

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



Kingston, Sep. 10. 2009

AIR FREIGHT GUIDE

Kindly follow these guidelines, which are no inter-company regulation, but mainly Jamaican Rules (Customs) and Legislation governed procedures:

These guidelines are valid for all Jamaican International Airports.

- From now onwards the **MAWB** must be consigned to:

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- The **HAWB** or **AWB** must be consigned the importer of record (final consignee), showing the complete name, address and (contact numbers).
For the MAWB, you must issue the final destination with correct city name.
- The **FREIGHT RATE** (per kg / chargeable wgt), other charges and Ttl values **MUST** be mentioned in the MAWB, HAWB and AWB – no matter if the freight is collect or prepaid.
- If time permits we suggest to send us the documentation for **approval, prior** effecting the shipment-scanned via E-Mail please. This procedure shall avoid most mistakes. We can't encourage holding back shipments in case documents could not be reconfirmed on time, but cargo without documents or with wrong issued documents only delays customs clearance.
- The **original documentation** must be sent with the SHIPMENT:
Orig. MAWB, original 2 of the HAWB, at least 1 cargo Manifest and 1 supplier's Original Invoice.

- Any **origin charges**, other than Airfreight related charges (in case of EX-WORKS for example) must either be mentioned in the HAWB (we suggest to show as one Lumpsum “other charges” value). Any charges not mentioned on the HAWB or AWB can’t be remitted out of Jamaica.
- Just a guideline: In regards to Montego Bay shipments-**kindly stick to airlines flying to the final Airport of destination**, thus avoiding usual delays w/bonded trucking services.
- Lots of attention must be paid to:
 1. **The weight:** - any weight difference of 10% or more will automatically be subject to red-light physical cargo inspection, a correction letter and a fine.
 2. Every Single item, i.e. 350 loose boxes on a pallet = 350 items that must be **marked/bear clear Labels/ID stickers!**. And 350 tightly shrink wrap packed boxes = 1 item, but pallets may be break down by Jamaican customs authorities, so we need to label each box even if shrink wrap. However every item carries at least 1 label! If 1 item out of 350 even if they all look the same and obviously being from the same lot has no sticker – the entire lot will be held back, i.e. delays, fines etc...!
- The labels must show the MAWB/AWB, HAWB, the total No. of Vol. and airport of destination.
- All licenses and registrations in favor of Caribbean Freight Handlers have been taken care of according to presently enforced rules & regulations.
- For HAWB received with terms “as agreed” or “as arranged” the rate of the HAWB must be corrected to the IATA rate. Due to the fact that duties and taxes are calculated and paid over the CIF – value.

**ANEX I.
ADMINISTRATION**

PRE –ADVICE

The pre-advice must be sent to:

1. Caribbean Freight Handlers-Mr. Roy Rose
2. Caribbean Freight Handlers-Mr. Marcus Campbell
3. Caribbean Freight Handlers-Ms. Kadeen Reid

roy@caribbeanfreighthandlers.com
marcus@caribbeanfreightandlers.com
kadeen@caribbeanfreightandlers.com