

The Standardized Procedure for systematic transportation of Domestic Goods, Export and Import Goods by Train

Introduction

1. In the systematic transportation of domestic goods, exports, and imports by train, it is essential to follow the specified procedures. This includes submitting the necessary documents, such as the name of the consignor, the loading station, the name of the consignee, the unloading station, the quantity and weight of the goods, the type of goods, and the permitted time frame, to the relevant authorities and departments in advance. These documents must be approved by the respective authorities. Once permission is granted by the Myanmar Railways Headquarters, the goods can be transported in accordance with the prescribed procedures at the respective stations.

2. The objectives are as follows:

- (a) To easily distinguish and manage goods transported domestically by train, as well as export/ import goods.
- (b) To ensure the smooth and efficient flow of domestic goods and to promptly obtain necessary information and supporting documents from relevant authorities and departments, enabling seamless operations.
- (c) To facilitate easy collaboration and inspection by responsible officials from relevant regional authorities and departments at loading/unloading stations, and to prevent and control illegal trade activities.
- (d) To systematically transport domestic goods, export goods, and import goods by train in accordance with established procedures.

Procedures to be followed by companies/ owners/ agents

3. They are as follows –

- (a) By preparing a written list of the types of goods and sending it to the relevant staff at the station where the goods will be loaded, it shall be kept a copy of goods list
- (b) Do not transport goods that are prohibited under the laws, not incompatible with specified standards, and goods that are offensive to the public, or disallowed by relevant government departments or regional

administrative organizations without obtaining prior permission from the higher authorities.

- (c) The following documents must be submitted to Myanmar Railways for the export goods intended to be transported by train:
 - (1) Export License
 - (2) Recommendation and the necessary documents from the relevant departments
- (d) The following documents must be submitted to Myanmar Railways for the import goods by train:
 - (1) Import License
 - (2) Declaration Form (Import)
 - (3) Recommendation and the necessary documents from the relevant departments
- (e) When the restricted/ prohibited goods are domestically transported by train, the following procedures must be followed;
 - (1) Permission/endorsement letters from relevant organizations must be included and the following information must also be included in:
 - (aa) Person Name who is responsible to transport the goods
 - (bb) Station which will be loaded
 - (cc) Name of the consignee
 - (dd) Unloading station
 - (ee) Number of parcels
 - (ff) Weight of each parcel
 - (gg) Type of goods inside of parcel
 - (hh) Time Period by permitted
 - (2) For the security-restricted goods, permission/ endorsement letters from the Ministry of Defense or Ministry of Home Affairs must be included.

- (3) For the goods restricted by other departments, permission/endorsement letters from the relevant departments must be included.
- (f) After transporting the export goods by train, further procedures for exporting the goods to the abroad must be followed in accordance with the procedures set by the Trade Department.
- (g) For the imported goods which further transported by train, the procedures specified by the Customs Department must be followed.
- (h) Companies, owners of goods, and agents must comply with the rules and regulations set by Myanmar Railways regarding restricted/prohibited goods.

Requesting the wagon and allocation process

- 4. The procedures to be followed by the Consignor and Myanmar Railways are as follows:
 - (a) Once the consignor obtains the necessary permission from the relevant department, the person must communicate with the station master or cargo officer who has responsible at the station where the goods will be loaded. And, the consignor must provide details of the goods to be transported and request wagons from Myanmar Railways.
 - (b) The station master will prepare a wagon request record (Form SAP-137) based on the above-requested and send it directly to the relevant manager (operating/division) through railway telegraph.
 - (c) The respective divisional managers must submit the request to the office of General Manager (Commercial) by 08:30 AM.
 - (d) The General Manager (Commercial) office will issue the wagon allocation orders to the respective divisions by 10:00 AM.
 - (e) Upon receiving the wagon allocation orders, it must be issued to the respective stations along with the assigned wagon numbers for the transportation of goods.

Process of loading goods by train

5. After the wagons are allocated, and the consignor is informed by the station master or cargo officer, the following procedures must be followed by the consignor and railway staff to load the goods:

(a) **Normal Procedure** : The following must be taken:

- (1) **Consignment note** : The following details must be included in the railway's consignment note:
 - (aa) Loading station
 - (bb) Unloading station, the abbreviation code by
 - (cc) Letter Number
 - (dd) Date
 - (ee) Consignment Number
 - (ff) Name of consignor
 - (gg) Name and Address of consignee
 - (hh) Type of contract signed by the responsible party
 - (ii) If the wagon is fully loaded, the wagon number, type of wagon and maximum load capacity must be specified.
- (2) **Loading**: The consignor must ensure that the goods are loaded onto the wagons evenly, adhering to the permitted weight limit of the wagon. The assigned railway staff must also verify that the goods being loaded are permitted and that the weight is within the allowed limit.
- (3) **Sealed Label**: After preparing the consignment note, all wagon doors must be securely closed using iron seals, and the wagon should be connected for transportation to the intended destination by attaching a sealed label.
- (4) **Handover of Consignment**: The consignor's details and information about the goods must be systematically recorded in the railway's consignment note (guideline). The responsible station clerk or cargo clerk must sign the document, and it should be handed over to the freight train's guard for further processing.
- (5) **Arrival at Destination Station**: Upon arrival at the destination station, the goods must be checked again with the consignment note. The station master must verify the type of goods,

specifications, and rates to ensure accuracy. The details must then be recorded in the Inward Delivery Book. When the consignees arrive to collect the goods, they must sign the Inward Delivery Book, confirming receipt of the goods, and provide their full address.

(b) **Unusual Situations in consequence of Consignor's needs or Accidents:** The following procedures must be followed:

(1) **Interim Collection of Goods:** If the consignee requests to the responsible person of the station to collect the goods at any station on the way before reaching the destination station, the station master or station clerk must submit that request through the relevant manager (operating/division) to the Deputy General Manager (Goods) for approval. Only after obtaining written or telegraphic permission, including the reference number and date, the goods could be released. The permission details must be recorded on the consignment note and kept with the document.

(2) **Re-Consignment of Goods:**

(aa) If the consignee does not collect the goods at the destination station and requests to re-consign the goods to the original station or another station, re-consignment must be processed.

(bb) The consignor or consignee must inform the station master in writing or in person to request re-consignment.

(cc) The station master or station clerk must submit the request through relevant manager (operating/division) to the Deputy General Manager (Goods) for approval. Only after obtaining written or telegraphic permission, including the reference number and date, the goods could be released. The permission details must be recorded on the consignment note and kept with the document.

(dd) For re-consignment, the following charges will apply:

- Consignment fee based on the actual mileage.
- Demurrage charge equivalent to one day's fee for the wagon.
- Penalty fees if there is any delay in handling the wagon.

(ee) The consignment fee will be calculated based on the actual mileage of the re-consignment.

- (3) **Demurrage Charges:** Demurrage charges are applied to avoid delays in loading and unloading. It is exempted up to 24 hours from the beginning of permit for loading/unloading a single wagon and 48 hours for a group of wagons. Sunday and public holidays are exempted from demurrage charges. The demurrage charge for an 8-wheel wagon is 60,000 MMK per day.

Stations for loading/ unloading goods

6. The following stations are designated for loading and unloading goods. However, if consignors wish to load the goods according to their requirements, the approval from Myanmar Railways Headquarters must be obtained:

- (a) **Yangon-Mandalay Line:** Refer to Annex (a).
- (b) **Mandalay-Myitkyina Line:** Refer to Annex (b).
- (c) **Yangon-Mawlamyine-Ye-Dawei Line:** Refer to Annex (c).
- (d) **Yangon-Pyay Line:** Refer to Annex (d).
- (e) **Thazi-Shwenyaun**

g-Taunggyi-Pinpet Line: Refer to Annex (e).

- (f) **Patheingyi-Hinthada-Kyangin Line:** Refer to Annex (f).
- (g) **Mandalay-Monywa-Budalin-ChaungOo-YeOo Line:** Refer to Annex (g).
- (h) **Mandalay-Pyin Oo Lwin-Lashio Line:** Refer to Annex (h).
- (i) **Taunggyi-Pan-Pan-Aungmye Line:** Refer to Annex (i).
- (j) **Pakokku-Kalay Line:** Refer to Annex (j).
- (k) **Pakokku-Kyunhlaung-Setpyitaw Line:** Refer to Annex (j).
- (l) **Chaung-U-Pakokku Line:** Refer to Annex (j).
- (m) **Kyaw-Kalay Line:** Refer to Annex (k).

Note: The specific stations under each line are detailed in the respective annexes.

Procedures for Inspection by Relevant Inspection Teams

7. The following procedures must be followed:

- (a) If a list of wagons carrying export goods is received from the respective regional manager, prior coordination must be made to facilitate inspections at the loading/unloading stations.

- (b) If inspections are to be conducted at the unloading station, coordination must be made to ensure that inspections for one wagon are completed within 24 hours, as per railway's regulations.
- (c) If inspections are to be conducted at the unloading station, coordination must be made to ensure that inspections for one group of wagons are completed within 48 hours, as per railway's regulations.
- (d) If inspection officers from relevant departments need to conduct inspections on the way due to operational requirements, coordination must be made with Myanmar Railways officials to facilitate inspections at designated stations.
- (e) If the inspection teams need to conduct by exceeding the time limits specified in sub-sections (b) and (c), they must provide an explanation letter of the operational circumstances and coordinate with Myanmar Railways officials.

General Provisions

8. These are as follows:

- (a) The Relevant Departments must promptly issue notifications regarding restricted, prohibited, or disallowed goods for domestic, export, and import goods.
- (b) Any changes to the list of restricted, prohibited, or disallowed goods must be declared and updated in a timely manner.
- (c) For the transportation of goods by rail, the following documents, as prescribed by Myanmar Railways regulations, must be used alongside the necessary supporting documents from relevant departments to facilitate inspections:
 - **Myanmar Railways Goods Consignment Note (T-4519)**
 - **Goods Receipt Book (TA/3009/B)**
 - **Goods Invoice (T-4648)**

These documents serve as the equivalent of a manifest used in motor vehicle transportation and are essential for inspection purposes.

Conclusion

9. The systematic transportation of domestic goods, exports, and imports by train ensures the following benefits:

- Easy classification and management of goods.
- Smooth and efficient flow of domestic goods.
- Seamless collaboration and inspection by relevant regional authorities and departmental officials at loading/unloading stations.
- Prevention and control of illegal trade activities.
- Proper and systematic transportation of goods in accordance with established procedures.

These measures will strengthen the railway goods transportation system, making it more efficient and reliable. Therefore, all parties involved must adhere to the Standard Operating Procedures (SOPs) outlined above.

Yangon-Mandalay Line

Annex (A)

No.	Station	Division	No.	Station	Division
1	Yangon	(7)	33	Yeni	(5)
2	Thilawa	(7)	34	Thawatti	(5)
3	Kwet Ma	(7)	35	Ela	(5)
4	Botahtaung	(7)	36	Pyinmana	(5)
5	Wadan	(7)	37	Ywataw	(5)
6	Pazundaung	(7)	38	Naypyidaw	(5)
7	Toekyaung Kala	(7)	39	Kyindaikkan	(5)
8	Ywarthargyi	(7)	40	Tatkon	(5)
9	Dabein	(7)	41	Yameithin	(5)
10	Hton Gyi	(6)	42	Shwedat	(5)
11	Kyauktan	(6)	43	Pyawbwe	(5)
12	Bago	(6)	44	Nyaungyen	(4)
13	Pyinbongyi	(6)	45	Thazi	(4)
14	Kadut	(6)	46	Thetaw	(3)
15	Daik U	(6)	47	Thapyaytaung	(3)
16	Pjun tazar	(6)	48	Kumelane	(3)
17	Nyaunglebin	(6)	49	Myittha	(3)
18	Peinzaloke	(6)	50	Minsu	(3)
19	Kyauk Ta Gar	(6)	51	Kyaukse	(3)
20	Pyanon Kone	(6)	52	Belin	(3)
21	Kanyut Kwin	(6)	53	Paleik	(3)
22	Pyu	(6)	54	Myitnge	(3)
23	Zeyyawadi	(6)	55	Myohaung	(3)
24	Nyaung Khet Taung	(6)	56	Mandalay	(3)
25	Kywe Pyay	(6)			
26	Oke Twin	(6)			
27	Taungoo	(5)			
28	Kyet Toe	(5)			
29	Kyun Kone	(5)			
30	Yedashe	(5)			
31	Swar	(5)			
32	Myo Hla	(5)			

Mandalay-Myitkyina Line

Annex (B)

No.	Station	Division	No.	Station	Division
1	Mandalay	(3)	24	Chat Gyi	(2)
2	Myohaung	(3)	25	Chat Sin	(2)
3	Amarapura	(3)	26	Kan Gyi	(2)
4	Shwe Kyet Yet	(3)	27	Zaw Chaung	(2)
5	Sagaing	(2)	28	Ko Taung Bo	(2)
6	Ywar Thaung	(2)	29	Kawlin	(2)
7	Sa Yei	(2)	30	Zee Phyu Pin	(2)
8	Padu	(2)	31	Wun tho	(2)
9	Khet Kha	(2)	32	Kinn	(2)
10	Pauk Kan	(2)	33	Gyoe Taung	(2)
11	Tha Hlwe Yone Thar	(2)	34	Nan Khan	(2)
12	Wet Let	(2)	35	Bone Chaung	(2)
13	Moe Soe Kone	(2)	36	Meza	(2)
14	Shwe Bo	(2)	37	Se Ywa	(2)
15	Myin Ka Tha	(2)	38	Inntaw	(2)
16	Khin U	(2)	39	Na Ba	(2)
17	Ma Daung Hla	(2)	40	Katha	(2)
18	Htan Ta Pin	(2)	41	Pin Wae	(2)
19	Nyaung Zin	(2)	42	Maw Luu	(2)
20	Htan Kone	(2)	43	Nan Si Aung	(2)
21	Kan Bu Lu	(2)	44	Maw Han	(1)
22	Kyun Hla	(2)	45	Kadu	(1)
23	Pint thar	(2)	46	Mohnyin	(1)
47	Nan Marr	(1)	53	Ma Ram	(1)
48	Myit That Kalay	(1)	54	Ma Likha	(1)
49	Hopin	(1)	55	Pyi Taung	(1)
50	Nann Kwin	(1)	56	Nan Kwe	(1)
51	Pin Baw	(1)	57	Myitkyina	(1)
52	NamaTi	(1)			(1)

Yangon-Mawlamyine-Ye-Dawei Line

Annex (C)

No.	Station	Division	No.	Station	Division
1	Yangon	(7)	31	Palai Kye	(8)
2	Ywarthargyi	(7)	32	Ye	(8)
3	Kyauktan	(6)	33	Pauk Pin Kwin	(8)
4	Bago	(6)	34	Nat Kyi Sin	(8)
5	Kali	(6)	35	Min Thar	(8)
6	Waw	(6)	36	Kant Kaw Taung	(8)
7	Thein Zayat	(8)	37	Kalain Aung	(8)
8	Mopalin	(8)	38	Ye Phyu	(8)
9	Kyaikhto	(8)	39	Dawei	(8)
10	Kyaikto	(8)			
11	Maramyaing Kone	(8)			
12	Taung Sune	(8)			
13	Hnin Pa Lae	(8)			
14	Thein Zate	(8)			
15	Thaton	(8)			
16	Yin Ngein	(8)			
17	Zin Kyaik	(8)			
18	Paung	(8)			
19	Thein Phyu Kone	(8)			
20	Mawlamyine	(8)			
21	Hmain Kha Nhame	(8)			
22	Mudon	(8)			
23	Kamawat	(8)			
24	Than Phyu Zayat	(8)			
25	Pa Nga	(8)			
26	Ka Ru Pee	(8)			
27	A Hnin	(8)			
28	Hnit Karin	(8)			
29	La Mine	(8)			
30	Taung Pone	(8)			

Yangon-Pyay Line

Annex (D)

No.	Station	Division
1	Yangon	(7)
2	Kyimyindine	(7)
3	Hmawbi	(7)
4	War Net Chaung	(7)
5	Phu Gyi	(7)
6	Taik Gyi	(7)
7	Thanatchaung	(7)
8	Phalone	(7)
9	Okkan	(7)
10	Thonze	(7)
11	Thar Yar Wati	(6)
12	Letpadan	(6)
13	Sit Kwin	(6)
14	Min Hla	(6)
15	Ohn Thae Kone	(6)
16	Oke Pho	(6)
17	Kyotpinkaunt	(6)
18	Zee Kone	(6)
19	Natalin	(6)
20	Paungdae	(6)
21	Padikone	(6)
22	Thae Kone	(6)
23	Sin Myee Swe	(6)
24	Hmaw Za	(6)
25	Pyay	(6)
26	Shwe Ta Gar	(6)

Thazi-Shwenyaung-Taunggyi-Pinpet Line

Annex (E)

No.	Station	Division
1	Thazi	(4)
2	Hline Tark	(4)
3	Pha Yar Ngar Suue	(4)
4	Yin Mar Pin	(4)
5	Ye Puue	(4)
6	Lae Pyin	(4)
7	Khwe Yoke	(4)
8	Sin Taung	(4)
9	Myin Daik	(4)
10	Kalaw	(4)
11	Aung Pan	(4)
12	Hae Ho	(4)
13	Shwenyaung	(4)
14	Taunggyi	(4)
15	Pinpet	(4)

Pathein-Hinthada-Kyangin Line

Annex (F)

No.	Station	Division
1	Pathein	(9)
2	Ta Kone Gyi	(9)
3	Bae Ga Yat	(9)
4	Darr Ka	(9)
5	Gon Minn	(9)
6	Yodaya Tark	(9)
7	A Thoke	(9)
8	Ye Kyi	(9)
9	Zayat Hla	(9)
10	Kha Mawt Su	(9)
11	Yone Tha Lin	(9)
12	Nat Mauk	(9)
13	Hinthada	(9)
14	Pya Yar Kone	(9)
15	Mezalikone	(9)
16	Htuu Gyi	(9)
17	Inn Pin	(9)
18	Myan Aung	(9)
19	Kyan Kin	(9)
20	U Shit Pin	(9)

Mandalay-Monywa-Budalin-Chaung U-Ye U Line

Annex (G)

No.	Station	Division
1	Mandalay	(3)
2	Myohaung	(3)
3	Amarapura	(3)
4	Shwe Kyet Yet	(3)
5	Sagaing	(2)
6	Ywar Htaung	(2)
7	Nga Ta Yaw	(2)
8	Nyaung Pin Wun	(2)
9	Myinn Mu	(2)
10	A Lar Ka Pa	(2)
11	Chaung Oo	(2)
12	Monywa	(2)
13	A Lone	(2)
14	Bu Ta Lin	(2)
15	Yae Oo	(2)

Mandalay-Pyinoolwin-Lashio Line

Annex (h)

No.	Station	Division
1	Mandalay	(3)
2	Thoe Chan	(3)
3	Htone Pho	(3)
4	Saee Taw	(3)
5	Zee Pin Gyi	(3)
6	Thone Taung	(3)
7	A Nee Sa Khan	(3)
8	Pyin Oo Lwin	(3)
9	Watt Won	(3)
10	Sinn Lam Su	(3)
11	Summ Sae	(3)
12	Naung Cho	(3)
13	Naung Pain	(3)
14	Sa Khan Thar	(3)
15	Kyauk Mae	(3)
16	Baw Kyo	(3)
17	ThiPaw	(3)
18	Lashio	(3)

Taungtwingyi-Bagan-Aunglan Line

Annex (i)

No.	Station	Division
1	Bagan	(11)
2	Kyaukpadaung	(11)
3	Nyaung To	(11)
4	Lay Eain	(11)
5	Myothit	(11)
6	Satt twar	(11)
7	Aung Lan	(11)
8	Magway	(11)
9	Nutt Maunt	(11)
10	Sar Khar	(11)
11	Myinngyan	(11)
12	Meikhtila	(11)
13	Inn Taw Kyae	(11)

Pakokku - Kalay Railways Line

Annex (J)

No.	Station	Division
1	Pakokku	(10)
2	Kalay	(10)

Pakokku - Kyunchaung - Saitphyu Railways Line

No.	Station	Division
1	Pakokku	(10)
2	Kyunchaung	(10)
3	Tantkyitaung	(10)
4	Ayartaw	(10)
5	Ywarthit	(10)
6	Daungthar	(10)
7	Ohnhmin	(10)
8	Jaugchaunglay	(10)
9	Saitphyu	(10)

Chaung Oo - Pakokku Railways Line

No.	Station	Division
1	Chaung Oo	(2)
2	Ngalonetin	(2)
3	Makyiboat	(2)
4	Out O	(10)
5	Ma Ou	(10)
6	Yaysakyo	(10)
7	Pakhangyi	(10)
8	Kyaukhlaekhar	(10)
9	Pakokku	(10)

Kyaww –Kalay Railways Line

Annex (K)

No.	Station	Division
1	Kyaww	(10)
2	Yaymyatni	(10)
3	Kaungton	(10)
4	Lawema	(10)
5	Gantgaw	(10)
6	Larpoh	(10)
7	Myinzar	(10)
8	Lattpan	(10)
9	Kan	(10)
10	Mawelall	(10)
11	Hnankhar	(10)
12	Taungkhinyan	(10)
13	Myaukkhinyan	(10)
14	Hantharwadi	(10)
15	Hmantaw	(10)
16	Sitaw	(10)
17	Sihaung	(10)
18	Haelaot	(10)
19	nattchaung	(10)
20	Htaukkyint	(10)
21	Htomar	(10)
22	Kalay	(10)