

Instruction No.01/2018
(23 April 2018)

The Republic of the Union of Myanmar
The Management Committee
Thilawa Special Economic Zone

Instruction on Application to the Customs for Requesting Overtime Works

The Management Committee of Thilawa Special Economic Zone ("Management Committee") hereby issues this Instruction in accordance with Section 11(f) of the Myanmar Special Economic Zone Law ("Law") on the application to the Customs for requesting the overtime work as under;

Regarding the overtime work to be requested by the Investor to the Customs for completing the import/export procedures within the necessary timeframe, the Thilawa Special Economic Zone Management Committee hereby requests all the Investors to follow the procedure of application for the overtime work at the Customs as under:

1. Definition:

In this Instruction, the following words shall have the following meanings and capitalized terms used but not defined in this Instruction shall have the meanings given to them in the Law:

"Bulk cargo" mean the cargo generally in large quantity which is not stored in a container.

"Customs Section" mean the Customs Section of OSSC.

"Duty Hours" mean the duty hours starting from 9:00 until 16:00, as prescribed by the Thilawa Special Economic Zone Management Committee.

"ED" mean Export Declaration.

"FCL cargo" mean a full container load cargo.

"Holidays" mean Saturday, Sunday and the public holidays.

"ID" mean Import Declaration.

"Investors" mean the investors who have obtained the investment approvals for their Authorized Operations from the Thilawa Special Economic Zone Management Committee.

"LCL cargo" mean a less-than container load cargo.

"OSSC" mean One-stop Service Center of Thilawa Special Economic Zone.

"Overtime Services" mean the performance of Customs work by the Customs officers beyond the Duty Hours either inside or outside Thilawa Special Economic Zone that includes;

- a) general or specific examination of the goods;
- b) escorting the goods between inside/outside and outside/inside Thilawa Special Economic Zone; and
- c) any other customs work authorized by Director General of the Customs.

2. Application to the Customs for requesting overtime work:

An Investor who wishes to request the Customs to engage overtime work shall submit application in the prescribed form attached hereto.

3. Submission of Application:

- Application shall be made per each ID/ED.
- One original application shall be submitted to Front Desk of OSSC. In addition, two copies of the same application shall be submitted to the Customs Section without a delay on the same day. Alternatively, applications can be submitted electronically.
- Application shall be made one week in advance or not later than 3 pm on the day such overtime work is requested.

4. Charges for Overtime Services:

A. Mondays to Fridays

1) 16:00 to 24:00

- Ks 7,000 per container in case of FCL cargo
- Ks 7,000 per ID/ED of each cargo owner in case of LCL cargo
- Ks 7,000 per one package of Bulk cargo or 1 set of heavy machinery

2) 24:00 to 09:00

- Ks 14,000 per container in case of FCL cargo
- Ks 14,000 per ID/ED of each cargo owner in case of LCL cargo
- Ks 14,000 one package of Bulk cargo or 1 set of heavy machinery

B. Holidays

1) 09:00 to 24:00

- Ks 14,000 per container in case of FCL cargo
- Ks 14,000 per ID/ED of each cargo owner in case of LCL cargo
- Ks 14,000 per one package of Bulk cargo or 1 set of heavy machinery

2) 24:00 to 09:00

- Ks 20,000 per container in case of FCL cargo
- Ks 20,000 per ID/ED of each cargo owner in case of LCL cargo
- Ks 20,000 one package of Bulk cargo or 1 set of heavy machinery

5. Payment of the overtime charge:

Above overtime charges shall be payable to the Thilawa SEZ Management Committee at a time of submission of an application as described in above 3.



Chairman

The Management Committee
Thilawa Special Economic Zone

20/40 feet or bulk

Application for Overtime

To: Thilawa SEZ Management Committee

C.C.: Customs Section, OSSC, TSEZ/ Customs at -----Port

Date -----

Subject: **Applying for Working Overtime apart from Office Hours**

1. ----- Department / Company would like to import or export (-----) No. of container/bulk cargo from / to ----- country by ----- shipping line and there is not enough time to receive the inspection during office hours. For that reason, we hereby would like to apply for working overtime for inspection.

2. The information regarding working overtime are as follows:

- (a) Import or Export Declaration No. / Date : -----
- (b) Inspection Port : -----
- (c) Date (Requested date for overtime work) : -----
- (d) Time (Estimated hours of overtime work) : -----
- (e) Type and name of material inside containers : -----
- (f) Number of containers/bulk cargo, with respective container numbers : -----

Applicant

Signature -----

Name -----

N.R.C No. -----

Position / Duty -----

Department/Company -----