

**NEW CUSTOMS REGULATIONS AS FROM NOV 1st 2008
FOR IMPORT CARGO TO COLOMBIA**

Please read regulations complete carefully. Heavy Fines are to be imposed to freight forwarders in case of oncomplying with

Euro shipping Services SAS is Audited Annually by the international Organization BASC (Business Alliance for Secure Commerce) this procedures and controls help us minimizes the risks and contribute to prevent criminal phenomena as the drug trafficking, smuggling, washed of assets and the terrorism that harm the economic, fiscal and commercial interests of the world.

Our request to all our agents its to do all their efforts in order to have a safety supply chain that keep us as the NVOCC world leaders and free of any illicit activity.

HEAD OFFICE

EURO SHIPPING SERVICES S.A.S

Nit: 830.048.268-5

Av. El Dorado CL. 26 No 85D - 55 Módulo 3 Oficina 254

Bogotá - Colombia

Phone: (571) 294 5410

Fax: (571) 294 5409

BANKING INFORMATION

INTERMEDIARY BANK INFORMATION

Intermediary Bank Name	CITIBANK N.A.
Intermediary Bank Address	New York - U.S.A.
ABA:	021000089
SWIFT:	CITIUS33

BENEFICIARY BANK INFORMATION

Beneficiary:	EURO SHIPPING SERVICES S.A.S
Account Number:	180-020471-16
Swift:	COLOCOBM
Bank Name:	BANCOLOMBIA
Adress:	Avenida El Dorado No 84A 85 L. E2
City/Country:	Bogotá – Colombia
Phone:	(+ 57-1) 295 6292. Ext. 102
Fax:	(+ 57-1) 295 6301

Euroshipping Services S.A.S

Av. El Dorado CL 26 No. 85D – 55. Módulo. 3 Oficina. 254

Phones: (+57-1) 294 5410. Fax: (+57-1) 294 5409 Bogotá D.C., Colombia, South America

www.euroshipping.com.co

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WORKING HOURS

Monday to Friday	08:00 TO	17:30
Saturday	09:00 TO	12:00

AVAILABLE SERVICES

- Exports
- Imports
- Air and Ocean Freights
- Customs Brokerage
- Inland Transport
- Logistics
- Warehousing & Distribution
- Door to Door service
- Pier Operator
- Project cargo
- Multimodal Transport Operation (OTM)

KEY PERSONNEL: AIR AND OCEAN FREIGHT

Managing Director/CEO	Henry Alvarado M.	halvarado@euroshipping.com.co
Branch Manager	Rene F. Alvarado M.	ralvarado@euroshipping.com.co
Pricing Manager	Ligia Rook	pricingdirector@euroshipping.com.co
Operations Director	Lina Ruiz	operationsdirector@euroshipping.com.co
Traffic Coordinator	Liseth Duarte	traffic2@euroshipping.com.co
Operations Assistant	Olga Triana	operations2@euroshipping.com.co
Airfreight Operations	John Rivera	airoperations@euroshipping.com.co

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COLOMBIA

1. MASTER AIRWAYBILL MUST BE CONSIGNED AND NOTIFIED AS FOLLOWS: -

Master AWB must be consigned and notified to:

EURO SHIPPING SERVICES S.A.S

NIT 830.048.268-5

Av. El Dorado No. 84 A 55 Módulo 3 Oficina 254

Bogotá - Colombia

Phone : (571) 294 5410

Fax : (571) 294 5409

**2. PRE-ALERTS FOR ALL CONSOLIDATIONS ARE REQUIRED, AND MUST BE SENT TO
THE FOLLOWING FAX NUMBER OR E-MAIL ADDRESS:**

Pre-alert fax number: (571) 294 5409

Operations Director	Lina Ruiz	operationsdirector@euroshipping.com.co
Airfreight Operations	John Rivera	airoperations@euroshipping.com.co
Airfreight Assistant	Yeison Durango	airoperations3@euroshipping.com.co
Operations Assistant	Olga Triana	operations2@euroshipping.com.co
Traffic Coordinator	Lisseth Duarte	traffic2@euroshipping.com.co
Quotation request	Mónica Olaya	raterequest@euroshipping.com.co

3. CONSOLIDATION POUCH MUST INCLUDE THE FOLLOWING:

- 1 Set of each HAWB with at least 3 copies each.
- 2 Copies of consolidation manifest.
- 1 Original + 1 copy of your billing.
- 1 original and copy shipper(s) commercial invoice.
- 1 Copy of packing list.

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3. GENERAL IMPORTANT INSTRUCTIONS:

- Before deliver the cargo to the airline, all documentation must be sent to us by fax or e-mail in order to get our approval.
- MAWB must be sent always on prepaid basis.
- MAWB must show "CONSOLIDATION AS PER ATTACHED CARGO MANIFEST"
- Profit share calculation sheet must be included in each consolidation.
- HAWB must be issued "**AS AGREED**".
- Do not amend any house or master transport documents. Colombian Customs does not accept any kind of amendments.
- Specific description of goods must be declared on HAWB and Cargo Manifest.
- The kind of package showed in documents must be the same used All packages must be properly marked to identify the cargo
- HAWB must show marks, numbers and purchase order or commercial invoice number.
- All pallets must be fulfilled with ISPM # **15 GUIDELINES FOR REGULATING** <ftp://ftp.fao.org/docrep/fao/006/y4838E/y4838E00.pdf>
- Consignee on HAWB you must add Customs Identification Number (NIT or RUT).

SEA FREIGHT CONSOLIDATION / FCL SHIPMENTS

1. MASTER B/L CONSIGNMENT:

-Master B/L must be consigned and notified to:
EURO SHIPPING SERVICES S.A.S
NIT 830.048.268-5
Av. El Dorado CL 26 No. 85 D 55, Módulo 3 Oficina 254
Bogotá - Colombia
Phone : (571) 2945410
Fax : (571) 2945409

2. PRE ALERTS FOR ALL CONSOLIDATIONS ARE REQUIRED, AND MUST BE SENT TO THE FOLLOWING FAX NUMBER OR E MAIL ADDRESSES:

Pre-alert fax number: (571) 294 5409

Operations Director	Lina Ruiz	operationsdirector@euroshipping.com.co
Operations Assistant	Olga Triana	operations2@euroshipping.com.co
Traffic Coordinator	Lisseth Duarte	traffic2@euroshipping.com.co

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3. HOUSE B/L CONSIGNMENT:

House B/L must be consigned to each individual consignee but EURO SHIPPING SERVICES S.A.S must be shown as Delivery Agent.

4. DOCUMENTS AND DISTRIBUTION:

Upon sailing of vessel, the following documents must be sent by courier to **EURO SHIPPING SERVICES S.A.S:**

- 3 Original master (ocean) B/L plus 3 non-negotiable copies.
- 2 Non negotiable copies of each HB/L.
- HB/L copy rated, otherwise; we require a manifest stating the ocean freight rate of each HB/L. This is required for Customs purposes only.
- Cargo Manifest

REMARKS: As per our request, MBL could be issued at destination by shipping line. If you do not release HBL to shipper, please send them to us with enough time before vessel arrival.

4. GENERAL IMPORTANT INSTRUCTIONS:

- Specific description of goods must be equal on MBL/HBL body and cargo manifest.
- Before the cargo is delivered to carriers, all documentation must be sent to us by fax or e-mail in order to get our approval. Please note our customs authorities DO NOT accept EXPRESS RELEASE.
- Total gross weight on MBL must be equal to total gross weight on HBL's involved. Gross weight differences on MBL/HBL will cause high fines from our customs authorities, which will be on your account.
- Before delivery of cargo to carrier, all documentation must be sent by fax or e-mail to our prior approval.
- Please note our Customs authorities DO NOT accept EXPRESS RELEASE
- Please do not amend any house or master documents. Colombian Customs does not accept any kind of amendments.
- Original documentation must be in our hands at least 72 hours prior vessel arrival.
- The kind of package showed in documents must be the same that is been used physically, i.e.: if docs show 3 boxes, the cargo must be 3 boxes, not crates or pallets.
- All packages must be properly marked to identify cargo
- MBL and HBL must show marks, numbers and purchase order or commercial invoice numbers.
- Please be sure that MBL shows on description of goods "CONSOLIDATION CARGO" otherwise customs does not accept the presentation of HBL.
- Please note that due to Colombian Customs DO NOT ACCEPT hbl's "To the Order" on consignee's field.
- You must put full details of consignee including (NIT or RUT) "Customs Tariff Number".
- All pallets must fulfilled with IPSM # 15, www.ica.gov.co
- Consignee on HBL you must add Customs Identification Number (NIT or RUT).

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6. TERMS TO CLEAR CARGO, AND RE DISPATCH FROM COLOMBIA:

- As per Colombian Laws the importers have 1 month, after arrival of cargoes, to clear or to re dispatch them.
- If the importer can't do this process on this time (1 month), Importer must register a written communication to Colombian Customs asking for a term (15 working days before expiring this period). This period would be for 1 additional month, if the importer does not present a letter and does not clear his cargo on this time the cargo will be confiscated by Colombian Customs.
- Documentation required (Mandatory): Original MBL and HBL, Packing list, Commercial Invoices that show currency and incoterms, British Tariff Number and any other documentation that Colombian Customs requests.
- Explanatory letter from agent / shipper where state the reason why this cargo must be re-dispatched. Shipper must be registered as exporter with Colombian Customs Authorities.

7. TERMS AND DOCUMENTATION REQUIRED MAKING TRANSSHIPMENTS IN COLOMBIA:

- As per Colombian Laws the importers have 1 month, after cargo arrive to make transshipment. But is necessary that we receive from the origin office the following documentation:
- Full pre-alert, before the cargo arrive to Colombian Port in order to check and confirm if all are ok Copy of the commercial invoice must show currency, incoterm, British Tariff Number
- Copy of Packing list with serial numbers
- Insurance certificate
- Legible copy of the HBL and MBL (if we don't receive it legible, Colombian Customs won't accept the transshipment)
- All charges must be collected as per agreement.

8. REMARKS ON TRANSSHIPMENTS / TO CLEAR CARGO, / RE DISPATCH, FROM COLOMBIA:

- If we receive a requirement from your side to re dispatch or to clear any cargo we will proceed to issue the original HBL in order to save time on this process. It is applied to partners that have sent the Originals format to us.
- We need Insurance certificate
- Legible copy of the HBL and MBL (if we don't receive it legible, readable, Colombian Customs won't accept the transshipment)

9. INBOUND TRANSPORT IN COLOMBIA (OTM AND DTA):

- The Colombian Customs have 5 days to approve an inbound transport.
- Consignee on documentation is completely different as usual you do, So in order to avoid misunderstandings it is very important you ask us how to put the "Consignee" on MBL or HBL.
- We need in advance the following documentation: Commercial Invoice, Packing list, original HBL and MBL, Copy of the insurance policy with conditions and restrictions.
- If we don't receive the above-mentioned documentation in advance we won't be able to do the inbound transport.

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GENERAL PAYMENT TERMS TO AGENTS

- 1. EURO SHIPPING SERVICES S.A.S** will require an original INVOICE stating all charges to be paid for air or ocean shipments.
- Invoices and Credit notes must be issued in USD. For different currency, the rate of exchange must be stated clearly.
- All your statements must be sent to:

Liliana Sedano Accounting Manager lsedano@euroshipping.com.co

Gabriela Pardo Accounting Assistant intercompanyaccount@euroshipping.com.co

We hope that this SHORT GUIDANCE will help you to have a successful relationship with us and satisfaction in our operations.

With best regards,

EURO SHIPPING SERVICES S.A.S

Bogotá D.C. – Colombia

**NOTE: Please distribute this document to people
involved with Colombian Operations.**