Natural disasters:

A challenge for the

Transportation industry

Young Freight Forwarder of the Year Award 2009
Participation in this competition is a fantastic opportunity. As the title suggests, working on this project was a challenge, but great fun, too. I would like to take this opportunity to thank all those many people who supported me. Many thanks to Sebastian Klinzner (Schenker Deutschland AG, Regensburg), Manfred Schaeffer (Schenker Deutschland AG, Regensburg) and Elke Schneider (Deutscher Speditions- und Logistikverband e.V./ German Association of Freight Forwarders and Logistics Operators, Bonn).

Last but not least, a special thanks to my husband and my family and friends for their encouragement!
Table of contents

1. Foreword 6
   1.2. Overview 8

2. Task I – Overview 9
   2.1. Problems to be cleared in advance 9
      2.1.1. Export and import of the morphine 9
   2.2. Organisation of the air carriage 10
      2.2.1. Scheduled flight or charter flight? 10
      2.2.2. Overview of costs 10
      2.2.3. Selection of the aircraft 11
         2.2.3.1. Procedures for non-scheduled flights 12
      2.2.4. Packaging and marking 13
   2.3. Documentation 14
      2.3.1. Export in Cebu, Philippine 14
      2.3.2. Creation of the AWB 15
      2.3.3. Import in Sri Lanka 15
         2.3.3.1. The import licence 16
         2.3.3.2. The proforma invoice and the packing list 16
      2.3.3.3. Certificate of origin 17
      2.3.4. Insuring the goods 17
   2.4. Notifying the consignement prior of arrival in Colombo 17

3. Task II – Overview 19
   3.1. Problems that need to be sorted out in advance 19
   3.2. Organisation of the transport 20
      3.2.1. Organisation of the pre-carriage Vienna-Munich 21
      3.2.2. Organisation of the airfreight 21
      3.2.3. Packaging and marking 21
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3. Documentation</td>
<td>23</td>
</tr>
<tr>
<td>3.3.1. Export from Austria</td>
<td>23</td>
</tr>
<tr>
<td>3.3.2. Creation of the AWBs</td>
<td>24</td>
</tr>
<tr>
<td>3.3.3. Import in Male</td>
<td>25</td>
</tr>
<tr>
<td>3.4. Overview of costs</td>
<td>26</td>
</tr>
<tr>
<td>4. Consignement III – The situation</td>
<td>27</td>
</tr>
<tr>
<td>4.1. Consignement 1 – 10 used Land Rovers Defender 110</td>
<td>27</td>
</tr>
<tr>
<td>4.1.1. Problem Ro-Ro or Container?</td>
<td>27</td>
</tr>
<tr>
<td>4.1.1.1. Loading of the containers</td>
<td>28</td>
</tr>
<tr>
<td>4.2. Consignement 2 – 200 tons MRE</td>
<td>29</td>
</tr>
<tr>
<td>4.2.1. Packaging</td>
<td>29</td>
</tr>
<tr>
<td>4.2.1.1. Markings</td>
<td>30</td>
</tr>
<tr>
<td>4.2.2. Pre carriage as merchant’s haulage</td>
<td>30</td>
</tr>
<tr>
<td>4.2.3. Stuffing the container</td>
<td>30</td>
</tr>
<tr>
<td>4.2.3.1. Load securing</td>
<td>32</td>
</tr>
<tr>
<td>4.3. Organising the main carriage Bremerhaven – Mombasa</td>
<td>33</td>
</tr>
<tr>
<td>4.4. Organisation of the post carriage Mombasa – Kigali</td>
<td>33</td>
</tr>
<tr>
<td>4.4.1. Weight restrictions</td>
<td>35</td>
</tr>
<tr>
<td>4.5. Documentation</td>
<td>36</td>
</tr>
<tr>
<td>4.5.1. Export in Norway</td>
<td>36</td>
</tr>
<tr>
<td>4.5.2. The Bill of Lading</td>
<td>36</td>
</tr>
<tr>
<td>4.5.3. The pro forma invoice</td>
<td>37</td>
</tr>
<tr>
<td>4.5.4. Packing list</td>
<td>37</td>
</tr>
<tr>
<td>4.5.5. Certificate of origin</td>
<td>37</td>
</tr>
<tr>
<td>4.5.6. Pre-Shipment Inspection</td>
<td>38</td>
</tr>
<tr>
<td>4.5.7. Donations</td>
<td>38</td>
</tr>
</tbody>
</table>
4.6. Overview of costs

4.6.1. 10 used military Land Rovers Defender 110

4.6.2. 200 tons MRE

5. Conclusions

Bibliography

Appendices
1. Foreword

The earth trembles, fires destroy forests, storms and floods create chaos for mankind. Is nature going mad? Not at all, it is human beings that create many catastrophes themselves by their behaviour. It is a fight against nature, a challenge that mankind itself has started. The United Nations declared the right to food to be a basic human right. Currently more than 800 million people suffer from hunger and chronic malnutrition, at least 150 million of them children. The sustained eradication of hunger and malnutrition remains one of the greatest challenges of our time. An especially difficult situation is faced by emergency aid workers since the start of the new millennium in southern and western Africa, where millions of people were and still are facing starvation. Although the crisis rarely makes it to the front pages of newspapers and TV stations also didn't show pictures of emaciated people, it is nevertheless one of the worst humanitarian disasters in the world. Providing food aid on such a large scale also has negative aspects. When the international community including UN organizations like the World Food Program distribute food over many months in several countries it can also create dependencies. Some governments may then neglect their own duties and leave the provision of food for their own populations to emergency aid workers. Through this aid, organizations are forced to carry out functions that are really the duty of governments. Before this background it is not only a matter of protecting people from the threats of hunger and starvation, but to provide them with the much quoted „help to help yourself“. This would entail not only sustained changes in the production of food and access to food but also serve to continuously remind governments of the necessity of functioning and efficient disaster provisions and guaranteed food supply.
Solutions must be found in a society governed by money and prices to save the one thing that is more valuable than anything else: human lives.
1.2. Overview

This thesis describes the progress of three consignments of humanitarian aid into disaster areas. The organizer is the international freight forwarder Speedcargo AG, Regensburg. UNPD instructed us to transport humanitarian aid consignments from Cebu, Philippines to Colombo, Sri Lanka, from Vienna, Austria to Male, the Maldives and from Trondheim, Norway to Kigali, Ruanda. These are to relieve the serious consequences of a Tsunami flood in the first two regions and a famine in Ruanda. In this task we are faced with several challenges resulting from the nature of the goods, the volume, the transit routes as well as export and import regulations in the relevant countries. It needs to be checked in advance whether morphine may be imported into Sri Lanka, whether the consignment of dangerous goods may be carried in a passenger aircraft and whether there is a reasonable method of transporting 200 tons of MREs from cold Norway to the warm equatorial region of Ruanda. This is not a commercial transaction, i.e., the consignor will not enjoy material gain. This type of service in cases of catastrophes is looked upon as „natural“, but the freight forwarder needs to keep the costs incurred as low as possible. My responsibilities include also: arrangement of transportation from the exporter's location to the destination, follow-up on shipments to make sure that these move along the required routes, preparation of necessary export and shipping documents, assistance in packing, containerisation of cargo, and loading of goods aboard the ship. I shall try to describe the reasons for my decisions as thoroughly as possible. The solutions are presented separately for each consignment in accordance with the different locations and problems.
2. Task I – Overview

The first consignment consists of humanitarian aid goods as follows:

20 tons woollen blankets, duvets (on pallets), 50 tons tents (on pallets), 10 tons pharmaceuticals (100 kg of which is morphine). Total weight: 80 tons total volume: 287 cubic metres

The consignment is to be transported by airfreight from Mactan-Cebu (Philippines) to Colombo Airport (Sri Lanka). The post carriage from Colombo airport to the destination Kandy will be arranged by the UN using UN trucks.

2.1. Problems to be cleared in advance

2.1.1. Export and import of the morphine

The feasibility of the transport depends on whether morphine may be exported from the Philippines and imported into Sri Lanka. On principle both procedures are not allowed since it concerns drugs. It is the responsibility of the consignor to find out which procedures must be adhered to for the aid mission to succeed. The consignor can instruct us to obtain the required information for him. I will contact the relevant countries’ embassies and customs authorities by telephone to find out which documents are required (see item 2.5. documentation). Of course, I shall also consult our subsidiaries in those countries. These will play an important part in the transportation process. It is very difficult to control the whole process centrally from Germany, therefore I shall ask the colleagues in the Philippines to do the planning. It is always a great advantage to involve the foreign subsidiary of the freight forwarder.
They have the advantage of speaking the local language(s) and are better placed to recognize local requirements better and to meet these.

2.2. Organisation of the air carriage

2.2.1. Scheduled flight or charter flight?

Due to the large volume and high weight, I shall compare the use of scheduled flights with charter flights. An exact weighing of the advantages and disadvantages is needed (see appendix 1)

2.2.2. Overview of costs

Price calculation for 80 tons, 287 cubic metres from Cebu to Colombo

| Charter flight | USD 250,000.- all in |

Due to the natural disasters there is also a shortage of aircraft available. This leads to an increase in freight rates.

In view of the above analysis I instruct the colleagues on the Philippines to book a charter flight (although Cebu airport is rather small it has the necessary equipment for loading a charter plane – e.g., a high loader).
2.2.3. Selection of the aircraft

The following types of aircraft are suitable:

**B747 - 200**

- max. payload approx. 90-100 tons, max. volume 700 m³
- very cost-intensive, high fuel consumption, bad utilisation of space

**MD – 11 F**

- max. payload approx. 90 tons max. volume 500 m³
- not many available on the market, low fuel consumption, relatively good capacity utilisation

**Technical data of the MD – 11 F**

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>MD-11F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>61.20 m or 61.60 m (PW 4460 or CF6 engine)</td>
</tr>
<tr>
<td>Wing span</td>
<td>51.97 m (51.66 m without winglets)</td>
</tr>
<tr>
<td>Height</td>
<td>17.60 m</td>
</tr>
<tr>
<td>Fuselage diameter</td>
<td>6.02 m</td>
</tr>
<tr>
<td>Wing area</td>
<td>338.9 m²</td>
</tr>
<tr>
<td>Max. cruising speed</td>
<td>945 km/h at a height of 9,450 m</td>
</tr>
<tr>
<td>Long distance cruising speed</td>
<td>877 km/h at a height of 9,450 m</td>
</tr>
<tr>
<td>Maximum reach</td>
<td>7.242 km</td>
</tr>
</tbody>
</table>
payload | 91,670 kg  
| maximum start weight | 285,990 kg  

- Distance to be flown: approx. 5000 km linear distance, max. reach of the MD - 11 F = 7242 km, no re-fuelling stop needed.
- Flight time: average speed: 877 km / hour = flight time 6 to 8 hours

The dimensions of the start and landing strips must also be considered:

- Take-off runway at Cebu: 3300m
- Landing strip at Colombo: 3350 m.

These pose no problems for the MD 11 especially as ground equipment exists. The landing strip lies about 9 metres above sea level. When planning the flight it ought also to be taken into consideration that the airport may be flooded by a spring tide.

I decide in favour of a charter flight using an aircraft of the type MD 11 F.

**2.2.3.1. Procedures for non-scheduled flights**

Prior approval must be obtained for the operation of non-scheduled flights into Sri Lanka. Required approval will be granted by the Director General of the Civil Aviation, Sri Lanka (DGCA) upon submission of an application in writing. DGCA may, in approving such flights, assign a flight clearance number (FCN) which should be quoted for all clearance purposes.
2.2.4. Packaging and marking

The consignment must be prepared ready for carriage. Both the truck and the pallets must be secured against manipulations (sealing of the truck, use of sealing tape for the pallet loads), otherwise the consignment must be scanned at the airport. This would incur scanning charges.

For transports into another country every country now requires observance of the IPPC standard for wooden pallets (sea appendix 2).

For a safe carriage the airfreight consignment is loaded on pallets and in containers, the „loading aids“ (see appendix 3). Packages must show country of destination, country of origin, gross weight and measures of outer packing. Each package must be marked with the country of origin – in addition to the usual marking requirements-letters to be of equal size.

The airfreight labels for the airlines are printed automatically and attached by our staff at the airport. The labels provide the following information:

- AWB number
- Airline
- Departure airport
- Destination airport
- Number of packages

The packages should be marked with „tsunami relief goods“. 
2.3. Documentation

2.3.1. Export in Cebu, Philippine

I must make sure that a customs declaration will be issued (see appendix 4). My colleagues in the Philippines shall file all copies of Export Declaration directly with the Bureau of Customs or its deputized agencies or OSEDC for processing and approval through the issuance of the Authority of Load.

Once all the fees are determined and paid, the Bureau of Customs will issue the Authority to Load, the Certificate of Origin (if needed), and the Certificate of Shipment. The Authority to Load is the approval or permission granted by the Bureau of Customs (written at the back of the Export Declaration) for the loading of export goods on board of the carrier specified in the Export Declaration.

The Certificate of Shipment is the document issued by the Bureau of Customs certifying to the nature of shipment of the export goods.

The goods are presented with these documents and the AWBs at the Cebu airport customs office. The customs authorities releases the goods for export (the AWBs are stamped by the customs office). The airline will check the goods and documents for their authenticity before accepting them.

I will advise UNPD to inform by letter the PDEA – Philippines Drug Enforcement Agency about the purpose of the transport.
2.3.2. Creation of the AWB

The airway bill is the most important document in airfreight transport. It must be completed correctly and carefully. The following copies count as originals and are to be used as follows:

- no. 3 original for shipper
- no. 2 original for consignee
- no. 1 original for issuing carrier

I will instruct the colleagues in the Philippines to issue 2 separate AWBs, 1 for the 100 kg Morphine so as not to endanger the importation into Sri Lanka of the other goods. In this way the morphine can be cleared through customs separately and will not stop the entire consignment in case of any customs problems with the morphine. This would incur warehousing costs. In Colombo the goods are free of warehousing charges only on the arrival day and the two following working days.

The date of the AWB must not earlier than that of the import licence but also not later than the expiration date of the import licence. The AWB must state the exact contact data of the final consignee.

2.3.3. Import in Sri Lanka

The Government of Sri Lanka has issued a series of measures to accelerate the customs clearance of tsunami relief commodities. The following documents are required: Airway Bill, Letter of Donation from the UNDP, Packing List, Proforma Invoice and an Import Licence for Morphine.
2.3.3.1. The import licence

Prior to despatch I will enquire whether an import licence is required. An import licence is needed for the 100 Kg Morphine and the other pharmaceuticals. This will be applied for with the Ministry of Health / Cosmetics, Devices and Drugs Authority in Sri Lanka. The date of issue and the licence number must be quoted in the pro-forma invoice (see appendix 5).

Special regulations apply to goods including morphine that, for health reasons, are government-controlled. In the case of drugs a health certificate is advisable. The importer must be registered with the Ministry of Health in Sri Lanka (see appendix 6).

If the textiles are second-hand a disinfection certificate is required.

All commercial documents and the AWB must use the same goods descriptions as the CDDA.

Concerning the morphine the quantity allowed by the Ministry of Health must not be exceeded (quantity depends on the application).

2.3.3.2. The pro forma Invoice and the Packing List

**The Pro Forma Invoice**: for gift consignments we need 3 original pro forma invoices (for customs purposes). The invoice must contain the following information: date of ordering, marks and numbers, number and type of packages, exact description of the goods, stating quantity, quality, possibly trade marks and other information that would help with their identification for customs purposes. If possible, the HS code should be included. In the case of textiles very specific information is required concerning the
threads used and their weight, type of fabric, finishing and width of the cloths, gross- and net weights, country of origin.

**Packing List:** if the invoice does not show unambiguously which goods are in which package, a packing list should be provided, giving an overview of the individual packages, their marks and numbers, dimensions, weights and contents.

### 2.3.3.3. Certificate of origin

The Certificate of Origin is the declaration of the exporter, certified by the Bureau of Customs that his export product complies with the origin requirements specified for goods under the Generalised System of Preferences (GSP) and other schemes of tariff preferences. Since the goods are for humanitarian purposes, a certificate of origin is not requested.

### 2.3.4. Insuring of goods

Insurance is often required by the buyer to safeguard the goods against possible loss, pilferage, damage, theft, etc. during transportation. The coverage varies depending on the specifications given by the buyer. The freight forwarder usually takes care of insuring the goods. However, I will recommend to UNPD not to insure the goods, since the legal liability is higher then the value of goods.

### 2.4. Notifying the consignment prior of arrival in Colombo

Upon arrival in Colombo, the consignee specified in the AWB will be notified of the goods arrival.
A special aspect of UN consignments during the Tsunami disaster is that all documents had to be sent to a specific person appointed by UNPD at Colombo airport. This person must be identified in advance by enquiring at the airport.
3. Task II - Overview

The second consignment consists of the following emergency aids: medical equipment (used), packed into crates, 21 tons, 80 m³, of which 3 crates contain x-ray machines (instruments or articles with little or low radioactivity), 10 diesel engines, packed into crates weighing 200 kg each, measuring 1.2m x 1.4m x 0.6m, 10,08 cubic metres. Total weight of the consignment: 23 tons, 90.08 cubic metres. The consignment must be shipped as airfreight from Vienna to Male, the Maldives.

3.1. Problems that need to be sorted out in advance

The three cases containing X-ray machines are classified as dangerous cargo and must be treated under instruments or articles with little or low radioactivity. I need to check the feasibility of shipping the consignment by passenger aircraft. It might be necessary to send it CAO = Cargo Aircraft Only, i.e. the consignment must be loaded onto cargo-only aircraft. Since we have here a case of instruments or products with radioactive material in limited quantities special rules apply and the consignment may, therefore, be carried on board passenger aircrafts. It is also not necessary to separate them from other dangerous goods.

In the case of more exact specifications of the consignment there might be a need to consider a reduction of radiation in accordance with the IATA Dangerous Goods Regulation. On the basis of the UN number it is possible to calculate the permitted quantities per package or flight. The IATA Dangerous Goods Regulation might even require a distribution over several passenger flights. The diesel generators are not dangerous goods since they are new and carry no fuel or other liquids. Had they been used before, professional cleaning would have been required.
3.2. Organisation of the transport

The individual dimensions of the packages allow them to be carried on passenger aircrafts. I shall obtain information about flights from Vienna airport. Austrian Airline offers direct flights to Male, but only once a week. Unfortunately there is no all cargo aircraft service from Vienna to Male. Qatar Airways offers a daily flight to Male via Doha. On board of passenger aircrafts only the lower section is available for cargo, the lower deck. Here, passenger excess luggage will always be given priority. Normally, approx. 30 to 40 cubic metres are available for cargo. Our consignment has a total volume of 90 cubic metres, that means the consignment would have to be distributed over three flights.

As an alternative I will check alternative flights from Munich or Frankfurt since we can obtain much better rates from Germany because of the volume of business we have with Qatar Airways. The ideal solution would be transport by all-cargo aircraft. Unfortunately, no such service exists currently. I find out that there is a daily Qatar Airways passenger flight from Munich to Male (identical aircraft type as ex Vienna A330-200). The Qatar Airways flight has a stopover in Doha. If booked early enough the consignment could be carried in three lots.

I would also like to investigate the possibility of part- or full charter. Here the costs of the alternatives need to be considered very carefully. The costs of a full charter flight amount to approx. 170,000 USD.

Because of the very high costs for charter flights and better rates in Munich I decide in favour of shipment via Munich.
3.2.1. Organisation of the pre-carriage Vienna – Munich

The complete consignment is to be carried by truck from Vienna to Munich. Two trucks are needed. The transit time for the distance of 436 km is approx. 7 hours.

The three crates with x-ray machines do not constitute a dangerous goods consignment for road haulage because of the low radiation.

The consignment is collected on Monday in Austria and delivered in the evening of the same day in Munich.

3.2.2. Organisation of the airfreight

The flight distance between VIE – MLE is 7,250 km.

The three crates with x-ray machines are considered dangerous goods for airfreight purposes. Therefore, the airline will levy a dangerous goods surcharge. I make a single booking with the airline but split the consignment when creating the AWB in such a way that the dangerous goods surcharge is levied only on the three crates with x-ray equipment.

Consignment 1

690 kg, 10 cubic metres (x-ray machines)

The consignment will be shipped on Tuesday from Munich to Doha and on Wednesday from Doha to Male. Male airport has no facilities for the storage of dangerous goods. This means that the consignment must be customs cleared and collected immediately upon arrival. I pass this information to UNPD so that they may inform the consignee accordingly.
Consignment 2

22,610 kg, 80 cubic metres (medical equipment, diesel engine generators).

The consignment will be transported in two lots: lot 1 on Wednesday from Munich to Doha and on Thursday from Doha to Male, lot 2 flies on Thursday from Munich to Doha and on Friday from Doha to Male.

In the case of split consignments customs clearance can take place only after the complete consignment has arrived in the country of destination. The first three days at the airport of Male are free of warehousing charges, the splitting of the consignment does not, therefore, cause additional costs at the destination.

It is at the discretion of the airline whether the splitting of the consignment will be as described above. Anyway, the total transit time from Austria to Male will be approx. 5 days.

3.2.3 Packaging and marking (see also 2.3.6. Task 1)

The consignment must be prepared ready for carriage. Both the truck and the pallets must be tamper-proof (sealing of the truck, security adhesive tape for the pallet loads), otherwise the consignment needs to be scanned at the airport, incurring scanning charges.

Marking: Packages must show name or initials of consignee. In addition to the standard airfreight labels the two crates with the x-ray machines must bear the following labels:
Radioactive Material, Excepted Package

This package contains radioactive material, excepted package and is in all respects in compliance with the applicable international and national governmental regulations.

UN

The information for this package need not appear on the Notification to Captain (NOTOC)

The mention of „Radioactive“ on the label is mandatory.

The consignment must be suitably packed for airfreight transport. The unloading equipment at Male airport needs to be considered: high loader and conveyer belt available, forklift (max. 3000 kg) available on request.

3.3. Documentation

3.3.1. Export from Austria

The procedure for exporting emergency relief aid in cases of catastrophes or donations in cases of emergency is as follows:

In accordance with article 226, section d) of the customs code-DVO (ordinance (EWG) no. 2454/93) the export declaration for goods of minor economic significance can be made verbally if the customs authorities agree to this.
Goods of minor economic significance are, among others, goods that are exported as first aid in cases of catastrophes or donations in emergencies (as laid down in an internal instruction of the customs authorities – A 0610 – 1 paragraph 9 no. 17). These goods may thus, independent of their value declared verbally for export. They also do not require approval.

This means that the goods can be declared verbally directly at the customs border between Austria and Germany (if there should be a check) or at Munich airport. The customs authorities recommend a packing list for the consignment and possibly a document stating that the destination has been declared a disaster area. This is not, however, mandatory.

The road transport from Vienna to Munich requires a CMR waybill (waybill = transport document accompanying the goods) (see appendix 7).

3.3.2. Creation of the AWBs (see also 2.4.2. consignment I)

I am going to create two separate AWBs, 1 for the three crates with x-ray equipment in order to avoid the dangerous goods surcharge for the rest of the consignment (another solution would be to enter the consignment on two separate lines in the AWB – see appendix 8). In the „Nature and quantity of Goods“ box of the AWB the following entry is required:

“Dangerous goods in excepted quantities”.

A Shipper’s declaration for dangerous goods is not required
3.3.3. Import in Male

I will check with the customs office in the Maldives regarding import regulations for humanitarian aid into the Maldives. The Maldives Customs Service knows of no specific Customs regulations exclusively for Humanitarian Cargo. Following documents are required: Airway bill, Pro forma invoice, Packing list and letter of donation. Tax exemption is available to all humanitarian goods and non-profit consignees. I will inform UNPD in this regard, so that the shipment can be announced to the Maldives customs prior to transport begin. Customs require monetary valuation for the shipment on the consignment as a whole, and for each individual item, in any currency, that is why a proforma invoice must be issued. There is no restriction on new or second hand articles.

There is no other information required with regard to import of humanitarian goods to the Maldives. However National Disaster Management may approach the donor for further information if there is any requirement.

After consultations with the Ministry of Health of the Maldives Republic an import licence is required for the medical equipment.
## 3.4. Overview of the costs

### Pre-carriage costs ex FOT place of departure to FCA departure airport

<table>
<thead>
<tr>
<th>Departure place: AT – Vienna</th>
<th>departure airport: Munich</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport costs:</td>
<td>600.- Euro / Truck *</td>
</tr>
</tbody>
</table>

* 2 trucks required, road tax included  motorway toll charges included

### Costs FCA ex departure airport to arrival airport

<table>
<thead>
<tr>
<th>Port of destination: MLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service: Speedcargo special</td>
</tr>
<tr>
<td>departures: daily</td>
</tr>
<tr>
<td>arrival: +2</td>
</tr>
</tbody>
</table>

| airfreight | 0.70 EUR / kg (chargeable weight) |

### Airfreight surcharges (v.a.t.o.s)

| Fuel Surcharge | 0.27 EUR / kg * |
| Security Surcharge | 0.15 EUR / kg * |

* actual weight

### Dangerous goods surcharges (v.a.t.o.s)

| DGR Surcharge: | 0.10 EUR / Kg |
| DGR Fee: | 0.- EUR / shipment + 3.- EUR / piece |

### Total costs

| Total transportation costs | 27,088.00 EUR |
4. Consignment III – The situation

The Norwegian government is providing ex Trondheim 200 tons of US Army survival packs and 10 second hand Land Rover vehicles (Defender 110). Transportation to be by seafreight. The following needs to be considered:

- Possibilities for collecting from Trondheim
- Special equipment for the MRE
- Ro-Ro-loading or standard Container for the Land Rovers
- Destination ports in Africa and transit countries
- Customs procedures
- Post carriage

Due to the very differing types of goods and equipment required we will work out two separate transport concepts.

4.1. Consignment 1 – 10 used Land Rovers Defender 110

- weight: 1900 kg – 2100 kg (see appendix 9)

4.1.1. Problem Ro-Ro or container?

I have to decide how to transport the vehicles. There are two options:

- Ro-Ro
- Container

I shall present the advantages and disadvantages of the two methods (see appendix 10). I contact numerous shipping companies offering a service to East Africa. I find out that no Ro-Ro service is offered from Trondheim to Mombasa. In the light of the presented analysis this is not necessarily a disadvantage. My company does not specialise in car transports. I seek, therefore, advice on the shipping of cars to
Rwanda. For reasons of security everyone advised against shipment by Ro-Ro service. I, therefore, decide to ship the vehicles in containers. The vehicles are loaded into 40´box containers, 2 vehicles per container, in total 5 40´ containers are required. Two shipping lines are currently offering container services from Trondheim to Mombasa: CMD CGB and Meerline. The choice of shipping line depends on price, reliability, availability of empty containers and departure times.

The two shipping companies operate on the following different routes:

**CMD CGB:** ex Trondheim by feeder ship to Hamburg, in Hamburg there is a transfer onto the mother ship to Khor al Fakkan where another transfer takes place for Mombasa. The total transit time would be approx. 40-46 days.

**Meerline:** ex Trondheim by truck or train (decision of the shipping line) to Oslo, from Oslo by feeder ship to Bremerhaven, in Bremerhaven the consignment is loaded onto the mother ship and transported with another transhipment at Salalah, Oman, to Mombasa. The total transit time is approx. 35 days.

I book the 5 40´containers with the company Meerline, also because they offered better terms.

### 4.1.1.1. Loading of the containers

When loading the containers the following must be considered:

- Are the car batteries dangerous goods? No, nowadays the acid is a gel which cannot leak. The batteries need not be disconnect during transit.

- May the fuel tank contain fuel? Yes, a maximum of 5-6 litres. Used fuel tanks are considered dangerous goods only when they are dismantled because of the gases that may build up inside.
4.2. Consignment 2 - 200 tons MRE

MREs (Meal ready to eat) are small food packages which every army issues to its soldiers. During transit the temperature in the transport container must not vary too much. The life cycle of the MRE’s is three years at a temperature of 27 °C Centigrade. As already mentioned, special equipment is required, i.e. refrigerated containers with their own cooling unit. Reefer containers have their own refrigeration unit that needs to be connected to an electrical supply. Each container can be set to a certain temperature which is monitored and recorded continuously by the integrated electronics. For the inland transport the containers need no clip-on-unit but are provided with power by the truck-mounted generator. Reefer containers differ in internal size from normal ISO-containers due to the insulation layers. Unfortunately, no shipping company offers reefer container services from Trondheim. An alternative would be to carry the goods in shipper’s own containers. In this case the costs of the alternatives need to be compared again (see appendix 11).

I also check the possibility of merchant’s haulage. The Norwegian Railways, unfortunately, only has a limited number of generator sets available. I have received an offer for transportation by truck with gen set from Trondheim to Bremerhaven or Hamburg, costing 1,700.- Euros per truck and decide in favour of it because the high degree of flexibility, short transit time and the relatively low price.

4.2.1. Packaging

The MREs will be packed in crates (12 MREs per crate) and then palletised (48 crates per pallet). Dimensions of the refrigerated truck: 13.6 x 2.44 x 2.5 metres. Dimensions of the pallets: 1.13 x 1.32 x 1.07 metres and 500 kg per pallet. With a total weight of 200 tons we will have 400 pallets. Each refrigerated truck can carry 41
pallets, single tier, we need, therefore 10 refrigerated trucks ex Trondheim (see appendix 12)

4.2.1.1. Markings

All cargo must be properly marked, with the address of consignee, number of pieces and weight. Marking must be placed visible on two sides of each packing unit. If the cargo arrives unmarked, the shipments will incur customs delays, storage charges and several penalties.

4.2.2. Pre carriage as merchant’s haulage

Route Trondheim - Bremerhaven

- Trondheim – Göteborg, Sweden 785 km.
- Ro-Ro ferry service between Gothenburg, Sweden and Frederikshavn/Denmark, crossing time approx. 2 hours
- Frederikshavn/ Denmark – Bremerhaven, Germany 512 km

The total transit time is approx. 24 hours. The driver must observe the rest periods regulations. Also, a large part of the route is via non-motorway roads. Therefore, a truck takes about 2 days for the total distance.

4.2.3. Stuffing the container

I had even considered shipping the goods in standard containers, instructing the shipping company to stow the containers below deck in order to keep the temperature low during the sea transport. However, there are several aspects against this: the shipping company is free in their decision where to stow containers and the
temperature might, thus, not be constant and in Mombasa the goods would have to be transferred to refrigerated vehicles. This is, therefore, no safe and good option. Since only few shipping companies offer reefer containers with own diesel generator for transports to Africa I have to contact several shipping companies to enquire about availability and terms for this special equipment. I will take into consideration that reefer containers are not always available at every container depot, ready for collection. Therefore, the containers need to be ordered some days in advance, giving the shipping company sufficient time to make the equipment available at the nearest depot.

I receive the booking confirmation from the selected shipping company. This contains the so-called release data required to dispatch the empty containers. The following information is required:

- Pick-up reference
- Address of the container terminal for collecting the empty containers
- Delivery reference
- Address of the port terminal for loading on board ship

I also request offers for packing and return run of the containers in Bremerhaven.

40´Reefer Container  Euro 375.- incl. container round trip
20´Reefer Container  Euro 285.- incl. container round trip

I instruct the stevedores with the stuffing and handling of the required empty containers and their move to the quay terminal.

For reasons of safety reefer containers carry a maximum load of 20 tons, mainly because the tare weight of a reefer is greater than that of a normal container (approx. 4500 to 5000 kg tare for a 40´reefer). The stevedore produces a loading and stowage
plan. Reefer containers may only be loaded up to the red line about 30 centimetres from the container ceiling, to allow for air circulation.

In our case the pallets are loaded (1x stacking) into

11 x 40’ reefer containers
1 x 20’ reefer container.

When stuffing a reefer container the cooling unit should be switched off to prevent the compressor from icing up. The load should have been cooled down to the desired temperature. Cooling down a warm load using the reefer cooling unit would take a long time (depending on the ambient temperature and that of the goods). The loaded containers are closed carefully and sealed. At the quay and during the main carriage the reefer will be connected to mains supply.

4.2.3.1. Load securing (applies also to the Land Rovers)

Since the container in transit, especially during pre- and post carriage, but also during transhipment and onboard ship during heavy seas, is subjected to forceful movements the securing of the load is of paramount importance.

Load securing is the securing of loads (cargo) against the physical forces to which they may be subjected during sea transport. Insufficient, incorrect or missing load securing causes often a shifting of the load. Frictional connection requires at least two means of securing (e.g. anti-slip mats, anti-slip wooden blocks or dunnage). Load securing is the responsibility of the stevedores.
4.3. Organising the main carriage Bremerhaven – Mombasa

After stuffing the containers are delivered before the close of loading by the instructed company to the correct terminal, quoting the delivery reference (issued by the shipping company). Upon arrival at the port the driver must produce the appropriate documents and the truck passes over a weighbridge which automatically weighs the consignments.

For all exports from Bremerhaven BHT numbers must be provided (Ports of Bremen) (see appendix 13).

4.4. Organisation of the post carriage Mombasa – Kigali

An important decision for the transport concerned the destination port in Africa: Mombasa, Kenya or Dar es Salaam, Tanzania.

Selection criteria:

- transit countries
- the local political situation
- road connections
- transport services
- transport costs
- representations in the country of destination

Mombasa is currently the better solution because of the lower seafreight rates and better road connections with Kigali. The concept of door-to-door transport is well developed in Mombasa. The port is also known as the Gateway to East and Central Africa. Since I do not have sufficient experience with DDU consignments to Africa I consult our local agent who is also instructed to organise the post carriage (the
The local organisation has to monitor the ship’s arrival (e.g. by Internet or by checking with the shipping company). In case of delays the principal must be informed immediately. The shipping company sends an Arrival Notice to the consignor specified in the B/L. The local organization produces the B/L to the shipping company and requests the release of the consignment Destination THC and any port dues are to be paid by the local organisation. Upon their release the containers are collected.

The local organization decides for the following route:
Mombasa, Kenya - Kampala, Uganda – Kigali, Rwanda (Mombasa, Nairobi, Eldoret, Busia border, Kampala and onto Kigali, through the Katuna / Gatuna border). It represents the shortest route and offers the best connection with the final destination via the Trans African Highway.

For the reefer containers trucks with satellite tracking system and diesel generators are used. We have to prepare UNDP for a lengthy post carriage. Rwanda lies on the Equator with regular rainfalls during afternoons, rendering the generally poor roads impassable. The transit time will be around 20 days.

The trucks convoy will need to pass through various TMU’s (transit monitoring using). Our trucks will be travelling with other trucks en route to the same destinations. The TMU’s are in Kenya at Mariakani, Athi River, Mlolongo and Eldoret and in Uganda at Kampala.

The containers are provided to us for a specific period rent-free for the delivery, stripping and return to the depot (Refrigerated Cargo Import in Mombasa with the
shipping company Maersk = 7 days local, 21 days in transit- incl. day of unloading). Upon exceeding this time limit a rental charge becomes due that, because of the incremental daily rates amount to a penalty charge. For certain methods of delivery shipping companies offer rebates (so-called allowances). In order to avoid detention charges (35.00 UDS / for each additional day) we shall try to negotiate for an extension. In view of the size of the project there is a good chance for that. An important aspect of the organization of the post carriage is security. It is advisable to organize a secured convoy, despite the extra effort. Ideally the transport would be accompanied in Kenya by customs officials. The drivers should have mobile phones.

4.4.1. Weight restrictions

When stuffing the containers regulations in the country of destination should be taken into consideration in order to avoid exceeding the permissible total weight.

ONLY Trucks / Trailers with 3 Axles will be allowed on Kenyan and Ugandan Roads.

1 X 20' Container: = 12 Tons Gross weight: (i.e. Weight of the Goods + Weight of Empty Container / Box).

1 X 40' Container: = 24 Tons Gross weight: (i.e. Weight of the Goods + Weight of Empty Container / Box).

The Maximum capacity a trailer can carry is only 26 tons (Weight of Container + Cargo Weight).
4.5. Documentation

Parallel to this the required documents are being prepared.

4.5.1. Export in Norway

According to the Norwegian central customs office there is no simplified procedure or exemption for the export of disaster aid goods.

The paper-based **export declaration** for the MREs (Norway is not part of ATLAS) is prepared and presented to the relevant export customs office.

No export fee is payable since the MRE’s contain no fish.

A **T1-procedure** is started for the MRE’s (see appendix 14). We also require a CMR for the refrigerated transport from Norway to Germany.

4.5.2. The Bill of Lading

Speedcargo Ocean HBLs (for security reasons negotiable originals) and MBLs (Sea Waybill = non negotiable) are issued. Following the loading onboard ship the Bill of Lading is handed to the freight forwarder. MBL must be consigned to Speedcargo AG network office at destination. It also must show the consignee address in Rwanda and MBL Body must have “on transit to Kigali” on it, so that customs clearance can take place in Kigali. For the motor vehicles chassis and engine numbers must be shown. Freight payment terms have to follow the terms on HBL.

As soon as I have received the MBL from the shipping company I shall create the original HBL. The dates of the MBL and HBL must be identical. The original HBLs are stamped with our company stamp and signed.
4.5.3. The pro forma invoice

Since the goods are not being sold, there is no commercial invoice. For the exporting from Norway and the importation into Rwanda, however, a pro forma invoice is required. Used or second hand articles must be clearly identified. Motor vehicles must be identified by their chassis and engine numbers as well as by their date of manufacture. The pro forma invoice must be stamped and signed by the supplier.

4.5.4. Packing list, containing:

- Quantity of goods
- Quantity of packages
- Unitary detailed description of goods
- Total net and gross weight
- Dimension of packages

It is advisable to accompany any shipments to Rwanda with packing lists in triplicate. Customs in country of destination will not accept any discrepancies between the pro forma invoice / Packing List and the actual cargo received.

4.5.5. Certificate of origin

It is Speedcargo’s responsibility as a service provider to advise customers of the requirement concerning certificate of origins. In general, importation to Rwanda does require a certificate of origin, unless a preferential trade agreements between origin and Rwanda is in place. A health certificate is not required, since the portion weight is under 5 kgs.
4.5.6. Pre-Shipment Inspection

To help fulfil their responsibility to protect the consumers of Kenya, the Kenya Bureau of Standards (KEBS), have announced the Pre-export Verification of Conformity program (PVoC). The aim of the program is to minimize the risk of unsafe and sub-standard goods entering Kenya by means of conformity assessment activities in the country of export. I will ask the supplier to carry out the pre-inspection and pass this information to me before the pickup of the goods. This is mostly required when the goods are not duty free.

For importation it is particularly important that the vehicles must be in a good roadworthy condition. Also the log book / registration documents will be an important part of the documentation required.

4.5.7. Donations

An authorization from the government is needed for the exemption of duties and taxes. The shipper must ask their consignee to obtain such authorization prior to shipping (see appendix 15). This will help to avoid delays at each of the border entry points, with Customs officials asking for import duties to be paid on the value of the goods.
4.6. Overview of costs

4.6.1. 10 used military Land Rovers Defender 110

<table>
<thead>
<tr>
<th>Pre carriage ex FOT departure place to FOB</th>
<th>port of departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of departure: N- Trondheim</td>
<td>port of departure: Oslo</td>
</tr>
<tr>
<td>40’ Std. Container</td>
<td>6695.00 NOK / Container</td>
</tr>
<tr>
<td>THC in Hamburg</td>
<td>930.00 NOK / Container</td>
</tr>
<tr>
<td>Port Dues Export</td>
<td>140.00 NOK / Container</td>
</tr>
<tr>
<td>Documentation Fee at the Origin</td>
<td>35.00 EUR / B/L</td>
</tr>
<tr>
<td>incl. road toll</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Costs ex FOB departure port to free arrival country of destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>seafreight costs 40’ Std. container</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seafreight surcharges (v.a.t.o.s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAF</td>
</tr>
<tr>
<td>BAF</td>
</tr>
<tr>
<td>War Risk Surcharge</td>
</tr>
<tr>
<td>ISPS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Costs ex CFR arrival port to DDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport costs 40’ Std. container</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customs clearance and ancillary costs, if requested by UN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Clearance</td>
</tr>
<tr>
<td>Tax and Duty</td>
</tr>
<tr>
<td>Documentation</td>
</tr>
</tbody>
</table>
### Total costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total costs in EURO</td>
<td></td>
</tr>
<tr>
<td>Exchange rate</td>
<td>1 EUR = 8,65 NOK</td>
</tr>
<tr>
<td></td>
<td>1 EUR = 1.35 USD</td>
</tr>
<tr>
<td>8,148.08 EUR / per container</td>
<td></td>
</tr>
</tbody>
</table>

### 4.6.2. 200 tons MRE

#### Pre carriage ex FOT departure place to FOB departure port

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure place: N-Trondheim</td>
<td></td>
</tr>
<tr>
<td>departure port: Bremerhaven</td>
<td></td>
</tr>
<tr>
<td>10 refrigerated trucks</td>
<td>1700.00 EUR / truck</td>
</tr>
<tr>
<td>packaging in Bremerhaven</td>
<td>375.00 EUR / 40’Reefers</td>
</tr>
<tr>
<td>THC in Bremerhaven</td>
<td>285.00 EUR / 20’Reefer</td>
</tr>
<tr>
<td>incl. road toll</td>
<td>290.00 EUR / container</td>
</tr>
</tbody>
</table>

#### Costs ex FOB departure port to free arrival country of destination

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>seafreight 20’ Reefer</td>
<td>4,580.00 USD / container</td>
</tr>
<tr>
<td>seafreight 40’ Reefer</td>
<td>6,000.00 USD / container</td>
</tr>
</tbody>
</table>

#### Seafreight surcharges (v.a.t.o.s)

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAF</td>
<td>10.9 % of seafreight</td>
</tr>
<tr>
<td>BAF</td>
<td>180.00 USD / TEU *</td>
</tr>
<tr>
<td>War Risk Surcharge</td>
<td>20.00 USD / TEU*</td>
</tr>
<tr>
<td>ISPS</td>
<td>15.00 EUR / container</td>
</tr>
<tr>
<td></td>
<td>* per 20’ container</td>
</tr>
</tbody>
</table>

#### Costs ex CFR arrival port to DDU Kigali

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport costs 40’ Reefer</td>
<td>8,950.00 USD / container</td>
</tr>
<tr>
<td>Transport costs 20’ Reefer</td>
<td>7,950.00 USD / container</td>
</tr>
<tr>
<td>Customs clearance and ancillary charges if requested by UN</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Customs Clearance</td>
<td>$125.00 USD / consignment</td>
</tr>
<tr>
<td>Tax and Duty</td>
<td>as per outlay</td>
</tr>
<tr>
<td>Documentation</td>
<td>$60.00 USD / B/L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total costs in EURO</td>
<td>164,517.95 EUR</td>
</tr>
<tr>
<td>Exchange rate</td>
<td>1 EUR = 1,35 USD</td>
</tr>
</tbody>
</table>
5. Conclusions

This study has examined the impact of natural catastrophes on a transport project. My aim was to use measures that will help to reduce physical and non-physical barriers to transportation and transit – by means of both visible infrastructure (such as multi modal corridors) and invisible infrastructure (such as procedures and regulations). Unfortunately, not much information is available on the facilitation measures for humanitarian aid shipments to the tsunami and famine affected areas.

For me as a freight forwarder it was important to support UNPD as much as possible and to assist them with competent specialist advice. As a person I have done my best to make the goods available as fast as possible to those who need them most.

Each of the three consignments had at least one critical aspect.

Consignment I – Export and importation of the morphine could be very problematical during the customs clearance procedure. The fact that it is destined for a disaster area should, of course, help. For such situations legislation exists to allow a way to help those in need. I wanted to know as much as possible about the legal situation by telephoning with the embassies and consulates of Sri Lanka and with the relevant customs authorities.

Consignment II – For every freight forwarder the very mentioning of dangerous goods is cause for particular care. In our case the keyword was „low radioactivity“. This saved us a lot of effort, like, of example, the production of a Shipper’s declaration for dangerous goods.
Consignment III – With the third consignment the post carriage constituted a great challenge. I shall monitor the transport through Kenya, Uganda and Rwanda and stay in constant touch with the colleagues in Mombasa.

The world is growing together more and more. Still, maintaining communications over such long distances is a constant struggle. Every struggle, however, serves to increase motivation, involvement and increases the thirst for more knowledge.
# Bibliography & References

## Primary References Books:

<table>
<thead>
<tr>
<th>Title</th>
<th>Textsammlung SpeditionsRecht</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publischer / Date</td>
<td>Oskar Schunck AG &amp; Co.KG / DSLV, Bonn, 2007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>IATA Gefahrgutvorschriften</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publischer / Date</td>
<td>IATA / ICAO 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Spedition und Logistidienstleistung, Leistungsprozesse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publischer / Date</td>
<td>Winklers, 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>ADR 2009, Einführung und Stückguttransport auf der Straße</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publischer / Date</td>
<td>DEKRA, 2009-04-13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Konsulats- und Mustervorschriften</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publischer / Date</td>
<td></td>
</tr>
</tbody>
</table>

## Primary Internet Sources

- [www.zoll.de](http://www.zoll.de)
- [www.wikipedia.org](http://www.wikipedia.org)
- [www.ihk-regensburg.de](http://www.ihk-regensburg.de)
- [http://webh01.ua.ac.be/cas/PDF/ASEAN02.pdf](http://webh01.ua.ac.be/cas/PDF/ASEAN02.pdf)
- [www.customs.gov](http://www.customs.gov)
- [www.imexport.gov](http://www.imexport.gov)
- [www.gov.ph](http://www.gov.ph)
Appendices
Appendix 1

The only advantage of a **scheduled flight** is costs. It has, however, many disadvantages:

- The consignment must be split
- Transit times will, therefore, be extended
- We are dependent on flight time tables
- Warehousing charges may become due at the destination airport since customs clearance is only possible after the complete consignment has arrived.
- There is no direct flight from Cebu to Colombo
- Transfer at a transit airport increases the risk of damage or loss

The disadvantages of **charter**:

- costly: however, 80 tons are a good payload for a full charter, costs, therefore, are not necessarily a disadvantage. Speedcargo will start an initiative* to win financial sponsorships.

*Initiatives: Negotiations with airlines about possible contributions towards the transport costs. In return we could initiate some kind of marketing activity (press articles and photos) – if the Uno agrees. Advantage for the participating companies: positive publicity, tax deductions (counts as tax deductible donations).

- The charter price is due before departure and a charter contract must be signed in advance (usually at least three days before the flight).

Compared to a regular flight, however, a charter flight offers more advantages:
• Greater flexibility in planning (the flight details may be determined by oneself)
• The consignment is transported in one single go
• Shorter transit time
• Direct flight with reduced risk of loss and damage
• Less fuel consumption
• Less environmental pollution
• No surcharge for the 100 kg morphine
Appendix 2

The **IPPC-Standard** ISPM no. 15 for wooden packaging materials defines pest-control and treatment procedures to reduce the risk of the spreading of pests through wooden packaging material. The wooden packaging material must have been treated in accordance with ISPM no. 15, e.g. the wooden core must have been heated to a temperature of 56° Centigrade for 30 minutes. All wooden packaging must be bark free and must have been subjected to a treatment (heat or fumigation) The treated wood packaging shall bear a mark
Appendix 3

“Loading aids” allow the bundling of goods before they are loaded. A pallet is a rectangular aluminium sheet with reinforced sides. The goods are protected by plastic sheets and also secured by netting. The individual pallets are then installed by the airline on aircraft pallets since only aircraft pallets can be secured properly in aircrafts (aircraft pallets are strapped and secured by hooks in the floor of the aircraft).

Pallets are transported to the aircraft by trailers called Dolly and moved by a high loader either onto the lower deck or the main deck. Having arrived in the cargo hold the logistics specialists move the loading aids. Having arrived in the cargo hold they are positioned and secured.
Appendix 4

```
DTI form
EXPORT DECLARATION

Republic of the Philippines
Department of Trade and Industry

1. Declaration
2. Exporter / Supplier - Address
3. TIN
4. Office of Declaration
5. Export Declaration Number

6. No. of Items (Tariff Units)
7. Local Packages
8. Page

9. Province of Origin
10. Country of Destination

11. Exporter / Consignee - Address
12. TIN
13. Mode of Payment
14. Bank Name
15. Currency
16. Total FOB Value

17. Port and Date of Loading
18. Port and Date of Departure

19. HTS Code
20. Gross Weight

21. Customs Procedure Code
22. Net Weight

23. Previous Import Document No.
24. Supplementary Units

25. HTS Code
26. FOB Value of Imported Raw Materials

27. Mark and Numbers Container (Net) Number and Kind
28. Description of Goods

29. Additional Notes / Instructions
30. Date

31. Authorization (a)
32. Name of Agency
33. Position
34. Date
35. Valid Until

36. Authorization (b)
37. Name of Agency
38. Position
39. Date
40. Valid Until

NOTE: This form is to be accomplished in quadruplicate (Exporter's Copy, BOC Copy, MDO Copy, DTI Copy)
Revised April 1996
```
REVISED EXPORT DECLARATION

aligned with the Single Administrative Document (SAD)

TRANSMISSION ON GAMING OF EACH BAG OF THE REVISED EXPORT DECLARATION FORM

Box 1 Declaration

1. Enter the code of the transaction based on the following categories:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export</td>
<td>1</td>
</tr>
<tr>
<td>Transit</td>
<td>5</td>
</tr>
<tr>
<td>Temporary</td>
<td>6</td>
</tr>
<tr>
<td>Transit</td>
<td>7</td>
</tr>
</tbody>
</table>

Box 2 Exporter/Supplier

2. Enter the full name, Tax identification Number (TIN) and address of the Exporter/Supplier. An exporter/supplier refers to a natural or juridical person, including the manufacturer, seller or other person whose name appears on the commercial invoice as such.

Box 3 Page

If rider (continuation) sheets are not used, this box should be left blank. Otherwise, enter the number of riders being used. For example, if there are one declaration and two rider sheets, enter 1. If 0.9 of the first rider sheet and 0.3 of the second rider sheet, the first figure should appear in the first sub-section and the second figure should be entered in the second sub-section.

Box 4 No. of Items (Tariff Lines)

Enter here the number of items being declared including any riders on rider sheets. The number of items corresponds to the number of "Description of Goods" boxes (Box 31) being completed or the number of tariff lines in the declaration.

Box 5 Total Packages

Enter the total number of packages making up the shipment/consignment covered by the declaration. When goods are weighed in bulk, for example grain, oil, etc., enter the number of packages.

Box 6 Importer/Consignee

Enter the full name and address of the Importer (Buyer)/Consignee.

Box 14 Desirant

Enter the name of the person who prepares the Export Declaration in his/her own behalf or on behalf of another natural or juridical person. Enter in this box the full name, address and TIN of the authorized desirant, referring to the person who signs the declaration.

Box 15 Province of Origin

Enter the name of the province (IP) from which goods were produced in their final form. If the goods were derived from several provinces, enter the provinces contributing the highest component value.

Box 17 Country of Destination

Relates to the exporting country.

Box 19 Vessel/Aircraft

Relates to the Vessel/Aircraft used for main transport. The vessel's registry number is to be indicated.

Box 21 Local Carrier, if any

Enter the local carrier's name, if any, to be used in transit to another customs port, not the name of the carrier concerned.

Box 22 Total FOB Price

Relates to the total FOB value (Total Customs Value) of the goods covered by the declaration. Enter in the space of the left of the box the currency in which the goods have been invoiced.

Box 27 Port and Date of Loading

Relates to the port at which the goods are to be loaded for export purposes and the date when the goods have been loaded at this port. This port is not necessarily the port of departure.

Box 28 Financial and Banking Data

Enter the Terms of Payment (with or without Forex), Mode of Payment (e.g., LC, D/A, D/P, DP), etc. and the name of the Bank.

Box 29 Port and Date of Departure

Relates to the port at which the goods are to be exported and the date of exportation.

Box 31 Marking Numbers, Packages, Container No(s), Number and Kind

1. Refers to the representation of the cargo in the shipping documents for the purpose of identification.

The goods described in this box must all be subject to the same Conformity Code. Packages or containers must be described in the left hand section of the box in sufficient detail to enable them to be identified. If the goods described here do not comprise the whole contents of a package or container the shipper shall indicate the number of the package or container and the number of units contained therein. When the goods are sold on consignment, the item description form includes a description of the goods contained in the package or container.

2. Refers to the representation of the cargo in the shipping documents for the purpose of identification.

The description of the goods must be the normal trade description expressed in the language of the Contract of carriage to enable consignees to unambiguously identify and classify the goods. It is not necessary to copy the full description as set out in the Tariff and Customs Code. For example, magnesium potassium fertilizer should be described in those terms and not as "other mineral or chemical fertilizers.

When the code is used within the field of a specific item, the code description shall specify the quantities, type size, weight, or other physical features, the description should include that information. Equally when description is left to the consignee and/or specific details (their description shall make clear these details).

Box 33 Harmonized Systems (HS) Code

Refers to the A4-8d Harmonized System Code Tariff Heading or sub-heading with a total value of no less than Rs. 30,000. The code given in this box should be the same as the one given in the Conformity Code. The commodity code given in Box 23 must be filled in accordingly. Enter in this box the right digit of the code for each of the goods described in Box 31 as set out in the Tariff and Customs Code of the Philippines.

Box 36 Gross Weight (kg)

Relates to the weight of the cargo but this item is described in Box 31, including its packing, sealed in kilograms. Enter where necessary to 2 Decimal Places. If it is necessary to enter the Gross Weight for each item included in the Declaration, if available documents do not stipulate how the Gross Weight per item will be calculated or if the total Gross Weight of all items equals the total indicated in relevant documents.

Box 37 Customs Procedure Code

1. Enter in this sub-section the first four digits of the appropriate Customs Procedure Code (CPC) for the item below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Direct permanent export</td>
</tr>
<tr>
<td>1020</td>
<td>Permanent Export after ET for customs valued processing</td>
</tr>
<tr>
<td>1021</td>
<td>Permanent Export after TE for customs valued processing</td>
</tr>
<tr>
<td>2000</td>
<td>Temporary Export under customs valued processing procedure</td>
</tr>
<tr>
<td>2090</td>
<td>Temporary Export under customs valued processing procedure</td>
</tr>
<tr>
<td>3052</td>
<td>Re-export; Cost Customs Paid processing procedure</td>
</tr>
<tr>
<td>3053</td>
<td>Re-export after customs valued procedure</td>
</tr>
<tr>
<td>2071</td>
<td>Re-export after customs valued procedure</td>
</tr>
</tbody>
</table>

For the second sub-section, enter the relevant codes to be applied from the list below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Normal Procedure</td>
</tr>
<tr>
<td>0100</td>
<td>Depreciation Cargo</td>
</tr>
</tbody>
</table>

Goods to which different CPC's apply may be included in the declaration, unless one of the CPC's relates to a different general procedure code (see Box 31) for example Warehousing, Transit, Export, etc. In this case the box must be subject to a separate declaration. All the numbers of a particular declaration must be subject to the same general procedure code. The good being exported. A declaration of a CPC in this box constitutes a formal declaration that the conditions of relevant law/regulations will be complied with and legally binds the desirant signing the declaration.

Box 39 Net Weight (kg)

Enter the Net Weight in kilograms of the goods described in Box 31. The total weight is the weight of the goods themselves without packaging.

Box 40 Previous Import Document(s)

To be completed in instances where this particular declaration is the result of a previous action. For instance, the conversion of a Warehouse order to export. The Sentence Entry whereby the entry number of the Temporary Entry should be quoted or where an Entry Export relates to goods previously the subject of a similar Entry Export. In these circumstances, the number of the Warehouse entry should be entered.

Box 41 Supplementary Units

Whereas Box 36 & 58 provide for recording of weight, Box 41 Supplementary units provide for all other forms of data that can include, Units, Numbers, Lbs, Pounds,足份的, etc. and are dependent upon the requirements of Particular Commodity Codes. The quantity is to be shown to the nearest whole number.

Box 42 Items Price

Enter the FOB invoice price for the goods described in the relevant Box 31 in the currency used in Box 22. On multi-item declarations the total of all items must equal the amount shown in Box 22.

Box 44 Additional Information, Documents Produced, Certificates/Authority

Enter the references of any documents produced in support of the declaration. When the documents submitted are numbers, the number should be entered in the box. These additional information shall include information on Export or Commodity Clearance issued by the authorized export/commodity regulatory agency. Equally, exemptions identified by the exemption law number and issuing office should also be identified here for, for example, SOU, PEZA, DOF (Department of Finance).

Box 46 FOB Value of Imported Raw Materials

Enter the "Dutiable Value" in Philippine Pesos. That is the sum total of Customs Value, Freight, Insurance and other Dutiable Charges declared.

Box 50 Printed Name and Signature of the Desirant and Date

In compliance with Section 3501, CCP

The declaration must be signed by the Desirant to whom the exporter has given authority to act on the Exporter's behalf for Customs purposes. Signature must be the original handwritten signature or those making the declaration.

The manner of authentication of the Desirant to act on behalf of the Exporter is a matter of arrangement between Exporters and their Desirants but in giving authority to the Desirant, the Exporter will be assumed to have given authority to the clerk and server's authorized by the Desirant to carry out all the Exporter's duties. The Desirant, upon being authorized by an Exporter to sign declarations as the Exporter's behalf, is subject to the law governing false statements.

In signing Box 50, a legal declaration is being made that these declared there is no fraud, false, incorrect, or incomplete and that in signing the declaration, the requirements of the relevant Customs legislation have been met.

Box 51 Authorization

To be accomplished by the authorized officer in the regulatory agency concerned after the signing or commodity clearance procedure is completed. The officer will sign the declaration with their full name and position as well as the signature.

The second portion of the box shall be completed by the officer in the regulatory agency whose authorization is required, e.g., PEZA, Clark, State.

Box 62 Bureau of Customs (BOC) Control

To be utilized for Warehouse and transit entries.

Notes

- This box is to be completed upon the completion of the applicable section. The form may be completed, i.e., Entries that do not declare this information will be rejected.
Appendix 5

IMPORT LICENCE

Serial No: 000012675

Licence No: IM 04 620 2009 1305

Non Commercial / Exchange Not Involved

HS Code | Quantity | Value

Description of Goods
- Wool blankets, packed tents, medical supplies
- Controlled drugs (Morphine)

Conditions of the Licence
1. If actual value of the goods imported is exceeded the value indicated in the proforma invoice the difference of the licence fee should be paid at the time of debitting.

Date of issue: —
Date of Payment: —
File Reference No: —
Checked By: —
Licence Fee: —
License Printed by: —

For Controller of Imports and Exports

058957

IMPORTS AND EXPORTS CONTROL
LICENCE TO IMPORT A REGISTERED DEVICE/s

Licence Number: DYI - 010960

No: 02, Beltona Lane

Mr. UNA

hereby licensed to import into Sri Lanka during the period for which this licence is in force the device/s specified below, manufactured by

This licence is subject to the conditions prescribed in Regulation 12 of the Devices Regulations made under the Cosmetics, Devices and Drugs Act No. 37 of 1990 as amended by Act No. 38 of 1994 to be in force for one year from the date of issue unless it is earlier suspended or cancelled.

Name of device/s to which this licence applies:

1. 1000 lbs. Morphine
2. medical supplies
3. 

Date of Issue: 14.07.2008

Ministry of Health,
P.O. Box 513, W/21/406872
Colombo 02.

DVR - PR - 010379 ( DVR - PR - 009565

Cosmetics, Devices and Drugs Authority.

SECRETARY
Cosmetics, Devices and Drugs Authority.
MINISTRY OF HEALTH
Appendix 6

CERTIFICATE OF REGISTRATION

The following device is hereby registered under the Cosmetics, Devices and Drugs Act, No. 27 of 1980:

Name of device: 100 mg Morphine
Type of device: Medical Supplies
Name of Manufacturer:
Country of Manufacture:
Name of Importer: UNPD
Registration No.: DVR-PR-010379-4...PR = 009569
Date of Registration:
Type of Registration:
Full Registration:
Provisional Registration: Yes
Period: One Year
Schedule:

Provisional registration shall be valid for the period stipulated.

Date of issue: 10.07.2008
Ministry of Health
P.O. Box 513, N/21/406871
Appendix 7

The international Convention for road haulage contracts (= CMR for the French term Convention relative au contrat de transport international de marchandises par route) applies to international road transports between countries of which either the source or the destination country is a member to the CMR agreement (Austria and Germany are CMR members). The CMR remains valid when road vehicles are involved.

The CMR waybill should include the following information:

- Place and date of issue
- Name and address of the consignor
- Name and address of the carrier
- Place and date of accepting the goods and the delivery address
- Name and address of the consignee and a notify address
- The normal description of the type of goods and the packaging type
- Number, marks and numbers of the packages
- The gross weight
- The agreed freight and the costs incurred until delivery as well as a comment concerning the method of freight payment
- Instructions for customs clearance and other official handling of the goods
- Comment „UN…. radioactive products, excepted package“.
## Appendix 8

### Air Waybill

<table>
<thead>
<tr>
<th>Number</th>
<th>Carrier</th>
<th>Country</th>
<th>Flight</th>
<th>Origin</th>
<th>Destination</th>
<th>Date</th>
<th>Time</th>
<th>Flight Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPX</td>
<td>SPEEDCARGO AG</td>
<td>MUNICH</td>
<td>DOH</td>
<td>OHI</td>
<td>MLE</td>
<td>001</td>
<td>180R111/19</td>
<td>DOHA, QUATAR</td>
<td>A0 001/180R111/19</td>
</tr>
</tbody>
</table>

### Dangerous Goods

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>EMERGENCY POWER GENERATORS AND NEW DIESEL ENGINE NOT RESTRICTED</td>
</tr>
<tr>
<td>3</td>
<td>USED MEDICAL EQUIPMENT, X-RAY MACHINES &quot;DANGEROUS GOODS IN EXCEPTED QUANTITIES&quot;</td>
</tr>
</tbody>
</table>

### Details

- **Weight**: 90.080 cbm
- **Estimated Value**: EC 51,890

---

**Prepaid**: AS AGREED

**Valuation Charge**: AS AGREED

**Total Prepaid**: XXXXXXXX SPEEDCARGO AG

**Currency Conversion Rates**: AS AGREED

**Total Collected**: XXXXXXXX SPEEDCARGO AG

**Signature of Shipment Agent**: at place

**Total Collected Charges**: 157-1234 5678

---

*Shipment certifies that the particulars on the face hereof are correct and that the carrier or any part of the consignment contains dangerous goods, each part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.*
Appendix 9

Breite
1.790 mm

Höhe
1.997 mm bis 2.181 mm

Spurweite
1.511 mm

110

Länge
Station Wagon/Hard Top 4.639 mm/4.599 mm

Radstand 2.794 mm
Appendix 10

4.1.2.1. Ro-Ro

Ro-Ro-vessels (engl. Roll on Roll off) are modern ships carrying mobile loads using the Ro-Ro-methods. This means that, in contrast to the LoLo-method, loads are driven onto the ship. These are usually cars or trucks or even trains that drive onto the ship.

**Advantages** of the Ro-Ro-method:

- Short turnaround times
- Protection of the load
- No additional securing of packages and loads required (needed in case of container loads)
- Flexibility in the composition of the load
- costs: category Van up to 2.10 metres high
  
  Seafreight USD 1300.- / per car
  
  Baf 50 % in addition to the seafreight
  
  Ro-Ro Surcharge USD 50.- / car

**Disadvantage** of the Ro-Ro-method:

- unsecured transport since the goods are visible
- no departures from Trondheim
- for the post carriage a special truck must be obtained which may prove difficult in a country like Kenya and may cause additional costs.

4.1.2.2. Container transport

Advantages of container transport:
- secure loading
- regular departures
- greater choice of carriers and, thus,
- lower costs
Appendix 11

Advantages for shipper’s own containers:

- Container may be used for storage
- No return run required
- No risk of detention charges (especially important here, because the post carriage takes approx. 20 days)
- The forwarder can decide himself whether to use reefer containers with cooling units ML 1 or ML 2. The difference between ML 1 and 2 is that, (apart from some electronic improvements), the ML 1 has a data recorder (with a round recorder disc), whereas the ML2 can be read only electronically, i.e., with the use of a computer.
- Containers can be sold in Africa to shipping companies, thus recuperating part of the purchase costs. This might prove difficult, however, since there are many empty containers available in Africa, due to the large volume of goods shipped to Africa. Africa, unfortunately, does not export as much.

Disadvantages

- Delivery period: approx. 3-5 working days after ordering
- Containers need to be transported empty to Trondheim
- The purchase price is an additional cost:
  - Euro 3,400.- / per 20’box, Euro 4,300.- / per 40’ box
- Despite a valid CSC-label the seafreight for shipper’s own containers is usually higher since the shipping companies have an interest in renting out their own containers.
Appendix 12
Appendix 13

With the BHT-number the customs authorities indicate that the goods are generally released for loading onboard ship. The consignment is declared to customs electronically by entering its data into the export declaration via computer systems. The data thus transmitted are checked for correctness and plausibility. When no errors have been found the applicant is issued for each application a so-called BHT reference which is sent to all participants in the export. The customs authorities reserve themselves the right of intervention within two hours after issuing the BHT number. After that the export consignment is released and may be loaded by the terminal operator.
Appendix 14

The common transit procedure (gemVV) is applied to the transportation of non-Union goods between EU and EFTA countries that are subject to customs duties and other dues upon their importation into the customs area of the EU. The T-1 document must be presented in Bremerhaven when entering the free port area so that the customs clearance procedure may be concluded. A pdf-file must accompany the goods from Trondheim to Bremerhaven.

The T1-procedure is not required for the 10 containers with the Land Rovers. The containers are inside the free port of Bremerhaven. Free ports are special areas within a port of a country in which import dues and import taxes are not levied. The charging of customs duties and import taxes is suspended until the movement of the goods outside the free port area into countries of the European Union. Such payments are waived altogether if the goods are exported outside the EU, which is the case in our project.
# RWANDA REVENUE AUTHORITY
# CUSTOMS DEPARTMENT
# EXEMPTION CLEARANCE FORM

## A. Importer’s Details

<table>
<thead>
<tr>
<th>Name</th>
<th>TIN</th>
<th>Postal Address</th>
<th>Physical address</th>
<th>Phone Number</th>
<th>Fax number</th>
<th>Email</th>
</tr>
</thead>
</table>

## B. Clearing Agent’s Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Postal Address</th>
<th>Physical address</th>
<th>Phone Number</th>
<th>Fax number</th>
<th>Email</th>
</tr>
</thead>
</table>

## C. Grounds for exemption

Why are you applying for an exemption from taxes and duties? E.g. promotion of Education, scientific, technological and cultural materials. *(Refer to PART G of this form for guideline and circle the relevant category of exemption on reverse page)*

## D. Description of goods

<table>
<thead>
<tr>
<th>CPC</th>
<th>HS Code</th>
<th>Description of goods</th>
<th>Quantity</th>
<th>CIF Value</th>
<th>Origin</th>
</tr>
</thead>
</table>

*(Please use this sheet if the space provided in part D is not sufficient)*

## E. Declaration

I (Name)………………………………..do hereby declare that the information provided on this document is true, accurate and complete.
Head of Legal Unit
I confirm that this application is genuine/not genuine and recommend the exemption to be approved/not approved.
Name ………………………………Date………………………Signature…………………………

Commissioner for customs & Excise
Exemption approved/not approved
Date…………………………Stamp………………………Signature…………………………

G. Documents required and types of exemptions - Tick appropriate box

<table>
<thead>
<tr>
<th>I. Primary Documents</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill of lading or Airway Bill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packing list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrival note (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Invoice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Documents related to the type of exemption</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Education, scientific, technological and cultural materials</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Legal personality of the institution;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A certificate issued by a specialized institution (e.g. Relevant Ministry)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other relevant document that may be required(Specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Items for charitable and philanthropic organizations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Original certificate of donation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A valid certificate of incorporation from the competent authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Plan of Action of the donation approved by the line Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A bank transfer if donation is in monetary terms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Articles intended for handicapped persons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Certificate of incorporation for specialized institutions or organizations approved by the line Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A certificate of infirmity issued by a specialized institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Goods imported for examination, analysis or test purposes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>An approval of the exemption request by the line Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A bill of quantities of the samples to be imported</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Temporary Importation Regime for Public Agencies</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>A letter of guarantee to cover the duty and taxes on the goods signed by the organization and the line Ministry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The convention ratified by Republic of Rwanda – e.g. UN Agencies, Embassies, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Temporary importation regime for private entities</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>A Cash, Bank or Insurance guarantee to cover the duty and taxes on the imported goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A passport copy with valid visas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Personal Property belonging to Physical Persons</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Arrivals notice (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill of lading or Airway Bill proving that the vehicle or other belonging to be exempt have been shipped from the applicants’ previous place of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Invoices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant’s passport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packing list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting documents proving persons’ status abroad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendation letter from the Rwandan embassy abroad or the Diaspora’s office of the Ministry of Foreign Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original documents of the vehicle registration from the country where the applicant has been residing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original documents of the vehicle proving ownership of at least 12 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of registration of the vehicle in the applicant’s names in at least twelve (12) months for Rwandans who have resided abroad for less than three years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documents establishing value of the vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Articles imported for religious ceremonies</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>An Action Plan, describing goods to be imported and their respective quantity signed by the legal representatives of the respective religious bodies and approved by the line ministry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Please **tick yes or no box** if the documents relating to the category of exemption are available and attached to the Application Form and remember to **circle** the relevant category of exemption.
<table>
<thead>
<tr>
<th>9. Honorary decorations or awards</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation letter from the Organizing state</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official proof of participation in the competition</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislative Reference</th>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Law no 21/2006 of 28/04/2006 establishing Customs System</td>
<td>161, 164 &amp; 182</td>
</tr>
<tr>
<td>2 Ministerial Decree no 003/07 implementing Law no 21/2006 of 28/04/2006 establishing Customs System</td>
<td>137</td>
</tr>
</tbody>
</table>