ICTSI SOUTH PACIFIC SHIPPING INSTRUCTIONS

Kindly use the following information as applicable:

1. FOR ALL INDENT ORDERS (ANY INCOTERM)

a. Consignee Details:

Consignee Name:
SOUTH PACIFIC INTERNATIONAL CONTAINER TERMINAL LIMITED.

Consignee Address:
South Pacific International Container Terminal
Lae Tidal Basin, International Terminal Admin Building
Bumbu Road, Lae 411
Morobe Province, Papua New Guinea

Tel. No.: (675) 7190 0982
Email Address: miriam.kalep@ictsispl.com

Consignee Name:
MOTUKEA INTERNATIONAL TERMINAL LIMITED.

Consignee Address:
Motukea International Terminal
Motukea Island, International Terminal Admin Building
Porebada Road, Port Moresby 121,
National Capital District, Papua New Guinea

Tel. No.: (675) 7190 0982
Email Address: miriam.kalep@ictsispl.com

b. **Shipping Documents:** *Applies to regular importation and warranty parts*

Please send DRAFT shipping documents (Commercial Invoice, Packing List, AWB or B/L, brochure and appropriate Certificate of Origin*, if applicable) to ICTSI SP Procurement Department (procurement@ictsispl.com), Ms. Catherine Ope **(**Catherine.Ope@spict.com.pg**)** and Ms. Miriam Kalep (miriam.kalep@ictsispl.com) for review and approval **PRIOR** to ship out to avoid potential delays in Customs clearing.

See below details which must be reflected in each shipping document:

i. Commercial Invoice:

- Consignee Name
- Consignee Address

  Attn: Miriam Kalep
  Email Address: miriam.kalep@ictsispl.com
  Contact No.: (675) 7190 0892

- Notify Party: “Same as Consignee”

- INCOTERMS must be indicated

- Description of Commodity
  - Must be specifically described (no abbreviation) and indicate HS CODE
  - **Use the description of goods indicated in the PO**

- Declared Value
  - Invoice value must be same with PO amount
  - For warranty parts:
    - Value must be true and correct amount
    - **Do not indicate the phrase “Value for Customs Purposes only”**

- If CFR, CIF, DAP or DDP, show cost break down:

Cost	
Insurance	
Freight	
Total Amount in PO/Invoice	

ii. Brochure

- Send brochure/technical specifications/picture for each item for customs clearance purpose. If not applicable, kindly answer the ff:
  - WHAT IS IT?
  - WHAT IS IT MADE OF?
  - WHAT IS IT USED FOR?

Note: Failure to provide brochure causing storage charges per day will be chargeable to supplier’s account.

iii. Packing List

- Consignee Name
- Consignee Address

  Attn: Miriam Kalep
  Email Address: procurement@ictsispl.com
  Contact No.: (675) 7190 0892

- Description of goods
- Number of boxes/packages
- Dimension must be in cm
- Net/Gross Weight in kilograms, or in cubic meter (cbm): applicable for **LCL, FCL (containerized) and in-bulk shipment.**
- If the goods are in wooden pallets/crates: fumigation certificate must be secured prior to shipment.
- If breakbulk cargo: “Load Port Survey Report” must be secured prior to shipment.

iv. Airway Bill / Bill of Lading

- Consignee Name
- Consignee Address

  Attn: Miriam Kalep
  Email Address: procurement@ictsispl.com
  Contact No.: (675) 7190 0892

- Notify Party: “Same as Consignee”

- HS CODE must be indicated

- Marks & Numbers: “SPICTL / MITL PO#_____”

- Port of Discharge (applicable only for SEA Shipment): MIT PORT MORESBY PAPUA NEW GUINEA / SPICT LAE TIDAL BASIN PAPUA NEW GUINEA

  All duties and taxes, brokerage, local delivery, and other incidental charges brought about using wrong port shall be fully chargeable to Shipper/Supplier.

v. <u>Certificate of Origin</u>:

- Consignee Name
- Consignee Address

  Attn: Miriam Kalep
  Email Address: miriam.kalep@ictsispl.com
  Contact No.: (675) 7190 0892

- Notify Party: “Same as Consignee”

- Description of Commodity, Invoice Date, Invoice No., Invoice Amount and HS CODE should match with those indicated in the invoice provided by supplier.

- If shipper has a third-party invoicing, kindly tick the third-party invoicing BOX#13

Required for shipments coming from the following countries:

- Form E if coming from China
- Form D if coming from Singapore, Malaysia, and Thailand
- Form AKFTA if coming from Korea
- Form JPEPA if coming from Japan
- Form AANZFTA if coming from Australia
- Form AIFTA if coming from India

j. <u>Original Shipping Documents:</u>

Please courier the final approved original shipping documents (Commercial Invoice, Packing List, AWB or B/L, Appropriate Certificate of Origin, if applicable - original and triplicate copies) to:

SPICTL: SOUTH PACIFIC INTERNATIONAL CONTAINER TERMINAL LIMITED
P.O BOX 3549,
LAE 411
MOROBE PROVINCE, PAPUA NEW GUINEA
Attention: Ms. Miriam Kalep

MITL: MOTUKEA INTERNATIONAL TERMINAL LIMITED
P.O BOX 6861,
BOROKO 211
NATIONAL CAPITAL DISTRICT
PAPUA NEW GUINEA
Attention: Ms. Miriam Kalep

k. Papua New Guinea Government Permits

Some items need government permits **prior to shipment**. An example of this are items which emit radio signal where ICTSI needs to secure an appropriate permit from the National Telecommunications Commission (NTC) and other government agencies. Brochures and other supporting documents may be required from the Supplier. Kindly coordinate closely with our Logistics Team -- Ms. Catherine Ope (Catherine.Ope@spict.com.pg) and Ms. Miriam Kalep (miriam.kalep@ictsispl.com), and loop in ICTSI South Pacific Procurement (procurement@ictsispl.com)

2. **FOR EX-WORKS, FOB, FAS OR FCA**

Please send DRAFT Commercial Invoice, Packing List and brochure**,** as well as shipment pick up details (i.e. complete company name, address with postal code, contact person and number) to our Logistics Team (Catherine.Ope@spict.com.pg / procurement@ictsispl.com) immediately for assignment of forwarder.

3. **FOR CFR, CIF, DAP, DDP**

Please send DRAFT Shipping documents (AWB/BL, Commercial Invoice, Packing List, and brochure) following the above shipping instruction.

Note:

- Kindly wait for further advise prior to finalizing shipping documents.
- 6-Character HS CODE (International Uniform Practice) required in the cargo description compliance with PNG Customs Tariff Act 1990.

****** Nothing follows. *****