

GLOBAL TRADE GUIDE

Key Information The Import / Export Process

Key Import / Export Information

- What is Incoterms®
- Shipping Modes
- Rules of Incoterms® Mode of Transport
- Shipping container specification
- Unit Load Device (ULD) Air Container Specifications
- What is Air Cargo, Sea Cargo, and Courier Express
- The role of Freight Forwarder
- Free Trade Agreement
- Sales documents used for Export
- Shipping documents used for Import and Export
- Trade Industry process flow

IncoTerms® 2020

Incoterms® 2020 Rules Responsibility Quick Reference Guide



Freight Collect Terms

Freight Prepaid Terms

Groups

Any Mode or Modes of Transport

Sea and Inland Waterway Transport

Any Mode or Modes of Transport

Incoterms®

EXW

Ex Works (Place)

FCA

Free Carrier (Place)

FAS

Free Alongside Ship (Port)

FOB

Free On Board (Port)

CFR

Cost and Freight (Port)

CIF

Cost Insurance & Freight (Port)

CPT

Carriage Paid To (Place)

CIP

Carriage & Insurance Paid to (Place)

DAP

Delivered at Place (Place)

DPU

Delivered Place Unloaded (Place)

DDP

Delivered Duty Paid (Place)

The Incoterms® or International Commercial Terms is a set of uniform rules and trademark published by International Chamber of Commerce (ICC) registered in several countries relating to International Commercial law throughout the years since it was first published in 1936. It is widely used in international commercial transactions or procurement processes and the user is encouraged by trade councils, courts, and international lawyers. It is important that all parties involved in international trade clearly understand the changes and how they apply to global supply chains.

The **Incoterms®** inform sales contracts defining respective obligations, costs, and risks involved in the delivery of goods from the seller to the buyer, but they do not themselves conclude a contract, determine the price payable, currency or credit terms, government contract law or define where title to goods transfers. Although other clauses for global trade exist around the world, such as the Harmonised Tariff Schedule of the United States, Incoterms® rules are global in their reach. Similarly, Incoterms® rules do not include trade terms codified for national purposes, such as the “less than truckload shipping” (LTL) rule of the United States. Unlike national trade policies, Incoterms® rules are universal, providing clarity and predictability to business.



Freight Collect Terms

Freight Prepaid Terms

Groups

Any Mode or Modes of Transport

Sea and Inland Waterway Transport

Any Mode or Modes of Transport

Incoterms®

EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
Ex Works (Place)	Free Carrier (Place)	Free Alongside Ship (Port)	Free On Board (Port)	Cost and Freight (Port)	Cost Insurance & Freight (Port)	Carriage Paid To (Place)	Carriage & Insurance Paid to (Place)	Delivered at Place (Place) (Place)	Delivered Place Unloaded (Place)	Delivered Duty Paid (Place)

Transfer of Risk

At Buyer's Disposal	On Buyer's Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
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Obligation & Charges :

Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port / Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Custom Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Original Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading On Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	Seller	Negotiable	Seller	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading At Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

Rules of Any Mode of Transport

Ex-Work or Ex-Warehouse

The seller makes the goods available at their premises, or delivers when it place the goods at the disposal of the buyer at the seller's premises or at another named place (i.e. works, factory, warehouse, etc). This term places the maximum obligation on the buyer and minimum obligations on the seller. The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable. It is often used while making an initial quotation for the sale of goods without any costs included.

FCA - Free Carrier

The seller delivers the goods, cleared for export to the carrier or another person nominated by the buyer at the seller's premises or another named place. The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point. If delivery occurs at the seller's premises, or at any other location that is under the seller's control, the seller is responsible for loading the goods on to the buyer's carrier. However, if delivery occurs at any other place, the seller is deemed to have delivered the goods once their transport has arrived at the named place; the buyer is responsible for both unloading the goods and loading them onto their own carrier.

CPT - Carriage Paid To

The seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination. The goods are considered to be delivered when the goods have been handed over to the first or main carrier, so that the risk transfers to buyer upon handing goods over to that carrier at the place of shipment in the country of Export.

CIP - Carriage And Insurance Paid To

The seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination. The seller also contract for insurance cover against the buyer's risk of loss of damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.

DAP - Delivered At Place

The seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The risk passes from seller to buyer from the point of destination mentioned in the contract of delivery. The customs clearance in the importing country needs to be completed by the buyer when the shipment arrived at the place.

DPU - Delivered At Place Unloaded

The seller delivers the goods, unloaded, at the named place of destination. The seller bears all the costs of transport (export fees, carriage, unloading from main carrier at destination port and destination port charges) and all risk until arrival at the named place of destination.

DDP - Delivered Duty Paid

The seller responsible for delivering the goods when the goods at the named place of the buyer. The seller bears all the cost and risks involved in bringing the goods to the place of destination including clearing the goods through customs in the buyer's country, both paying the duties and taxes, and obtaining the necessary authorizations and registrations from the authorities in that country. Unless the rules and regulations in the buyer's country are very well understood

The seller delivers when the goods are placed alongside the buyer's vessel at the named port of shipment. The risk of loss or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs and risks from that moment onwards. The buyer have to adding explicit wording to ensure the buyer to clear the goods for export in the contract of sale. This term only used only for non-containerized seafreight and inland waterway transport.

FOB - Free On Board

The seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards. The seller will pay cost of marine freight transportation, bill of lading fees, insurance, unloading and transportation cost from the arrival port to destination. It is only be used for non - containerized seafreight and inland waterway transport.

CFR - Cost and Freight

The seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination including export clearance and freight costs for carriage to named port. The shipper is not responsible for delivery to the final destination from the port (generally the buyer's facilities), or for buying insurance. If the buyer requires the seller to obtain insurance, the Incoterm CIF should be considered. CFR should only be used for non-containerized seafreight and inland waterway transport; for all other modes of transport it should be replaced with CPT.

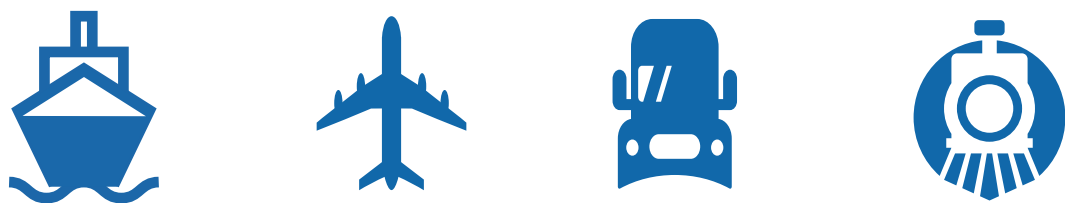
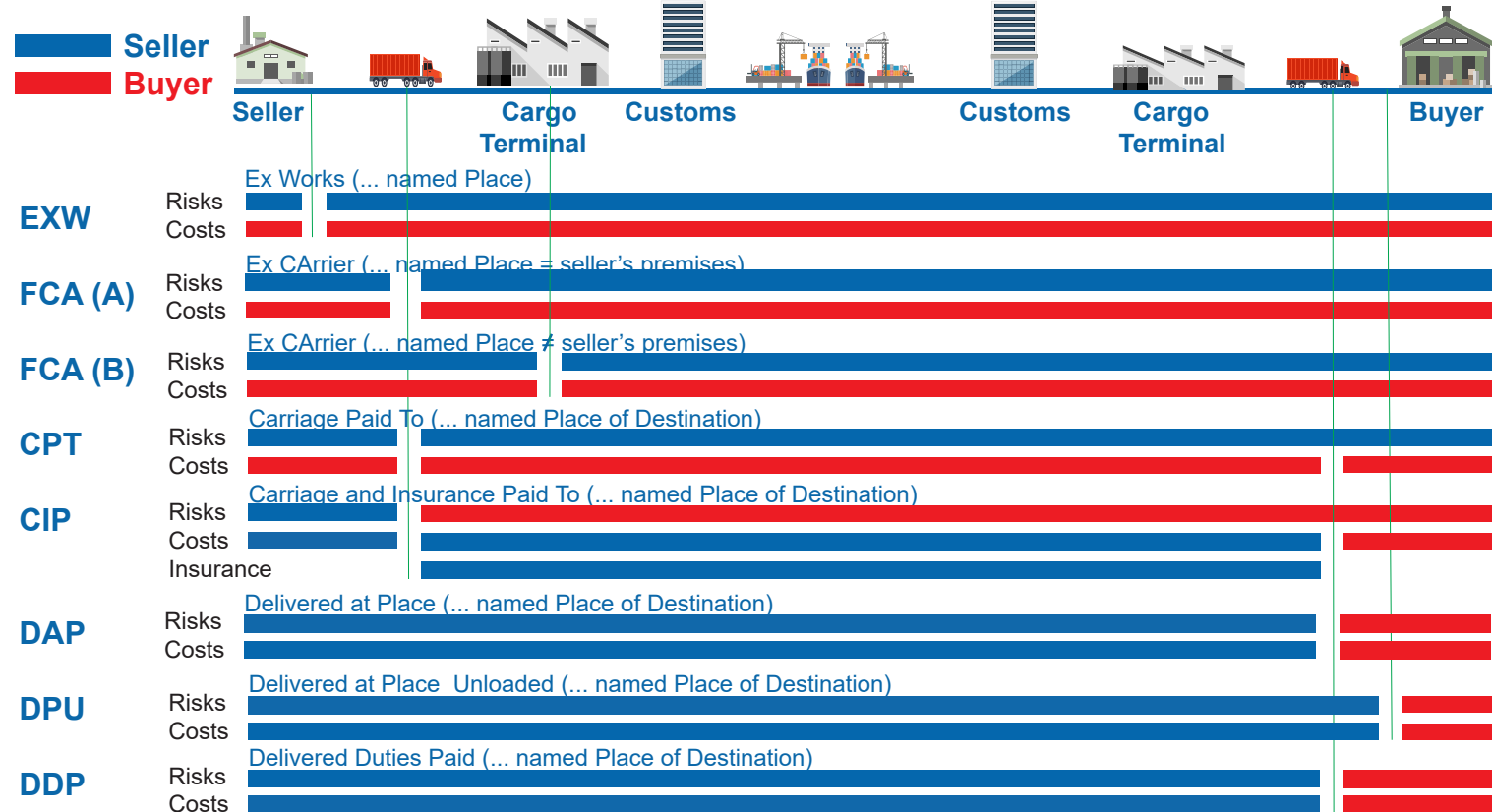
CIF - Cost, Insurance and Freight

The seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination. The seller's obligation ends when the documents are handed over to the buyer. The seller also contracts for insurance cover against the buyer's risk of loss of or damage to the goods during the carriage. The seller is required to obtain insurance for the goods while in transit, which insure the goods for 110% of the contract value under Institute Cargo Clauses or any similar set of clauses, unless specifically agreed by both parties. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover.

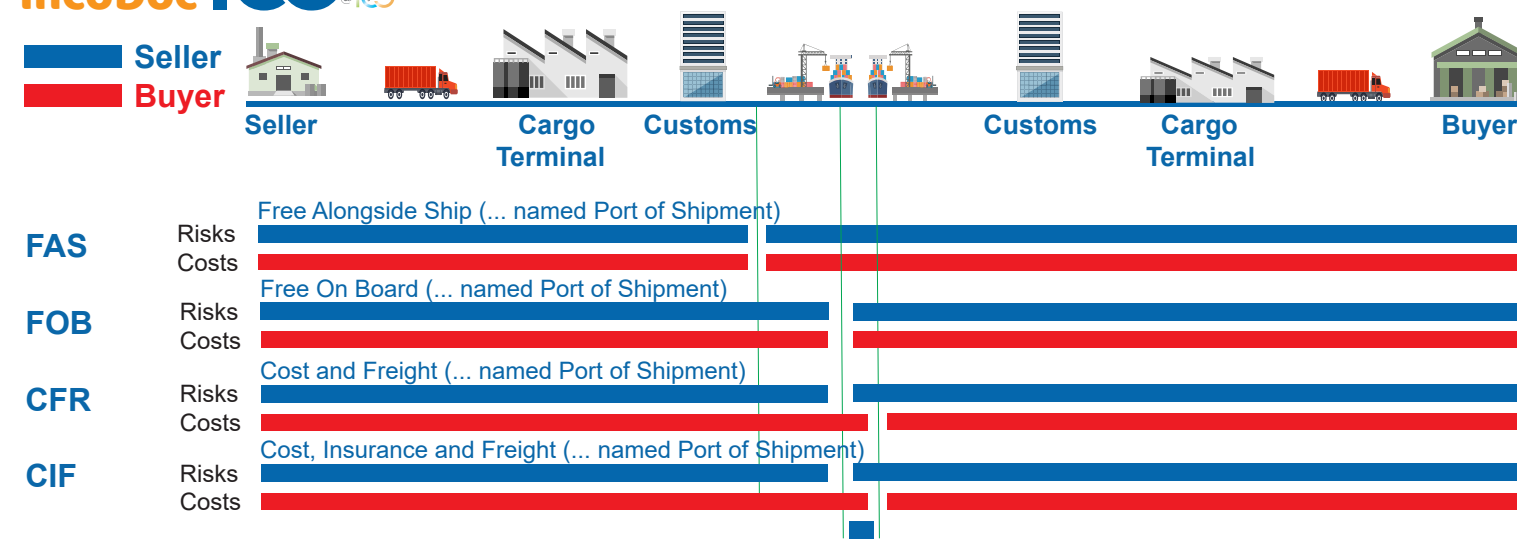
What is "Freight Collect" and "Freight Prepaid"?

The term "freight" refers to the shipping charges to be paid for transporting the goods from the shipper to the receiver. In the old days, the terms meant just what they seem to mean. **Freight prepaid** meant that the shipper paid the freight charges at the time of carriage before the shipment gets loaded for shipment took place. In the FOB Origin, the buyer takes the responsibility for the cost and safety of the shipment when picked up by the carrier. For **FOB Destination**, the seller maintains ownership of the shipment throughout the shipping process and is responsible for the cost and risks of the shipment until delivery. **Freight collect** meant that the receiver paid the freight charges upon delivery or at the destination. In reality charges will be collected before delivery of the cargo at destination. Usually buyer pays in this case. For **FOB Origin** the buyer or receiver of the shipment takes ownership as soon as it is picked up by the carrier at the origin pick-up location. The buyer is also responsible for the cost and risks of the shipment until arrival. For **FOB Destination**, the seller maintains ownership of the shipment throughout the shipment process, and would be responsible if something were to happen to the shipment. However, the buyer is responsible for the cost of the shipment. The two terms are not nearly so clearly defined in modern practice, where there are many variations on payment of freight charges for domestic shipments.

Incoterms® 2020 Rules for all modes



Incoterms® 2020 Rules for Sea Modes



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Dry Freight Container

A 20ft Shipping Container is a standard container or dry van that most commonly-used containers for the shipment of goods in ocean freight. The container is comprised of 14-gauge corrugated steel panels throughout 8ft 6in high on the exterior. It has lockable double doors on one end that equipped with 1 - 1/8" thick marine plywood flooring on the interior.

It enables consolidation of goods which usually packed inside cartons, then stacked and wrapper onto pallets, makes handling easier and enables easy transition from one mode of transport to another in safe from the elements, theft, and pilferage.



	Dimensions							
	Exterior			Interior			Door Opening	
	Length	Width	Height	Length	Width	Height	Width	Height
20' Standard Dry Container	20' 6.6m	8'6" 2.6m	8' 2.44m	19'4" 5.9m	7'9" 2.39m	7'9" 2.35m	7'8" 2.34m	7'6" 2.28m
	Weights/ Capacity							
	Cubic Capacity		Tare Weight		Max Gross Weight		Max Payload	
	20' Standard Dry Container		1,170cu ft. 33.2 cubic meter /m3	2080KG 4590lbs		30480KG 67,200lbs		28,400kg 62610lbs



A 40ft shipping container is a standard size shipping container. It is very popular and are the most abundant size throughout the world. It is comprised of 14-gauge corrugated steel panels throughout. It has lockable double doors on one end. It is equipped with 1 - 1/8" inch thick marine plywood flooring on the interior. 40ft shipping containers are perfect for commercial, industrial and rural storage applications. All containers are made from durable steel and are fully weatherproof and water tight to keep your contents secure and safe.

	Dimensions							
	Exterior			Interior			Door Opening	
	Length	Width	Height	Length	Width	Height	Width	Height
40' Standard Dry Container	40' 12.2m	8'6" 2.44m	8'6" 2.66m	39'8" 12.03m	7'9" 2.39m	7'10" 2.35m	7'9" 2.34m	7'6" 2.28m
	Weights/ Capacity							
	Cubic Capacity		Tare Weight		Max Gross Weight		Max Payload	
	40' Standard Dry Container		2,387 cu ft. 67.6 cubic meter /m3	3470KG 7650lbs		30480KG 67,196lbs		26,490kg 59,200lbs

A 40ft High Cube shipping container is a 1 ft taller than the standard height container. Many 40' containers have a recess in the floor at the front end which serves to centre the container on so-called gooseneck chasis. The container is comprised of 14-gauge corrugated steel panels throughout. It has lockable double doors on one end. It is equipped with 1 - 1/8" thick marine plywood flooring on the interior. It is perfect for commercial, industrial and rural storage applications.



	Dimensions							
	Exterior			Interior			Door Opening	
	Length	Width	Height	Length	Width	Height	Width	Height
40' Standard Dry Container	40' 12.2m	8' 2.44m	9'6" 2.9m	39'5" 12.03m	7'9" 2.35m	8'10" 2.69m	7'8" 2.34m	8'6" 2.58m
	Weights/ Capacity							
	Cubic Capacity		Tare Weight		Max Gross Weight		Max Payload	
	40' Standard Dry Container		2,698 cu ft. 76.4 cubic meter /m3	3660KG 8,068lbs		30480KG 67,196lbs		28,670kg 63,210lbs



A 45ft High Cube shipping container is a considered a High Cube container. It is 1 ft taller than a standard height container. The container is comprised of 14-gauge corrugated steel panels throughout. It has lockable double doors on one end. It is equipped with 1 - 1/8" thick marine plywood flooring on the interior. It is designed and constructed for intermodal freight transportation of lighter general cargo on sea and on land to utilise the maximum cubic capacity. It is a perfect for commercial, industrial and rural storage applications.

	Dimensions							
	Exterior			Interior			Door Opening	
	Length	Width	Height	Length	Width	Height	Width	Height
45' Standard Dry Container	45' 13.716m	8' 2.5m	9'6" 2.896m	44'6" 13.556m	7'8" 2.438m	8'6" 2.695m	7'8" 2.416m	8'6" 2.585m
	Weights/ Capacity							
	Cubic Capacity		Tare Weight		Max Gross Weight		Max Payload	
	45' Standard Dry Container		3,040 cu ft. 86 cubic meter /m3	4700KG 10,360lbs		32,500KG 71,650lbs		27,800 61,290lbs

Refrigerator Container

A 20ft Refrigerated Cargo container, designed for heavy refrigerated cargo or where the 20ft size type better suits the reefer operation. It is equipped with a cooling unit to control the temperature in the container, suited for transporting delicate goods that require a fixed temperature, such as medicine or food-stuffs. Integral units have to be connected to the on-board power supply system. When reach the terminal, the containers are connected to the terminal's power supply system. For transport by road and rail, the integral unit refrigeration units are operated by a generator set (genset). This may either be a component of the refrigeration unit or connected to the refrigeration.



Dimensions										
20' Standard Refrigerator Container	Exterior			Interior			Door Opening	Door Access		
	Length	Width	Height	Length	Width	Height	Height	Height		
	20' 6.058m	8' 2.438m	8'6" 2.591m	17'11" 5.454m	7'5" 2.284m	7'6" 2.263m	7'6" 2.291m	7'3" 2.220m		
Weights/ Capacity										
Heat Leakage	ISO Code	Tare Weight(NoMachine)	Tare Weight(WithMachine)	Max Gross Weight	Max Payload					
23 kcal/deg.c.hr	22R1	2,500KG 5,510lbs	2880KG 6,350lbs	30480KG 67,200lbs	27,600KG 60,850lbs					

A 40ft High Cube Refrigerated Cargo container, designed and constructed to a robust, reliable specification to allow for the carriage of lighter voluminous temperature sensitive cargo. The refrigeration unit is arranged in such a way that the external dimensions of the container meet ISO standard and thus fit into the container ship cell guides. The number of refrigerated containers which may be connected depends on the capacity of the ship's power supply system. High-cube integral units are used in particular for voluminous and light goods (e.g. fruit, flowers). Chilled meat is sometimes also transported hanging, for which purpose the ceilings of refrigerated containers are equipped with special hook rails



Dimensions										
40' High Cube Refrigerator Container	Exterior			Interior			Door Opening	Door Access	Capacity	
	Length	Width	Height	Length	Width	Height	Height	Height	Height	
	40' 12.192m	8' 2.438m	9' 6" 2.896m	38' 11.588m	7'6" 2.284m	8'4" 2.545m	8'6" 2.290m	8'3" 2.503m	67.4m3	2,380ft3
Weights										
Heat Leakage	ISO Code	Tare Weight(NoMachine)	Tare Weight(WithMachine)	Max Gross Weight	Max Payload					
38.5 kcal/deg.c.hr	45R1	4,160KG 9,170lbs	4,540KG 10,010lbs	35000KG 77,160lbs	30,460KG 67,150lbs					

Flat Rack Container

A flat rack is a container made of steel with raised edges on the cross cut sides container that usually for the transportation or storage of cargo with unique dimensions. It only have sides on the short side of the container, so the cargo can stick out the side of the container during transportation. The customer can choose to use 20ft or 40ft depend on the size of the cargo to be ship.

A 20ft flat rack container is used for the transport of exceptional property, this means, goods that do not fit in a regular container.



Dimensions						
20' Fla Rack Container	Interior			Weights		
	Length	Width	Height	Tare Weight	Maximum Weight	Maximum Load
	5,698m	2.230m	2.255m	2,500KG	21,500KG	Variable

40' flatracks have gooseneck tunnels at each end. In addition, they are sometimes equipped with lashing winches with 2 metric ton lashing belts.

Dimensions						
40' Fla Rack Container	Interior			Weights		
	Length	Width	Height	Tare Weight	Maximum Weight	Maximum Load
	11,832m	2.228m	1.981m	4,200KG	40,800KG	Variable

40' flatracks Collapsible

Dimensions						
40' Flat Collapsible Rack Container	Interior			Weights		
	Length	Width	Height	Tare Weight	Maximum Weight	Maximum Pay Load
	11,660m	2.200m	2.245m	5,700KG	39,300KG	Variable



An essential element of flight safety

A **Unit Load Device (ULD)** is either an aircraft pallet and pallet net combination, or an aircraft container that weight less, meet higher safety requirements, require fewer repairs, and have a lower overall environmental impact. More specifically, a ULD is used to consolidate cargo in order to assist with the loading process onto an airplane. Shippers can book a ULD container and load the ULD themselves. Then a trucker at destination can pick up the entire ULD and deliver it to a warehouse to be deconsolidated. These ULD allow large quantities of cargo to be bundled and strapped together securely onto 1 mobile unit, so they can safely and securely transported.

The **International Air Transport Association (IATA)** is responsible for rules and regulations around the use of Unit Load Devices. An airworthy ULD must be structurally capable of restraining the loads and providing adequate protection to the aircraft systems and structure during flight. It is the parts that leave the control of the airline and return after passing through many unregulated hands, as most ULD operations are outsourced to ground service providers.

	<p>ID. Code AKE Internal Volume 4.3 m³ (153 ft³) Tare Wgt. 88 kgs (194 lbs) Max. Gross Wgt. 1588 kg (3500 lbs) Base Dimension 153.4 cm x 165.2 cm (60.4 x 61.5 ins) Height 162.6 cm (64 ins) Door Clearance 148 x 152 cm (58 x 61.5 ins)</p>	
<p>ID. Code AKC Internal Volume 44.7 m³ (165 ft³) Tare Wgt. 95 kgs (210 lbs) Max. Gross Wgt. 1588 kg (3500 lbs) Base Dimension 153.4 cm x 165.2 cm (60.4 x 61.5 ins) Height 162.6 cm (64 ins) Door Clearance 148 x 152 cm (58 x 61.5 ins)</p>	<p>ID. Code RKN Internal Volume 3.7 m³ (130 ft³) Tare Wgt. 190 kg Max. Gross Wgt. 1588 kg Base Dimension 153.4 cm x 165.2 cm (60.4 x 61.5 ins) Height 162.6 cm (64 ins) Door Clearance 148 x 152 cm (58 x 61.5 ins)</p>	
<p>ID. Code AAK Internal Volume 9.6 m³ (338 ft³) Tare Wgt. 204 kgs (450 lbs) Max. Gross Wgt. 6033 kg (13300 lbs) Base Dimension 224 cm x 318 cm (88 x 125 ins) Height 162.6 cm (64 ins) Door Clearance 292 x 148 cm (115 x 58 ins)</p>	<p>ID. Code AAU Internal Volume 14.5 m³ (511 ft³) Tare Wgt. 265 kgs (584 lbs) Max. Gross Wgt. 6033 kg (13300 lbs) Base Dimension 224 cm x 318 cm (88 x 125 ins) Height 162.6 cm (64 ins) Door Clearance 292 x 148 cm (115 x 58 ins)</p>	
	<p>ID. Code AMD Internal Volume 19.9 m³ (701 ft³) Tare Wgt. 344 kgs (758 lbs) Max. Gross Wgt. 6804 kg (15000 lbs) Base Dimension 244 cm x 318 cm (96 x 125 ins) Height 299 cm (118 ins) Door Clearance 292 x 288 cm (115x 113 ins)</p>	



ID. Code	PIP/PAG
Tare Wgt.	120 kgs (264 lbs)
Max. Gross Wgt.	6804 kg (15000 lbs)*
Base Dimension	224cm x 318cm (88 x 125 ins)
Height	118 ins

ID. Code	PMC
Tare Wgt.	120 kgs (264 lbs)
Max. Gross Wgt.	6804 kg (15000 lbs)*
Base Dimension	244cm x 318cm (96 x 125 ins)
Height	118 ins



ID. Code	PLB
Tare Wgt.	160 kgs (352 lbs)
Max. Gross Wgt.	3175 kg (6985 lbs)
Base Dimension	153.4 cm x 318 cm (60.4 x 125 ins)
Height	64 ins

ID. Code	PGE
Tare Wgt.	465 kgs (1023 lbs)
Max. Gross Wgt.	11340 kg (24948 lbs)
Base Dimension	244cm x 606cm (96 x 238.5 ins)
Height	118 ins



ID. Code	PYB
Tare Wgt.	70 kg
Max. Gross Wgt.	1035 kg
Base Dimension	96 in x 55 in
Height	118 in

ID. Code	HMD
Internal Volume	15.2 m ³ (538 ft ³)
Tare Wgt.	1350 kgs (2970 lbs)
Max. Gross Wgt.	3500 kg (7700 lbs)
Number of horses	Max 3
Base Dimension	244 cm x 318 cm (96 x 125 ins)



ID. Code	HML
Internal Volume	14.0 m ³ (500 cu.ft)
Tare Wgt.	1160 kg (2557 lb)
Max. Gross Wgt.	6804 kg (15000 lb)
Number of horses	Max 3
Base Dimension	2335mm x 2438mm (91.9 x 96.0 inch)

Airfreight may contain anything ranging from mails to parcel delivery is the transfer and shipment of goods via an air carrier, which is a trade facilitator that contributes to global economic development and creates millions of jobs. Such shipments travel out of commercial and passenger aviation gateways to anywhere planes can fly to deliver high-quality products at competitive prices to consumers worldwide. Air Cargo plays a huge role in logistics and trade, managing and controlling the flow of goods, information, and energy.

What the benefits of Air Cargo Shipping

Most of the **Air Freight Forwarders** have an extensive network of air carriers that serve domestic and international locations. It is a valuable option for coordinating time-sensitive shipments to anywhere in the world. With the frequency of commercial flight, the high level of security and capacity isn't an issue. The flight generally has reliable arrival and departure times with very few delays. If missed flight, the freight can get on a later flight so shipment of cargo by air is very likely to arrive on time. Due to the shipment duration is short, insurance premiums on air cargo are generally lower. This is an advantage for smaller and mid-sized companies to participate in local and international trade expeditiously and effectively. Air Cargo also a high level of security as airport controls over cargo.

The Types of Air Cargo

General cargo is the lowest-cost option includes high-value goods, such as electronics, jewellery and pharmaceuticals. Air shipping is more expensive than shipping by sea, but due to the high margins and the fact that many electronic goods are fragile, air freight is the most appropriate form of transport. It ideally for customers that do not have time-sensitive shipments and can wait for available space.

Special cargo requires special conditions for transporting goods, such as temperature control, certain air conditions or protected casing including **flowers, plant material, fruits, hazardous, dangerous goods or livestock**.

Domestic delivery options

- **Same-day air/next flight out:** This is the fastest way to ship by air, outside of charter services. Choose this option to deliver goods on the same-day they fly out. Our professional team will explore all options with you to help you reach same day deadlines via air or secure the next day delivery option to help your shipments arrive in time.
- **Next-day air:** Next-day air gets your time-sensitive freight to its destination by the end of the following business day.
- **Second-day air:** Second-day air is a good balance of speed and cost, and the freight will arrive by the second business day.
- **Deferred air:** This is the most economical shipping option and is optimal for lower priority cargo that can wait to ship until there is space on an aircraft that is convenient to the airline based on the tariffs of different air carriers.

International delivery options

- **Deferred service:** This is the standard option for international flights. Freight usually arrives at the destination within 3-5 days.
- **Express service:** This is the fastest option for shipping goods globally which are typically door-to-door service. While it is more costly, your goods will arrive at the destination airport within 2-3 days.

Sea freight is a method of transporting large quantities of product and heavy shipment via cargo ships. All goods are packed into containers and these containers are loaded onto a vessel, where they will be sailed to their destination place. As a typical cargo vessel can carry **23,000 containers (TEU)**, sea freight is a **cost-efficient** way to transport high quantities of products. Sea freight shipping is usually the **cheapest** and the most **cost-efficient** shipping method when transferring a bulk amount of goods. There are many possible variations when it comes to **size and shape** when using sea freight, and therefore, there **different sea freight rates** provided by the freight forwarder. When the seller or buyer shipping shipment via sea freight, one of the biggest things that will affect the sea freight costs you run into is what **Incoterms** you're trading under.

The most sea freight shipment is under LCL and FCL.

- **LCL (Less-Than-Container Load)** is the goods that will load into a shared container and shipped either as pallets or loose cartons. This mode is normally shared container with other customers which are charged by **cbm (cubic meter) or m3 (meter cube)**. When the seller or buyer goods are too small to fill the entire container. Instead of own goods being loaded into own container, they will use a shared container with others to reduce the cost. However, LCL takes more time to deliver than FCL shipment and increased risk of damage, misplacement, and loss.
- **FCL (Full Container Load)**, is using the whole container to load the goods at the seller place and deliver it to delivered to the buyer with **sealed**. It is for high enough volume shipments to warrant being transported in their own container. The goods will be loaded into a container which might be 20ft, 40ft, and 45ft long. It is charged as a flat fee per container.

Common Ocean and Sea Freight Costs and Rates:

- Customs security surcharges (AMS, ISF)
- Container Freight Station (these are the consolidation charges, and apply for LCL only)
- Terminal Handling Charges (charges by the port authority)
- Customs brokerage
- Pickup and delivery
- Insurance
- Accessorial charges (fuel surcharges, handling hazardous materials, storage, etc)
- Routing charges (e.g. Panama Canal, Alameda Corridor)

What are the advantages of sea freight?

- **Cost-effective** - sea freight is cheaper than air freight, especially heavy or large shipment.
- **Duty and VAT** - calculated as a percentage cost of goods plus the export cost
- **Different Options** - More shipping options for seller and buyer to choose either taking entire containers or sharing with others depends on the loads.
- **Size** - Seller and buyer can ship bulky items of shipment bigger items like furniture, automobile parts, industrial parts, machine, and even vehicles all kinds of heavy objects without incurring enormous costs in transportation.
- **Specialist operators** - Seller and buyer can ship goods from more or less anywhere in the world.
- **Eco Friendly** - Ships have a minimal carbon footprint as they consume lesser fuel in comparison to air.

What are the disadvantages of sea freight?

- **Time-consuming** – It takes several weeks to move the goods which ideal for those items which have long lead time.
- **Pricing** - It not suitable for small loads, which more cost-effectively sent by air cargo or courier service.
- **Safety** - It is easier to damage, misplaced, or lost during transit compared to air freight because of high amount of time involvement from shipping to delivery. Sometimes it delayed or weather obstructions which can cause loss or damage to the shipment.
- **Tracking** - Sea freight is not like air freight and courier, the customer unable to trace status due to transit time is longer and not fixed.
- **Lack of Infrastructure** - Some of the places don't have facilities of ports and terminals to receive large ships carrying containers. Usually, a significant amount of capital expenditure is essential to handle container-based networks.

Courier service was developed to offer a **faster, secure, tracking, and more secure alternative** to the usual delivery service that delivers messages, packages, and mail. Courier seemed to be a perfect service but slightly more expensive than a normal postage. The Courier service become more popular with the growth of **E-Commerce**. It is serving large order and multiple items from online sellers required specialist delivery services that would enable the customer to not only receive their items but also enable online sellers to offer things such as next day delivery. Due to the boom in online e-commerce, consumers have come to expect a reliable and speedy delivery. The courier service also an ideal tool for established national and international businesses.

Service Offer by Courier Service Company

- Delivery of small and large including light and heavy items
- Safe and secure transportation
- Special Handling for important items
- Worldwide network delivery
- Same day and Next day delivery
- Time-sensitive service
- Local and International shipping service
- Personal identification to track the delivery
- Signature signings and imaging as proof of delivery

Courier companies are the **right service** for those who doing business either full or parttime. They will make sure **documents or parcels** are delivered to the **right person, securely and quickly** beat the typically slow delivery of traditional options. Shipper has the option to have their document or parcels collected by a courier or drop their shipment off at a nearby location to be picked up later by the courier. Nowadays, courier companies can be entrusted to move an entire truckload of items. The customers can send the contents of an envelope or parcel of a van, courier companies can transport it quickly and safely.

Couriers companies will look for signs of **prohibited items** by the packaging, such as with leaky, steak-sized parcels wrapped in butcher paper or wine bottle-shaped packages adorned with celebratory stickers. They will ask shippers sign a **"terms and conditions"** agreement, making them aware of the blame they face if they break the rules. The courier companies may refuse to collect the package if it's not packed accurately before the package being transported. The package is prone to damage if the packaging is not appropriate.

Usually, there's insurance included in the price when the customer ships with courier companies. The insurance coverage, not to exceed the greater of **RM 200.00** under **MCMC** rules and regulation. There's often a possibility to purchase additional insurance if needed except the customer sends expensive items like electrical items, cosmetics, etc. Choosing the right type of service will boost your reputation, improve customer relationships and improve overall efficiency. There's also the fact the right delivery service can help you to attract and retain customers, in turn boosting your profit margins.

Most of the courier companies charge a **flat rate** plus mileage for their services. The customer can check with competitive courier services and determine the intention rate. The courier companies can choose a discount service or establish own particular niche market for their services that can warrant charging higher prices.

The freight forwarder or custom licensed agent is an indispensable party of the international trade and transport community, which arranges for the shipments with handle **import, export and customs documentation, insurance and port and terminal charges, packing, operation of transport movements, and cargo consolidation** as a total service provider. The freight forwarder's main tasks are forwarding and clearing of cargo as the **customs broker**. Freight Forwarder also licensed by the Custom to undertake the function of declaring and documentation for clearing of shipment at port. Freight Forwarder also offers door-to-door service and operates as a 3PL operator or becomes **NVOCC** to complete as a total service provider.

The Function of a Freight Forwarder

- Documentation and Customs Clearance

The role of the forwarding agent is preparation and submission of documentation to facilitate export or import complying with the legal and customs requirements and the sales agreement into or out to the country. Freight Forwarder will help customers to handle customs examination, assessment, payment of duty and arrange transportation for submitting or delivery of cargo from the port.

- Payment of freight and local taxes

FF is performed as an agent to the cargo owner to coordinates and effect payments of the freight and any local taxes and duties on behalf of the cargo owner. It is to avoid the delay of the cargo declaration at the port.

- Transport analysis and arrangements

The Freight Forwarder knowledge of shipping regulations, baking practices, and transportation costs can perform as an analyst to advice the client on availability and most suitable transportation provider options to meet the objective. The cargo can transport more efficiently from point to point.

- Cargo Insurance

Some of the cargo owners expect forwarders to arrange cargo insurance for a service fee as agents for their shipments. Freight Forwarder will advise on how the coverage works based on Incoterms@ and the value of the cargo to purchase insurance cover for their cargo on a gratis basis.

- Transshipment

Freight Forwarder will transit a cargo passes though a country by booking space on the transshipment vessel includes discharging, sorting, loading and/or distribution of cargo to the different consignees, hence the term 'transshipment agent'.

- Packing, warehousing, and distribution

Freight Forwarder provides warehouse to perform both inwards and outwards movement of cargo. Freight Forwarder will act as principal agent at the same time by offering most activities related to all operations. The Freight Forwarder can store the goods in the warehouse before export or import while awaiting transportation, distribution, or custom clearance.

- Cargo consolidation and multimodal transport

Freight Forwarder agents provide shipping options like Containerization, Road Haulage and Air Freight have provided the perfect medium for the grouping of cargo by FCL or LCL. FF will book cargo space on airplanes, trains, ships or other means of transportation.

The use of a freight forwarder is strongly recommended to inexperienced importer and exporter, especially for the broad range of useful advice the customers by offering on new regulations, trade development, government incentives, custom clearance processes, insurance practices, transportation, inventory management, logistics, documentation, and import-export of all issues. Nowadays, the freight forwarder becomes more crucial in the industry due to the difficulties of growth in the transportation system.

What is the Free Trade Agreement?

A **Free Trade Agreement (FTA)** is an international agreement between two or more nations to increased international trade and reduce barriers to import-exports among them or remove trade barriers and bring closer economic integration. Under free trade policy, goods and services can be bought and sold across borders with little or no **government tariffs, quotas, subsidies, or prohibitions** to inhibit their exchange. It is referred to as laissez-faire or trade liberalization that results in completely free trade but governments do not need to abandon all control of imports and exports or eliminate all protectionist policies. It also addresses the flow of goods and services, encourages investment, and improves the rules affecting intellectual property, e-commerce, and government procurement.

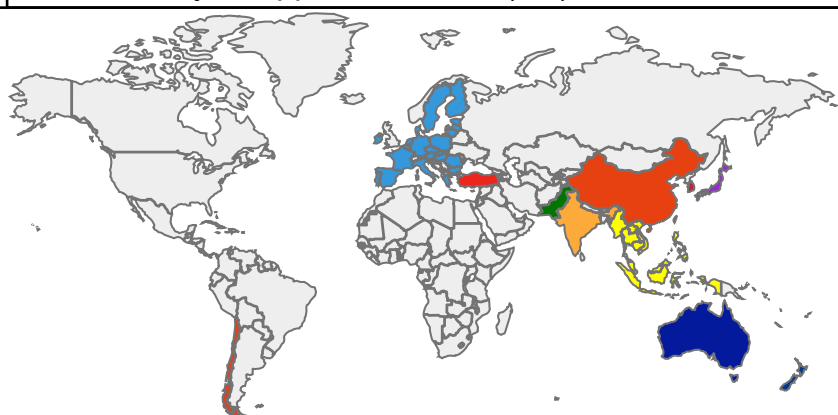
Free Trade allows the sellers and buyers in each country to focus on producing and selling the goods by their resources. The country's economic faster growth while meeting the needs of its consumers. The Free-Trade policies are not popular with the general public due to unfair competition from countries where lower labor costs allow the seller trade at a lower price. However, free trade is an opportunity to deal with in the country with domestic producers to access the financial markets, securities, currencies and other financial products that will increase the GDP and invite new investment. Besides, FTA also can improve access to a wider range of competitive prices, goods and services, latest technologies and innovative practices. By the way, the countries must balance the domestic benefits of free trade agreements with their consequences.

How can FTAs help business?

- FTA offers lower or **zero tariff** on import-export of goods can help the companies to enter and compete in the global marketplace
- **Hassle-free** custom procedures reduced turnaround time, filing costs, and manual contact points.
- Investors easier to **invest** in the country
- Easier to **import-export**
- No need to import-export in the bulk of goods **reduce the cost** to invest
- Improve **market access** for various services

FREE TRADE AGREEMENT

NO.	SCHEME	FORM TRPE
1	Generalized System of Preference	Form A
2	ASEAN Trade in Goods Agreement (ATIGA)	Form D
3	ASEAN-China Free Trade Agreement (ACFTA)	Form E
4	ASEAN-India Free Trade Agreement (AIFTA)	Form AI
5	ASEAN-Japan Comprehensive Economic Partnership (AJCEP)	Form AJ
6	ASEAN Korea Free Trade Agreement (AKFTA)	Form AK
7	ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA)	Form AANZ
8	Malaysia-Pakistan Closer Economic Partnership Agreement (MPCEPA)	Form MPCEPA
9	Malaysia-Japan Economic Partnership Agreement (MJEPA)	Form MJEPA
10	Malaysia-New Zealand Free Trade Agreement (MNZFTA)	Form MNZFTA
11	Malaysia-India Comprehensive Economic Cooperation Agreement (MICECA)	Form MICECA
12	Malaysia Chile Free Trade Agreement (MCFTA)	Form MCFTA
13	Coast Analysis Application Form (CA)	Bak 1 (a-e)



The Seller has to provide the details of the products and invoice to the buyer for the freight forwarder to do customs declaration. -All information must clearly state in the sales documents including quotation, invoice, order confirmation, a purchase order from the buyer.

Quotation

A quotation is also often known as a quote. It is a document that a supplier submits to the customer that lists the proposed prices for the supplier's goods or services.

- Shippers (Exporter) and Buyer (Importer) Details
- Description of the products (Specification, Item Codes, and description)
- Order Quantities, Pricing, and Currency
- Incoterms
- Type of Shipment
- Terms of Payment
- Estimated supply lead times

Order Confirmation

The seller will send an Order Confirmation to give the buyer to reconfirm all of the details of the order. It is sent to the buyer to confirm the order when received the Purchase Order from The buyer. The exporter must ensure all information clearly stated correctly to avoid any disputes due to product quality, specification, pricing, and incoterms.

- Shipper's Details (Exporter) and Buyer's Details (Importer)
- Description of the products (Specification, Item Codes, and description)
- Order Quantities, Pricing, and Currency
- Incoterms
- Type of Shipment
- Terms of Payment
- Estimated supply lead times

Purchase Order

A purchase order (PO), is an official document issued by a buyer committing to pay the seller for the sale of specific products or services to be delivered in the future.

- Shipper's Details (Exporter) and Buyer's Details (Importer)
- Description of the products (Specification, Item Codes, and description)
- Order Quantities, Pricing, and Currency
- Incoterms
- Type of Shipment
- Terms of Payment
- Estimated supply lead times
- Chop and Signatures of the Seller & Buyer, including names, IC and dates

Proforma Invoice (or Sales Contract)

A Proforma invoice is a commercial invoice sent by a seller to a buyer as an international sale to the Customs authorities. The proforma invoice is presented in the place of a commercial invoice when there is no sale between the sender and the importer when the commercial invoice is not yet available at the time of the international shipment. The sales contract is an agreement that delineates the rights and obligations of both the seller and buyer.

- Shipper's Details (Exporter) and Buyer's Details (Importer)
- Description of the products (Specification, Item Codes, and description)
- Order Quantities, Pricing, and Currency
- Incoterms
- Type of Shipment
- Terms of Payment
- Estimated supply lead times
- Chop and Signatures of the Seller & Buyer, including names, IC and dates

The Freight Forwarder will ensure the shippers or the seller prepared compliant shipping documentation to do customs declaration and arrange for export the goods. All export documentation must be completed correctly to avoid any missed shipments, delay for the shipment, port demurrage charges or fines to the client. The documents needed for export is as below:

1. Commercial Invoice

The Commercial invoice is a document used for customs declaration that identifies the value and quantity of the shipped products include information for buyers, freight forwarders, customs, agents, and banks. The info stated in the commercial invoice is Shipper and consignee name, address, and contact details, Description of Products, Quantity of Unit, Incoterm, Port of Loading, Port of Discharge, Unit Value, and Currency Sold.

2. Packing Lists

The Packing list is a document used for the Customs Declaration that identifies the quantity of unit, weight, dimensions, and description of the products shipped. The information listed on the commercial invoice must match on the packing list especially the number of units. The info stated in Packing List:

- Shipper and consignee name, address, and contact details
- Measurements of the shipments in total Net Weight and Gross Weight
- Details of the number of packages
- Shipping Marks or Seal Number
- Loading and packaging contained in the shipment

3. Bill of Lading

Bill of lading work as a receipt of freight services, a contract requiring the carrier to carry the goods specifically from one point to another, in exchange for a payment of freight. It is a legal transferable document of title, which allows the goods to be sold by assigning the title to the new owner.

- Shipper and consignee name, address, and contact details
- Purchase orders or special reference numbers
- Special instructions for the carrier
- Pick up Date
- Description of the goods
- Packaging type

4. Letter of Instruction

Letter of Instruction (SLI) is an instruction for the freight forwarder on how and where to handle the export shipment. The Freight Forwarder will act as the authorized forwarding agents to handle the export shipment and do the customs declaration.

- Shipper and consignee name, address, and contact details
- Notify Party (if Required)
- Type of Shipment
- Requires pickup (Y/N)
- Incoterm
- Port of Loading
- Port of Discharge
- Vessel Name
- Voyage Number
- Container Number
- ISPM Packing details
- Country and State of Origin (product)
- Value of goods sold
- Currency
- Shipment under Letter of Credit
- Shipper's Reference Number
- Insurance
- Shipping Marks
- Documentation Instruction
- Seal Number
- Total Number of Packages
- Total Gross Weight (KGS/LBS)
- Total Packing Size (CBM/CUFT)
- Commodity/ Nature of Goods
- Hazardous Cargo Details (If required)
- Special Instructions
- Confirmation (Chop, Name, Date)

5. Forwarding Instruction

The Forwarding Instruction is a document that stated important information about an import-export shipment to prepare the Bill of Lading Document. The information includes

- Shipper, consignee, and carrier name, address, and contact details
- Value of goods sold
- Type of Shipment
- Commodity/ Nature of Goods
- Description of the goods
- Total Number of Packages
- Total Gross Weight (KGS/LBS)
- Total Packing Size (CBM/CUFT)
- Special Instructions

6. Verified Gross Mass (VGM)

The Verified Gross Mass (VGM) is a document provided by the shipper or seller to the carriers and port terminal representatives before the load list cut-off date. It is to increase maritime safety and reduce the risks of the damage of the cargo and container. It is the weight of the cargo including dunnage and the tare weight of the container. It is attached to a shipping document before vessel loading.

- Shipper and consignee name, address, and contact details
- Container Number
- Seal Number
- Booking Number
- Voyage
- Vessel Name
- Total Verified Gross Mass
- Statement Method 1 (Total Weight of the container after packed)
- Statement Method 2 (Total Weight all the cargo and contents weight together with container's tare weight)
- VGM Maxx Weight (KG or LBS)
- Licensed Agent Confirmation (Chop, Name, Date)

7. Certificate of Origin (CO)

The Certificate of Origin (CO) is a document to declare commodities or goods manufactured from origin countries. It is important because it can help to determine whether certain goods are eligible for import - export, or whether goods are subject to duties.

- Shipper and consignee name, address, and contact details (Exporter)
- Nature of Goods
- Total Packing Size (CBM/CUFT)
- Country of Origin declaration
- Declarant Issuer (Chop Name, Signature, Date)

8. Manufacturer's Declaration

A manufacturer's declaration is a flexible document when the buyer pays for the goods before shipping that usually contains a statement from the issuing company including Newly Manufactured Declaration, Non-Asbestos Declaration, New Prefabricated Units Declaration & New Shipping Containers Declaration. In other words, it's proof the goods are on hand and ready for shipment.

- Manufacturer (or supplier) name and address
- Seller and manufacturer name and address
- Buyer and consignee name and address
- Importer of record number, name and address
- Country of origin
- Container stuffing location
- Consolidator name and address
- Commodity Harmonized Tariff Schedule number for each product on the shipment
- Master bill of lading number

When the buyer are importing, the shipping documentation to provide to the freight forwarder is essential. Having the shipping documents completed will determine the customs declaration procedure smoothly and reduce the risks of missed shipments, delay for the shipment, port demurrage charges or fines to the client.

1. Commercial Invoice

The Commercial invoice is a document used for customs declaration that identifies the value and quantity of the shipped products include information for buyers, freight forwarders, customs, agents, and banks. The info stated in the commercial invoice is Shipper and consignee name, address, and contact details, Description of Products, Quantity of Unit, Incoterm, Port of Loading, Port of Discharge, Unit Value, and Currency Sold.

2. Packing List

The Packing list is a document used for the Customs Declaration that identifies the quantity of unit, weight, dimensions, and description of the products shipped. The information listed on the commercial invoice must match on the packing list especially the number of units. The info stated in Packing List:

- Shipper and consignee name, address, and contact details
- Measurements of the shipments in total Net Weight and Gross Weight
- Details of the number of packages
- Shipping Marks or Seal Number
- Loading and packaging contained in the shipment

3. Bill of Lading

The Bill of lading work as a receipt of freight services, a contract requiring the carrier to carry the goods specifically from one point to another, in exchange for a payment of freight. It is a legal transferable document of title, which allows the goods to be sold by assigning the title to the new owner.

- Shipper and consignee name, address, and contact details
- Purchase orders or special reference numbers
- Special instructions for the carrier
- Pick up Date
- Description of the goods
- Packaging type

4. Letter of Instruction

Letter of Instruction (SLI) is an instruction for the freight forwarder on how and where to handle the export shipment. The Freight Forwarder will act as the authorized forwarding agents to handle the export shipment and do the customs declaration.

- | | |
|---|---|
| <ul style="list-style-type: none"> - Shipper and consignee name, address, and contact details - Notify Party (if Required) - Type of Shipment - Requires pickup (Y/N) - Incoterm - Port of Loading - Port of Discharge - Vessel Name - Voyage Number - Container Number - ISPM Packing details - Country and State of Origin (product) - Value of goods sold - Currency | <ul style="list-style-type: none"> - Shipment under Letter of Credit - Shipper's Reference Number - Insurance - Shipping Marks - Documentation Instruction - Seal Number - Total Number of Packages - Total Gross Weight (KGS/LBS) - Total Packing Size (CBM/CUFT) - Commodity/ Nature of Goods - Hazardous Cargo Details (If required) - Special Instructions - Confirmation (Chop, Name, Date) |
|---|---|

5. Leaflet, catalogue or other related documents

Methods for better understanding on the description of products are an important source of the cargo being import-export to ease on custom coding and proper documentations. Some leaflet, catalogue or other related documents act as intermediaries between consumers and manufacturers, With the best images and content with specific details can provide all information for the Freight Forwarder to do Customs Clearance.

6. Letter of credit (if used)

Letter of Credit is a common term used in all trade as an assurance given by the buyer's bank to remit the amount to the seller through seller's bank. The terms and condition of letter of credit are based on the contractual agreement between seller and buyer. The seller will receive the payment through buyer's bank on the agreed time handled under the guideline of Uniform Customs and Practice of Documentary Credit of International Chamber of Commerce

7. Permit, licenses/ certificates

The Permit, Licenses and Certificates may required for import-export customs clearance procedures and formalities under specific products. The license is a mandatory for importing products as import guidelines provided by the country government, which have been regulated by related agencies time to time. Therefore, the import license as a important documents required for import customs clearance to bring the products from foreign countries.

8. Proof of fare payment

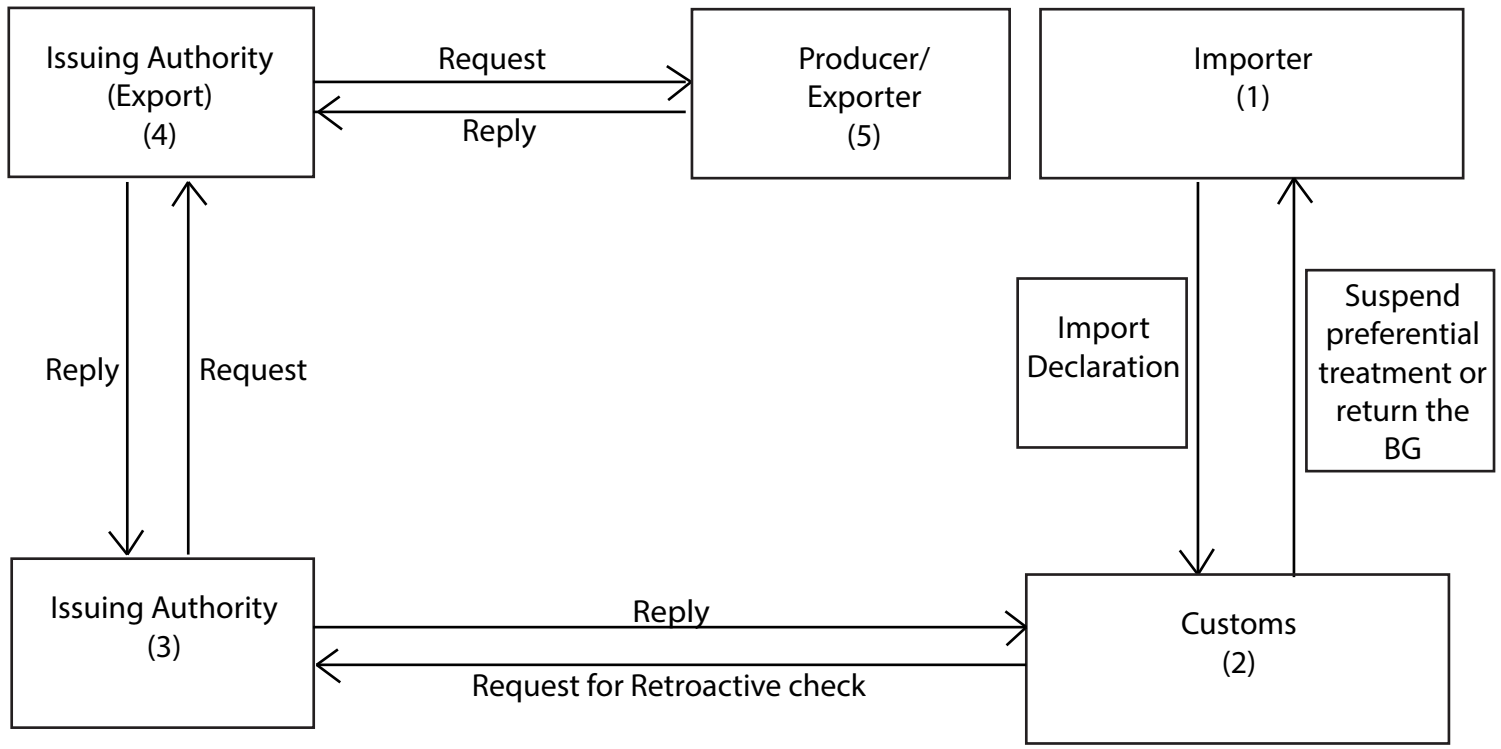
Proof of fare payment in accordance with the terms of use established by the authority in the form of hard copy or electronic copy.

9. K1 Custom Form

All imported goods, both dutiable or not, must be declared in the prescribed forms and be submitted K1 to the customs station at the place of import. Custom Form K1 is the form use for declaration products imported. All goods meant for the import must be declared in writing in the K1 form for imported goods with the information description of the goods, customs HS Code, Valuation (Price of the goods), Quantities (Cargo Weight/ Measurement), Brand, Model, and size.

10. Insurance Certificate

Insurance Certificate is one of the documents used to provide information on specific insurance coverage which required for import Customs Clearance procedures. It contains information on types and limits of coverage, insurance company, policy number, named insured, and the policies 'effective periods. It is a supporting document for imports products or materials from foreign country on terms of delivery. It helps customs authorities to verify, whether selling price includes insurance or not to determine import duty amount.



The trade industry players major issues in import and export procedures need to be addressed by the authorities concern include the excessive documentation requirements and lack of transparency or unclear import and export process requirements. The objectives to identify the best practices for import and export process flows in order to address gaps or barriers as well as to improve the efficiency of international trade in general. The process flows and import and export activities comprise of document preparation, customs clearance, technical control, port and terminal handling and inland transportation and handling. The process flows is:

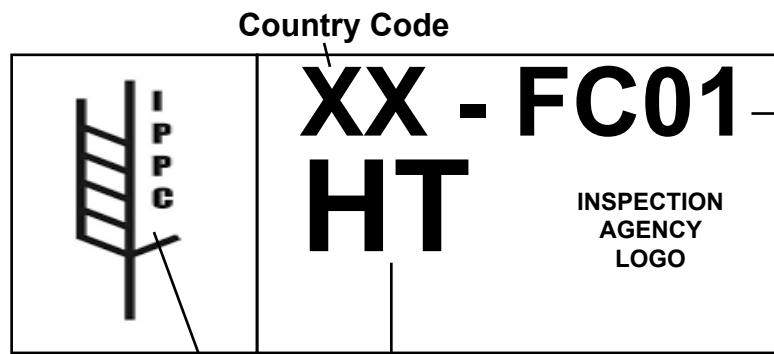
1. Import and export process flow for Full Contailer Load (FCL)
2. Import and export process flow for Less Container Load (LCL)
3. Import and Export process flow for Roll-On Roll-Off (RORO) load
4. Import and Export process flow for Liquid Bulk Cargo
5. Import and Export Process flow for Dry Bulk Cargo
6. Transshipment flow at free zone
7. Import and export process flow at Free Zone
8. Import, Export and In-transit for Barter Trade

What is packing Declaration? Why do I need a packing declaration?

A packing declaration is a letter that tells Customs and the Quarantine & Inspection Service the type of packing material that is used in the goods for ocean freight shipments. The supplier will need to fill out the packing declaration on the form with the date. The freight forwarder will check on the packing declaration form to get it right for export. The packing declaration is LCL, FCL shipments and an Annual Packing Declaration. Annual Packing Declaration can be provided by Freight Forwarder to completed and filled out for each supplier and will last for 12 months. For ocean freight containers

When loading ocean freight containers destined for any of these countries, the Freight Forwarding has to complete a wood packaging declaration, confirming that the packing materials inside the container adhere to the **ISPM15** regulations that as guidelines for regulating wood packaging material in international trade, whether pallets/crates or indeed any wood blocking used to secure the load. It is to establish internationally accepted phytosanitary measures for regulating wood packaging material in trade. The aim of these regulations is to reduce the risk of spread of high impact forestry pests which are associated with the movement of wood packaging materials from raw wood. Without applying **ISPM 15** treatment, the shipment will be delayed, rejected or destroyed by the recipient country.

Approved **IPPC** mark on at least 2 visible sides of **WPM**. **Size, font types, and the position may vary** but must be sufficiently visible without visual aid for checking by inspectors. Only accredited pest control company or treatment provider. Shipper / exporter duty to verify that all their WPMs bear the approved marks prior to loading.



Unique UKWP MMP Registration Number. The number 0 do not need to be included.

IPPC LOGO

Treatment Code **HT/MB** must appear after the combined country and produce the product/ treatment/ provider code.

LETTER HEAD OF COMPANY

LCL/FCL ISPM 15 Packing Declaration

Ship Name: _____

Voyage Number : _____

Consignment identifiers or numerical links: _____

Straw Packing

Straw packing includes straw, cereal, rice hulls, and other unprocessed plant materials.

Q1. Has straw packing been used in the consignment listed above? A1. YES NO

TIMBER PACKING

Timber packing includes: Crates, Cases, Dunnage, Pallets, Skids, and any other timber used as a shipping aid.

Q2a. Has Timber Packing been used in the consignment listed above? A2a. YES NO

Q2b. ISPM 15: Is all the timber packing marked with ISPM 15 compliant stamps? A2b. YES NO

BARK (Including ISPM 15 compliant packing)

Bark is the external natural layer covering trees and branches. This material is distinct and separable from processed timber.

Q3. If timber packing is used, is it free of bark? A3. YES NO

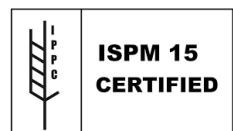
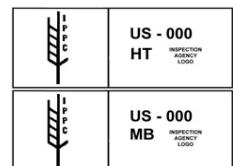
CLEANLINESS DECLARATION

I declare that the above container(s) has/have been cleaned and is/are free from material of animal and/or

plant origin and soil.

Signed: _____

Date: _____



When doing import and export trade, the price of doing business to selling internationally and dealing with foreign suppliers are great avenues for scaling businesses. With the competitive prices, the supplier or manufacturer can expose brand to new markets, new audiences and new sales opportunities.

The landed cost is the product unit cost selling cost price add together total transit price to reach buyer hands for internationally shipped items. It includes the price of acquiring the product with taxes, insurance, currency conversion and transshipment fees. It also referred to as landed price, total landed cost, or net landed cost. With the total landed cost will help the buyer stay profitable because many of the associated expenses are hidden. There's 5 main categories in the landed cost included Product, Shipping, Customs, Risk, and Overhead Cost.

- Product

Product cost is the product unit cost that include direct labor, direct materials, production, factory overhead and service cost such as compensation, payroll taxes, and employee benefits. It includes the unit price paid to obtain the item from the supplier.

- Shipping

Shipping cost is the cost used to ship the products to the buyer include, packing, handling, crating, freight, and transportation fees by the shipping methods with land, sea, or air depending on how to import-export the products.

- Customs

For the trade industry, when import-export products with different countries will have export fees. The Customs expenses include duties, taxes, tariffs, levies, value-added tax (VAT), brokerage fees, harbor fees, and the regulatory fees.

- Risk

The cost of the Risk is the cost of managing risks and losses to protect the business, products, and the buyer and seller themselves which included safety stock, insurance, compliance, and quality assurance.

- Overhead

Overhead costs is the indirect expenses of running a business which not linked to the creation of the products or services. like purchasing staff, due diligence, travel, exchange rate/ currency conversion, taxes and bank charges.

To calculate the Landed cost, the buyer or importer have to get the quotation from seller or exporter, appoint the freight forwarder, choose the Incoterm[®] and understand the additional costs of the products. The buyer or importer will have to understand the currency exchange rate and the costs.

The formula for the landed cost calculation is =

$$\text{Landed Cost} = \text{Product} + \text{Shipping} + \text{Customs} + \text{Risk} + \text{Overhead}$$

AMBER COURIER SDN BHD started its operation in Sarawak in 2002 and is one of the leading Logistics and Courier Services in Malaysia that provide a full range of dispatch services to cater to different market needs. AMBER has a **real-time tracking system** to ensure that all packages delivered through the network efficiently and on time. In the year 2005, AMBER as a **Licensed Custom Agent** has been registered as a member of **SFAA (Sarawak Forwarding Agencies Association)** affiliated to **FMFF (International Federation of Freight Forwarders Association)**. It has expanded its services to deal with air and sea freights range of services international and Malaysia locally. AMBER exemplary leadership and commitment in providing first-class services in freight forwarding has led to its success and contributed to its increasing pool of loyal customers. AMBER also provides **air transport, customs clearance, as well as container freight** stations established around the world including **receipt, transfer, assembly, and disassembly** for imported and exported goods.

AMBER also an **International Integrated Logistics Services (IILS)** provider that provides integrated and seamless logistics services (door-to-door) along the logistics supply chain as a single entity on a regional or global scale. In the year 2009 AC got the official courier license from MALAYSIAN COMMUNICATIONS AND MULTIMEDIA COMMISSION (MCMC). Amber provides on-time delivery services, which has successfully attracted many new customers and satisfying its existing customers. AMBER is committed to using a cost-effective way to swiftly and safely dispatch all business-related correspondences and parcels locally and internationally. We constantly review and upgrades its operating methods to meet the changing environment needs. Our goal is to achieve customer needs and give them great satisfaction ... **ONE-STOP SHIPMENT SOLUTIONS.**

Mission

- **Become your most Malaysia preferred Logistics Partner and expanding worldwide in E-Business**

Vision

- **The bridge between suppliers and customers**

Our Value

- **We are a third-party logistics service company which offers a complete range of logistic solutions and services**

