/error can be identified and taken up with the concerned authority/agency without delay.

#### **2. Allow Shipment at Gateway Port**

The Allow for Shipment (AFS) process represents receipt of the goods at the Gateway Port and permission to load the cargo on the ship, aircraft or any other carrier.

After approval of ETP and movement of the goods from the SEZ to the Gateway Port, AFS is required to be granted by the Customs Officer at the Gateway Port. Therefore, where a Shipping Bill is pending for AFS, the concerned Unit/Customs Broker shall take up the matter with the Customs authorities at the concerned Gateway Port for necessary action.

#### **3. Gateway EGM by Carrier/Steamer Agent/Airline**

Gateway EGM contains the details of the Shipping Bills against which goods have been loaded on a particular ship, aircraft or other carrier. When the AFS details of a Shipping Bill match with the corresponding EGM details without any error, the process of export is completed for that Shipping Bill and the export benefits claimed therein will become available to the exporter.

On approval of ETP by the Authorized Officer, the Shipping Bill moves to the next queue and, in the case of a RoDTEP claim, becomes available for processing of the RoDTEP benefit. However, the RoDTEP amount can be finally disbursed only when the Shipping Bill has no error in the Gateway EGM. If any error exists, the Shipping Bill will not figure in the final RoDTEP scroll until the error is rectified.

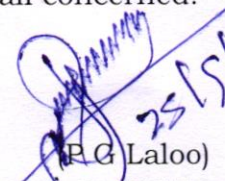
It is further noticed that certain Shipping Bills reflecting Error Code 7 are pending at the Gateway Port. The concerned SEZ Units/Customs Brokers are advised to take up such cases with their respective Shipping Lines/Airlines/Steamer Agents, for necessary action to clear the pendency.

The AFS and EGM filing processes are under the Customs authorities of the Gateway Port and the concerned carrier/agent, and CSEZ Customs has no access to these roles. Therefore, Units having pending RoDTEP claims shall identify the stage at which the Shipping Bill is pending and approach the concerned Gateway Port Customs authorities and/or Shipping Lines/Airlines/Steamer Agents, as applicable, with the relevant details for completion of the Shipping Bill movement process/correction of errors.

It may also be noted that in cases where AFS is granted after filing of EGM, EGM revalidation has to be carried out by the Gateway Port Customs for completion of the process. The concerned Units/Customs Brokers shall accordingly take up such cases with the Customs authorities at the respective Gateway Port.

All SEZ Units/Customs Brokers are therefore advised to review their pending RoDTEP Shipping Bills, verify their status in ICEGATE/ICES and take necessary action with the concerned Gateway Port Customs authorities/Shipping Lines/Airlines/Steamer Agents, as applicable, for expeditious clearance of the pendency and disbursement of eligible RoDTEP benefits. This Trade Notice is issued for information and necessary action by all concerned.



  
R. G. Laloo)  
SPECIFIED OFFICER  
Cochin Special Economic Zone

Encl: Department of Commerce letter No. K-43022/33/2025-SEZ dated 18.09.2026.

To:

1. Master File
2. All SEZ Units
3. All Customs Brokers operating in the SEZ
4. All Shipping Lines/Airlines/Steamer Agents
5. All AOs
6. Notice Board/SEZ Website