

STANDARD OPERATING PROCEDURE



1. INSTRUCTION FOR BOOKING STAFF / BOOKING STATION

Details regarding operating procedure for booking of document / samples at booking counter or by the field courier are given here under.

The booking person must ensure to strictly follow the instruction laid there in completion of necessary documents at the time of booking shipment to avoid any eventuality.

Any deficiency shall be liable for strict disciplinary action.

2. PAPERWORK REQUIRED FOR EXPORT AND CUSTOM CLEARANCE

• **GIFT SHIPMENTS**

1. Invoice (Declaration of value should be realistic with non commercial quantity)
2. Undertaking - signed by shipper with thumb impression, (Left Thumb Impression for males and 'Right Thumb Impression' for females)
3. Copy of NIC (Original NIC is compulsory at the time of booking)

• **SAMPLE SHIPMENTS**

1. Commercial Invoice 4 copies
2. Undertaking (On the company Letterhead)
3. Certificate of origin (not for all this will depend on the destination and nature of the goods)
4. Copy of National Tax Number (NTN)

• **E FORM SHIPMENT**

1. Export Invoice 07 copies
2. Packing List
3. Undertaking (On the company Letterhead)
4. E form Original & Duplicate
5. Copy of National Tax Number (NTN)

• **REPAIR & RETURN/ REPLACEMENT SHIPMENTS (UNDER SRO 767(1/2009 DT:09-09-09)**

1. A request letter to Deputy/ Assistant Collector of Custom AFU Export on Letterhead
2. Original Triplicate Bill of Entry along with a photo copy on which the said goods were cleared showing all the particulars, make and No of item/items imported
Export invoice of the export items to be shown in foreign currency in export Invoice (IN TRIPLICATE)
3. Import Invoice of the goods
4. Warranty Letter from the supplier (Compulsory)
5. Correspondences of the shipment (between Buyer and seller)
6. Indemnity Bond on RS.100/- Bond paper with signature of 02 witness & 01 Director with their N.I.C card copy
7. Copy of National Tax Number (NTN)
8. Undertaking (On the company Letterhead)

• **TO EXPORT MADE IN PAKISTAN MACHINERY/PARTS SHIPMENT**

1. Commercial Invoice

2. Undertaking (On the company Letterhead)
 3. Certificate of origin
 4. Catalog
 5. Copy of National Tax Number (NTN)
- **TO EXPORT CHEMICAL AND LIQUID (SPECIFIED AND LIMITED QUANTITY)**
 1. Commercial Invoice
 2. Data Safety sheet (MSDS)
 3. Undertaking for none DG & any contraband
 4. IATA standard Packing
 5. Copy of National Tax Number (NTN)
 6. Undertaking (On the company Letterhead)
 7. Subject to the approval from competent authority.
 - **PERSONAL EFFECTS SHIPMENT**
 1. Invoice
 2. Packing List
 3. Undertaking - signed by shipper with thumb impression, (Left Thumb impression for males and Right Thumb Impression for females)
 4. Request Letter to Assistant Collector of custom AFU export
 5. Letter Authorizing APX LOGISTICS to clear on their behalf
 6. Copy of Passport
 7. Copy of Airline Ticket
 - **TEMPORARY EXPORT SHIPMENTS& EXHIBITION GOODS**
 1. Invoice
 2. Packing List
 3. Request letter to Assistant collector of custom
 4. Undertaking on Rs.100/- Bond paper
 5. Letter from TDAP
 6. Invitation from for participation
 7. Certificate of Origin
 8. Copy of National Tax Number (NTN)
 9. Copy of Sales Tax
 10. G.S.P
 11. Undertaking (On the company Letterhead)
 - **HOLY BOOKS**
 1. NOC from ministry of religious and affair (AUKAF)
 2. Invoice & Packing list attested by ministry of religious
 3. Each Book stamped from ministry of religious

In this context, decision passed by Competition Commission of Pakistan , in Case titled APX LOGISTICS (confirm by the Honorable Supreme Court of Pakistan , where by fines/penalties were imposed upon persons/Owners of establishments, which illegally used the name of APX, to further there own business interests, The competition comission is excecuting its judgement and forcefull shutting down the infringing establishment

In order to stop this illegal and unethical practice, APX requires you to provide written assurances of compliance and tangible steps taken in respect thereof to enforce your obligation under clauses 3.1 & 3.3 of

the Agreement with in a period of 10 Days of the receipt of this letter Apx business unit will be contacting you further in this regard

• **PROHIBITED OR RESTRICTED ITEMS (THE FOLLOWING ITEMS WILL NOT BE ACCEPTED)**

1. Items classified as hazardous material, dangerous goods, prohibited or restricted articles by **IATA** (International Air Transport Association), **ICAO** (International Civil Aviation Organization), or other government or regulatory agencies; Items the carriage of which is prohibited by any law, statute or regulation;
2. Items the carriage of which is prohibited by any law, statute or regulation;
3. Any items as may from time to time be notified by APX Logistics to be restricted and/or banned and/or dangerous and/or prohibited for carriage from time to time (such items include but are not limited to radio-active, incendiary, corrosive or flammable substances, hazardous chemicals, explosives, firearms or parts thereof and ammunition, firecrackers, cyanides, precipitates, gold and silver ore, bullion, precious metals and stones, jewelry, semi-precious stones including commercial carbons or industrial diamonds, currency (paper or coin) of any nationality, securities (including stocks and bonds, share certificates and blank signed share transfer forms), coupons, stamps, negotiable instruments in bearer form, cashier's cheques travelers cheques, money orders, passports, credit/debit/ATM cards, antiques, works of art, lottery tickets and gambling devices, livestock, fish, insects, animals, plants and plant material, human corpses, organs or body parts, blood, urine and other liquid diagnostic specimens, hazardous or bio-medical waste, wet ice, pornographic materials, contraband, narcotics and psychotropic substances, fragile glassware, crockery, bone china, shipment to post office box addresses, etc.).
 - A. If the breach results in interception of shipments by APX LOGISTICS or any Government authorities, the amount of penalty shall be unto **Rs. 300,000**.
 - B. If such breach recurs then the amount of penalty shall be up to **Rs. 600,000** for every subsequent breach
 - C. In the event of any subsequent breach the agreement may be terminated by APX Logistics

APX shall notify the wholesaler about the breach in writing and intimating the amount of penalty, which shall be paid by wholesaler to APX without protest or demur

Further, where it is found that the wholesaler has not ensured safety security or inspection if the shipment before tendering any shipment to APX or upon tendering the shipment it is found that it contains prohibited and restricted commodities, such instance shall be treated as material breach of this agreement and APX shall be entitled, without prejudice to all other rights and remedies it may have in this regard to forth with terminate this agreement

Wholesaler shall provide to the satisfaction of APX a security deposit securing the wholesaler's warranties, obligation, undertaking and duties under this agreement in the form and manner prescribed and set out in the clause 16.9 hereunder

APX LOGISTICS
IATA CARGO AGENT

