



*Member of:*



09/09

## **AGENT IMPORT INSTRUCTIONS – JAMAICA**

Dear Partner,

When consigning your containers to main Jamaican ports, please find here relevant information to correctly send us and consign us your cargoes:

### **YOUR HOUSE BILL OF LADING**

If you intend to export to Jamaica with your house bill of lading, please be informed that it should be registered at Jamaican authorities. The process is simple and we can do it for you. Contact us for more information.

### **GENERAL BILL OF LADING INSTRUCTIONS**

- a) You must consign the master bill to:

**CARIBBEAN FREIGHT HANDLERS (AS AGENT)  
67-69 FIRST STREET, NEWPORT WEST  
KINGSTON 13, JAMAICA, W.I.  
TEL: 876-764-9979 / 758-7482  
FAX: 876-764-9985**

- b) ALWAYS make sure that your company is the shipper on the master bill; the same company issuing the house bill (or owner of the house bill) must be the shipper on the master bill);
- c) Always make sure that the house bill mentions of **HS Code** of the commodity;
- d) Following information are also mandatory:

- d.1) Cubic meters PER CONTAINER;
- d.2) Gross weight PER CONTAINER;
- d.3) Goods description;
- d.4) Date of issuance;
- d.5) Vessel name and voy;
- d.6) Port of loading and discharge correct names;
- d.7) Container number and seal number;
- d.8) Freight rate on MBL and HBL must be added, but in the correct field, do not add it on goods description;
- d.9) In the field “Place and date of issue” is necessary add origin port and correct loading date;

IMPORTANT: All these information under items “c” and “d” must be exactly the same on both master and house bills, except the total **ocean freight**, which must be higher **on the house bill**.

#### **PREALERTS AND DOCUMENTS TO BE COURIERED TO OUR OFFICE**

e) Please send your pre-alert by email containing scanned copies of house and the master bill (ORIGINAL) FREIGHTED, in proper time, at least 24hrs after the sailing at the origin port, along with all relevant information;

f.1) Please send different pre-alerts for different shipments

f.2) On the pre-alert email subject mention vessel name/ **MBL & HBL** number and destination port.

**Example: PREALERT-M/V Sea freight 09/10 – MBL 1234567 – HBL 24689 - Kingston**

g) We need to receive upon vessel departure all relevant shipping documents as we are required by Jamaica Customs to submit our electronic manifest (e-manifest) at lease 48hrs before the arrival of the vessel at Jamaican ports.

- **MASTER BILL:** At least 2 (two) of the 3 (three) originals; freighted and signed by the shipping line; **DO** not request **MBL** to be issued in Jamaica. We need to receive original **MBL** via courier as informed above.

- **HOUSE BILL:** 1 non negotiable copy, freighted, signed and stamped by your company (please do not send Xerox photocopies – we need a real document non negotiable freighted); has to be real signature, not stamp signature.

**THESE STEPS HAVE TO BE FOLLOWED STRICTLY OTHERWISE SUBJECT TO SEVERE PENALTIES FROM CUSTOMS WHICH IN CASE OF FAILURE FROM AGENT WILL NOT BE ABSORBED BY CARIBBEAN FREIGHT HANDLERS. ANY DOCUMENTATION ENTERED AT CUSTOMS AFTER THE ARRIVAL OF VESSEL IS SUBJECT TO A PENALTY per HBL.**

**H) BOTH MASTER AND HOUSE MUST BE FREIGHTED ALL COPIES. FREIGHT AMOUNT ON THE HOUSE CANNOT BE LOWER THAN THE FREIGHT AMOUNT ON MASTER.**

I) If shipment is coming on collect basis, please describe on the body of email the precise amount we have to collect from cnee, and amount we have to pay carriers.

J) Send pre-alert to: [info@caribbeanfreighthandlers.com](mailto:info@caribbeanfreighthandlers.com)

Accounts to: [accounts@caribbeanfreighthandlers.com](mailto:accounts@caribbeanfreighthandlers.com)

1) After we receive your prealert by email we will recheck your docs and once we approve them, we will instruct you on which address you must post the docs to.

Other contact for queries and doubts:

Craig Rose – [craig@caribbeanfreighthandlers.com](mailto:craig@caribbeanfreighthandlers.com) (*direct line 876-823-0687*)

Phones: 876-764-9979/ 758-7482

Fax: 876-764-9985

Following these steps, you'll be assuring that your shipments will be released in good order and in a timely manner.

Thank you

**JAMAICA – CARIBBEAN FREIGHT HANDLERS**