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Ministry of Commerce & Industry
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No. CSEZ-CSZA0E(17)/1/2026-SEZ Cochin | 2284

Dated the 31st August 2026

CIRCULAR

Subject: Implementation of Digital Cargo Pass System integrated with the Automated Gate Management System (AGMS) for Regulation of Cargo and Vehicle Movement in the Processing Area of Cochin Special Economic Zone (CSEZ) – reg.

Cochin Special Economic Zone (CSEZ), functioning under the Ministry of Commerce & Industry, Government of India, is one of the country's premier Special Economic Zones established to facilitate exports, promote industrial growth, and provide a secure and business-friendly environment for export-oriented enterprises. As mandated under the SEZ Act, 2005, and the SEZ Rules 2006, the Processing Area of the SEZ is a secured and notified area. CSEZ is committed to ensure seamless trade facilitation while maintaining the highest standards of security, regulatory compliance, and transparency in the movement of goods, vehicles and personnel.

At present, the movement of cargo vehicles is largely regulated through manual procedures involving paper-based gate passes, manual verification, and physical record maintenance. While this system has facilitated cargo movement, it has limitations in ensuring real-time monitoring, end-to-end traceability, accountability, efficient verification retrieval of historical movement records, security, and regulatory purposes. In view of the increasing volume of cargo movement and the need for enhanced security alongwith operational efficiency, it has become necessary to adopt a comprehensive digital system for managing vehicle and cargo movements. Hence, Cochin Special Economic Zone Authority has decided to implement a **Digital Cargo Pass System** integrated with the **Automated Gate Management System (AGMS)** for regulating the movement of materials into and out of the Zone.

This **Digital Cargo Pass System** is integrated with the **Automated Gate Management System (AGMS)**, for regulating and monitoring the inward and outward movement of all materials through the notified Processing Area of CSEZ. The Digital Cargo Pass System has been introduced with the following objectives:-

- To strengthen security within the notified and secured Processing Area.
- To establish a completely digital, transparent and paperless system for regulating cargo movement.
- To improve operational efficiency by reducing manual intervention and processing time.
- To ensure complete traceability of cargo and vehicle movements through electronic records.
- To enhance accountability of all stakeholders involved in cargo movement.
- To facilitate faster verification and clearance of vehicles at entry and exit gates.
- To maintain comprehensive electronic audit trails for inspection, monitoring and statutory compliance.
- To support efficient regulatory oversight by CSEZ Administration, Customs and other competent authorities.

The Automated Gate Management System incorporates advanced digital technologies for secure and efficient cargo management including:-

- Automatic Number Plate Recognition (ANPR) Cameras for automatic identification and verification of vehicles.
- Online generation, approval, validation and verification of Digital Cargo Passes.
- Real-time monitoring and tracking of vehicle movements through the entry and exit gates.
- Electronic recording of cargo transactions with time-stamped audit trails.
- Integration of vehicle details, cargo particulars, user authentication and gate operations within a unified digital platform.
- Automated verification mechanisms to facilitate faster processing while ensuring compliance with prescribed procedures.

In supersession of the existing manual gate pass procedures, it is hereby instructed that **with effect from the date notified for implementation, all inward and outward movement of materials through all CSEZ Gates shall be processed exclusively through the Digital Cargo Pass System.** Consequently, the following manual practices shall stand discontinued from the effective date:-

- Issue of paper-based cargo gate passes.
- Manual endorsement of cargo documents at entry and exit gates.
- Manual recording of vehicle movements in paper gate registers.
- Any other manual procedure relating to cargo pass issuance and verification that is replaced by the Digital Cargo Pass System.

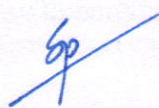
No cargo vehicle carrying materials into or out of the Processing Area shall be permitted entry or exit unless the movement is duly processed through the Digital Cargo Pass System in accordance with the prescribed procedures.

The **Standard Operating Procedure (SOP)** governing the operation of the Digital Cargo Pass System is enclosed as **Annexure-I**. The SOP forms an integral part of this Circular and shall be read in conjunction with it. The SOP prescribes the detailed procedures relating to:-

- Registration and authentication of users.
- Generation and approval of Digital Cargo Passes.
- Procedures for inward and outward movement of cargo.
- Verification of vehicles at entry and exit gates.
- Responsibilities of Units, Co-developers, transporters, drivers, security personnel and gate officials.
- Exceptional situations and contingency procedures.
- Record management, compliance, monitoring and audit requirements.

All Units, Co-developers and other authorized stakeholders operating within CSEZ shall strictly comply with the provisions contained in the enclosed SOP.

The successful implementation of the Digital Cargo Pass System requires the active cooperation, coordination and participation of all stakeholders associated with cargo movement. This Circular and the enclosed SOP shall be disseminated among all concerned to ensure adherence to the prescribed procedures for the smooth, secure and efficient functioning of the system.



Stakeholders are advised to ensure that all personnel involved in cargo operations familiarize themselves with the Digital Cargo Pass procedures before commencement of operations under the new system. Necessary internal arrangements may also be made to facilitate smooth transition from the manual system to the digital platform.

Any non-compliance with the prescribed procedures may result in denial of entry or exit of cargo vehicles or such other action as may be considered appropriate under the provisions of the SEZ Act & Rules and instructions issued by CSEZ from time to time.

The provisions of this Circular shall come into force with effect from the date of implementation of the Digital Cargo Pass System as notified separately by CSEZ.

The Digital Cargo Pass System shall be monitored and reviewed by the IT-in-Charge of CSEZ, and regular reports on its functioning shall be submitted to the CSEZ Authority.



(P I Sreevidya IAS)
Deputy Development Commissioner

Encl: Annexure-I – SOP for Digital Cargo Pass System and Automated Gate Management System (AGMS).

To

1. The Co-Developer/All units in CSEZ
2. The Specified Officer, CSEZ
3. The Security Officer, CSEZ
4. Computer Cell-in-Charge, CSEZ

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Standard Operating Procedure (SOP) for Digital Cargo Pass System and Automated Gate Management System (AGMS).

This Standard Operating Procedure (SOP) prescribes the mandatory procedures governing the entry, movement within, and exit of all vehicles carrying cargo into and out of the Cochin Special Economic Zone (CSEZ).

The Automated Gate Management System incorporates advanced technologies including: -

- Automatic Number Plate Recognition (ANPR) cameras.
- Digital Cargo Pass generation and verification.
- Real-time monitoring and tracking of vehicle movements.
- Electronic recording and audit trail of all cargo transactions.

With the implementation of this system, the existing manual procedures, including the use of physical paper gate passes, manual stamping of documents and maintenance of paper-based gate registers, stand discontinued. All cargo movements shall henceforth be processed exclusively through the Digital Cargo Pass System.

All CSEZ Units, Developers, Contractors, Transporters, Logistics Service Providers and other authorized stakeholders shall strictly comply with the procedures prescribed in this Circular. Any deviation from the prescribed procedures may result in denial of entry or exit of vehicles, suspension of cargo movement privileges, and such action as may be warranted under the SEZ Act 2005, the SEZ Rules 2006 and applicable Security Orders.

1. General Instructions

- (i) The Cargo Pass System shall be mandatory for all inward and outward movement of materials through the designated entry and exit gates of CSEZ.
- (ii) The system is being introduced to:
 - Strengthen security and access control.
 - Ensure complete traceability of cargo movement.
 - Prevent unauthorized movement of materials.
 - Maintain compliance with the SEZ Act, 2005, SEZ Rules, 2006 and Orders/directions issued by the Development Commissioner.
- (iii) All CSEZ Units, Developers, Contractors, Service Providers, Transporters and other authorized agencies involved in cargo movement shall comply with the procedures prescribed under this Circular.
- (iv) No material shall be permitted to enter or leave the Processing Area without a valid Cargo Pass generated through the prescribed system except where exempted under the SEZ Rules or specifically authorized by the Competent Authority.
- (v) Security personnel shall verify the Cargo Pass along with the supporting documents before allowing entry or exit of vehicles carrying materials.
- (vi) Any discrepancy, unauthorized movement, tampering of documents or violation of the prescribed procedures shall be dealt with in accordance with the provisions of the SEZ Act 2005, SEZ Rules 2006 and other applicable laws.



2. Detailed Operating Procedures

1.1 Category A – Inbound Import and Bonded Cargo

(Applicable to vehicles transporting imported goods from Ports, Airports, Inland Container Depots (ICDs), Customs Bonded Warehouses or other authorized locations.)

A. Pre-Arrival (Mandatory)

1. The CSEZ Unit or its authorized Customs House Agent (CHA) shall log into the Digital Cargo Pass Portal prior to the arrival of the vehicle.
2. The relevant Bill of Entry, Transfer Document or other prescribed import details shall be entered into the system.
3. Upon successful submission, the system shall generate a unique Digital Trip QR Code.
4. The QR Code shall be shared electronically with the transporter or driver before arrival at the SEZ Gate.

B. Gate Entry

1. The driver/CHA shall present the QR Code at the Entry Gate.
2. The ANPR system shall capture the vehicle registration number.
3. Security personnel shall verify the QR Code using the Gate Management System.
4. Upon successful verification, the Entry Timestamp shall be automatically recorded and access granted.

C. At the Unit

Immediately after unloading is completed, the authorized representative of the Unit shall log into the Portal and select **"Unload Complete"** which will facilitate the vehicle to leave the Zone.

D. Gate Exit

- The vehicle shall proceed to the Exit Gate after unloading.
- The ANPR system shall validate the vehicle details and verify the unloading status. Exit shall be permitted only if the vehicle has been marked as **"Unload Complete"** in the Portal.

1.2 Category B – Domestic Tariff Area (DTA) Procurement

(Applicable to domestic suppliers delivering goods or raw materials under GST Invoice.)

A. Pre-Arrival

Before the vehicle reaches CSEZ, the receiving Unit shall upload Either GST Invoice/Performa Invoice/Delivery Challan Invoice details including: -

- Invoice/PI/DC Number & Date
- Value of the Goods, Item Description and Quantity
- Upon successful submission, the system shall generate a unique Digital Trip QR Code.

The vehicle registration number is not mandatory at this stage.

B. Gate Entry

1. The driver/CHA shall present the QR Code at the Entry Gate.
2. The ANPR system shall capture the vehicle registration number.
3. Security personnel shall verify the QR Code using the Gate Management System.
4. The Gate Officer shall Link the vehicle details and QR Code information by way of entering the vehicle number into the system.
5. Upon successful verification, the Entry Timestamp shall be automatically recorded and access granted.

C. At the Unit

Upon receipt of the materials, the authorized Unit representative shall update the Portal by selecting **"Unload Complete."**

D. Exit

The vehicle shall proceed to the Exit Gate after unloading.

The ANPR system shall validate the vehicle details and verify the unloading status. Exit shall be permitted only if the vehicle has been marked as **"Unload Complete"** in the Portal.

Note: In case of Final GST Invoice was not uploaded by the Unit at the time of Entry, Unit shall upload the final invoice within 48 hours.

1.3 Category C – Outbound Movement of Goods

(Applicable to Export Cargo, DTA Sales, Scrap Disposal and other authorized outward movement of goods.)

A. Entry of Empty Vehicle

Empty vehicles arriving to collect cargo shall enter through the designated ANPR lane.

The system shall automatically create an **Inward Empty Trip ID** for the vehicle. Security person shall assign the ANPR Vehicle to the respective SEZ unit with "Empty vehicle" as status in the system.

B. Loading and Outbound Pass Generation

After loading the cargo, the authorized representative of the Unit shall: -

- Log into the Digital Cargo Pass Portal.
- Select the corresponding **Inward Empty Trip ID** with vehicle details.
- Generate the Digital Outbound Cargo Pass.
- Link the Shipping Bill, Tax Invoice, Delivery Challan or other applicable transport documents.
- Upon successful submission, the system shall generate a unique Digital Trip QR Code.

C. Exit Procedure

The driver shall approach the Exit Gate.

Security personnel shall verify either:

- the QR Code displayed in the Digital Cargo Pass; or
- the vehicle registration number captured through ANPR.

Upon successful verification, the system shall validate the vehicle against the corresponding Inward Empty Trip ID and automatically authorize exit.

Note: Physical Empty Passes, manually issued Gate Passes and handwritten movement forms shall no longer be accepted after implementation of the Digital Cargo Pass System.

2. Key Operational Rules and Compliance

2.1 Digital-Only Processing

All approvals relating to cargo movement shall be processed exclusively through the Digital Cargo Pass Portal.



Security personnel shall not accept:

- Paper Gate Passes.
- Rubber Stamp approvals.
- Handwritten authorization letters.
- Unsigned or manually altered documents.

2.2 Vehicle Turn Around Time (TAT) Monitoring

The Automated Gate Management System shall continuously monitor the duration of each vehicle's stay within the SEZ using ANPR timestamps.

Vehicles remaining inside the Zone beyond the prescribed duration of **48 hours** (or such period as notified by CSEZ) without completion of the loading or unloading process shall automatically generate an Overstay Alert to:

- The concerned SEZ Unit.
- CSEZ Security.
- The Operations Control Room.

2.3 Compliance Monitoring

Any attempt to:

- bypass designated ANPR lanes,
- enter or exit without digital authorization,
- misuse Digital Cargo Passes, or
- circumvent the prescribed procedures,

Shall constitute a violation of this SOP and may result in suspension of system access, denial of vehicle movement, and other action under the SEZ Act, 2005, the SEZ Rules, 2006, and applicable Security Orders.

2.4 ANPR Exceptions

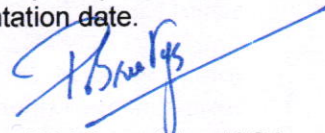
Where the vehicle registration plate is obscured, damaged, improperly displayed, or cannot be recognized by the ANPR system, the driver shall report to the Gate Officer for manual verification and override. Repeated occurrences may be reported to the concerned Unit for corrective action.

3. Helpdesk and Technical Support

For assistance relating to system access, user registration, vendor on boarding, Digital Cargo Pass generation, or gate operations, the following support channels may be utilized: -

- **Cargo Pass Portal:** <https://csezunit.ibusinesssuite.in>
- **CSEZ Gate Control Room:** 0484-2981074/0484-2413058
- **Technical Support Email:** techcsez2025@gmail.com / computercell@csez.gov.in
- **Technical Support Mob:** 9497717304

All CSEZ Units are advised to ensure that their authorized users are adequately trained in the operation of the Digital Cargo Pass System before the notified implementation date.



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Deputy Development Commissioner