



PERSONAL EFFECTS EXPORT SHIPMENT PROCEDURES

1) Before we are able to commence procedures to move personal effects we require a deposit of NZ\$500. Please pay this to our Bank account (shown below) and fax or e-mail us a copy of your payment receipt.

ANZ BANKING GROUP, HOWICK BRANCH
Account # 01 0170 0079591 02
In the name of Cargo Co-ordinators International NZ Ltd

2) As soon as we have received your payment in our account we will start organising container uplift from a depot¹ and deliver to your nominated load point onto the ground. It is important to know the correct delivery address and that there is adequate space to ground a container (for measurements please see the download 'Standard Cntr Spec' under Container button on our website. A truck called a "swing lift", which sets the container on the ground right next to it, usually does this.

3) Then you have up to 4-5 days to load unless agreed differently. As for documentation you can download from our website

- (a) - a Customs Code Application Form
- (b) - a Packing List
- (c) - a Shipment Information Form.

Please fill in these forms and fax or e-mail before container uplift. These are necessary to obtain a customs export delivery order in time.

4) When you finish loading the unit, a container seal will be supplied which needs to be secured on the right hand door through the handle and rotating clasp. You can padlock it as well if you wish but the key must be available for the Customs Authorities at destination. Please contact us as soon as the loading is finished and we will then organise to uplift the container and deliver to the wharf. In general the earliest date to deliver a container to wharf is 5 days prior to the estimated departure of a vessel and the latest date is 2 days prior to vessel departure.

5) At approximately the same time we will send you an invoice. Please pay the stated amount minus the deposit into our account (see above). You can pay by cheque (when paying by cheque please note it needs at least three days until clearance is obtained) or debit it directly into our Bank account. The invoice has to be paid before the container is loaded onto the vessel. Please fax or e-mail us a copy of your payment receipt.

6) You normally get up to 3 days free on wharf (to organise clearance formalities), after arrival at the destination port. If your container is still there after this period the port starts charging a demurrage (overstay) fee. The amount of this varies by country.

7) Depending on what we have agreed on (e.g. 'to door') normally the personal effects are loaded into a furniture removal van or the container is picked up for delivery to your nominated delivery address.

8) If agreed on 'to wharf' our contract ends here. Please bear in mind that you have to organise clearance within the free days on wharf mentioned under point 6 otherwise demurrage starts and your cargo is not released until you have payed it. You are normally allocated 7 to 10 days to unpack your goods from the container (these time allowances vary a little by Carrier and country) and have it returned to the nominated empty container return depot. Returning the container outside the agreed time will make you liable for Container Detention charges.

¹ Does not apply if it is a Shipper Owned Unit

9) You can also insure your cargo eg \$30,000 personal effects will be NZ\$800 approximately including GST for all risks and about NZ\$250 for total loss only. There is a variable "**excess**" depending on whether you pack the goods and put them in the container or whether you hire the services of professional packers.

10) The frequency and transit depend on the intended country of destination and sailing route.

11) A booking against a given quotation will only be accepted if space and equipment are available for the nominated sailing(s). Our quotation is not a guarantee for availability.

12) Any additional costs caused by neglecting the above are to be paid by the shipper. Please read the downloadable forms and details carefully. If in doubt ask. We make an allowance for discussing these matters with you so please do not hesitate to ask.

13) Please note that all charges at origin and destination must be fully paid prior to release of the unit.

Please sign and fax or e-mail this paper back to us.

Signature:

Date:

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Full Name:

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Lastly, we realise, that moving to a new country can be a stressful and emotional time. We want to remove as much of this from you as we can. If in doubt ask and we will do all we can to assist you to make your move as easy and stress free as possible.

We also have a web based Order Track and Trace program – PANGAEA - that you can access once a shipment is under way. This gives you an up to date picture on your goods in transit that you can access 24/7.



ONE WORLD ONE SYSTEM ONE SOLUTION

