

SHORT GUIDANCE – NEW CUSTOMS REGULATIONS AS FROM NOV 1ST 2008 FOR IMPORT CARGO TO COLOMBIA

Please read complete carefully. Heavy Fines are to be imposed to Freight Forwarders in case of not complying with regulations.

HEAD OFFICE MAHE NEUTRAL SHIPPING S.A.

Nit: 800.159.856 - 3
Av. El Dorado # 84A-55 Módulo Amarillo
Oficina 255 Bogotá, Colombia.
Phone: (+ 57-1) 410 1055 / 540 2323
Fax: (+ 57-1) 416 0277

BANKING INFORMATION

Bank: CITIBANK N.A.
City / Country: New York – U.S.A.
ABA: 021000089
Swift: CITIUS33
Account Number: 36006658

BENEFICIARY BANK INFORMATION

Beneficiary: Mahe Neutral Shipping S.A.
Account Number: 04300334085
Swift: COLOCOBM
Bank Name: BANCOLOMBIA
Address: Avenida El Dorado No 84A 85 L. E2
City/Country: Bogotá – Colombia
Phone: (+ 57-1) 295 6292. Ext. 102
Fax: (+ 57-1) 295 6301

WORKING HOURS

Monday to Friday 8:00 to 17:30
Saturday 9:00 to 12:00

KEY STAFF AIR AND SEAFREIGHT

Managing Director	Henry Alvarado M.	E-mail: henry_alvarado@cablenet.co
Financial Director	Henry Martinez	E-mail: hmartinez@mahe.com.co
Import Operations Manager	Melissa Ospina F.	E-mail: mospina@mahe.com.co
Import Sales Manager	Carlos Andres Vargas	E-mail: cvargas@mahe.com.co
Export Operations Director	Alejandra Ochoa	Email: aocchoa@mahe.com.co
Export Sales Coordinator	Lorena Alvarez	E-mail: lalvarez@mahe.com.co

2010

COLOMBIA
Holidays



January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week

- 1
- 2
- 3
- 4

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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- January 1st New Year (Año nuevo)
- January 13th Epiphany (Epifanía)
- March 22th St. Joseph (San José)
- April 1st Holy Thursday (Jueves Santo)
- April 21th Holy Friday (Viernes Santo)
- May 1st Work Day (Día del trabajo)
- May 17th Ascension God (Ascención del Señor)
- June 7th Corpus Christi (Cuerpo y Sangre de Cristo)
- June 14th Sacred Jesus's heart (Sagrado Corazón de Jesús)

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Week

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- 30

August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
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23	24	25	26	27	28	29
30	31					

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- July 5th St. Peter and St. Paul (San Pedro y San Pablo)
- July 20th Independence Day (Día de la Independencia)
- August 7th Boyacá Battle (Batalla de Boyacá)
- August 15th Virgin Assumption (Asunción de Santa María)
- October 10th Race Day (Día de la Raza)
- November 1st All Saints (Todos los Santos)
- November 15th Cartagena Independence (Independencia de Cartagena)
- December 8th Immaculate Conception (Inmaculada Concepción)
- December 25th Christmas (Natividad del Señor)

MAHE NEUTRAL SHIPPING S.A.

Av. El Dorado No. 84 A 55 Mód. Amarillo Of. 255 / Phone: (+57-1) 410 1055 – 540 2323. Fax: (+57-1) 416 0277
Bogotá D.C., Colombia, South America,

www.mahe.com.co

SHORT GUIDANCE – CUSTOMS REGULATIONS AIR FREIGHT CONSOL SHIPMENTS

1. - Master airwaybill must be consigned and notified as follows:

MAHE NEUTRAL SHIPPING S.A

NIT No. 800.159.856-3

Av. El Dorado No. 84 A 55 Módulo. Amarillo Oficina. 255

Bogotá - Colombia

Phone : (+57-1) 410 1055

Fax : (+57-1) 416 0277

2. - Pre-alerts for all consolidations are required, and must be sent to the following fax number or e-mail addresses:

- Pre-alert fax number: (+ 57-1) 410 7347

- Mrs. Melissa Ospina F. / Import Operations Manager

E-Mail: mospina@mahe.com.co

- Mrs. Patricia Pedraza / Customer Service

E-Mail: traffic@mahe.com.co

- Mr. Camilo Bustamante / Airfreight Operations

E-Mail: airoperations@mahe.com.co

NOTE: PLEASE ALWAYS THE ORIGIN AGENT MUST BE TO CONFIRM OK RECEIVED BY MAHE, OTHERWISE THE PREALERT MUST BE SENT AGAIN.

3. - Consolidation pouch must include the following:

- 1 Set of each HAWB with at least 3 copies each.
- 2 Copies of consolidation manifest.
- 1 Original + 1 copy of your billing.
- 1 original and copy shipper(s) commercial invoice.
- 1 Copy of packing list.

4. - General Important Instructions:

- Before deliver the cargo to the airline, all documentation must be sent by fax or e-mail to our check and approval.
- MAWB must be sent always on prepaid basis.
- MAWB must show “CONSOLIDATION AS PER ATTACHED CARGO MANIFEST”
- Profit share calculation sheet must be included in each consolidation.
- HAWB must be issued “AS AGREED”.
- Do not amend any house or master transport documents. Colombian Customs does not accept any kind of amendments.
- Specific description of goods must be declared on HAWB and Cargo Manifest.
- The kind of package showed in documents must be the same than is been used, i.e.: if docs show 3 boxes, the cargo has to be 3 boxes, not crates or pallets.
- Consignee on HAWB you must add Customs Identification Number (NIT).

SHORT GUIDANCE – CUSTOMS REGULATIONS SEAFREIGHT CONSOL/FCL SHIPMENTS

MAHE NEUTRAL SHIPPING S.A.

Av. El Dorado No. 84 A 55 Mód. Amarillo Of. 255 / Phone: (+57-1) 410 1055 – 540 2323. Fax: (+57-1) 416 0277
Bogotá D.C., Colombia, South America,

www.mahe.com.co

1. - **Master B/L consignment**

-Master B/L must be consigned and notified to:

MAHE NEUTRAL SHIPPING S.A. CODIGO SYGA 3797
NIT No. 800.159.856-3
Av. El Dorado No. 84 A-55 Módulo Amarillo Oficina 255
Bogotá - Colombia
Phone: (+57-1) 410 1055
Fax : (+57-1) 416 0277

2. - **Pre-alerts for all consolidations are required, and must be sent to the following fax number or e-mail address:**

- Pre-alert fax number: (+ 57-1) 4107347	
- Mrs. Melissa Ospina F. / Import Operations Manager	E-Mail: mospina@mahe.com.co
- Mrs. Patricia Pedraza / Customer Service	E-Mail: traffic@mahe.com.co
- Mr. Leonardo Alberto Flórez / Import Assistant (Europe)	E-Mail: lflorez@mahe.com.co
- Mr. Diego Rodriguez/ Import Assistant (America)	E-mail: drodriguez@mahe.com.co
- Mr. Ronald Salguero / Import Assistant (Shipco - USA)	E-mail: rsalguero@mahe.com.co
- Mr. Oscar Lozada / Import Assistant (Far East)	E-mail: olozada@mahe.com.co

NOTE: PLEASE ALWAYS THE ORIGIN AGENT MUST BE TO CONFIRM OK RECEIVED BY MAHE, OTHERWISE THE PREALERT MUST BE SENT AGAIN.

3. - **House B/L consignment**

House B/L must be consigned to each individual consignee but MAHE NEUTRAL SHIPPING S.A. must be shown as Delivery Agent.

4. - **Documents and distribution**

Upon sailing of vessel, the following documents must be sent by courier to **MAHE NEUTRAL SHIPPING S.A.:**

- Original master (ocean) B/L plus 3 non-negotiable copies.
- 2 Non negotiable copies of each HB/L.
- HB/L copy rated, otherwise; we require a manifest stating the ocean freight rate of each HB/L. This is required for Customs purposes only.
 - Cargo Manifest.

REMARKS: As per our request, MBL could be issued at destination by shipping line.
If you don't release hbl to shipper, please send them to us with enough time before vessel arrival.

5. - **General Important Instructions**

- Specific description of goods must be equal on MBL/HBL body and cargo manifest.
- Total gross weight and packages on MBL must be equal to total gross weight and packages on HBL(S) involved. Weight and packages difference on MBL/HBL will cause high fines from our customs authorities which will be on your account.
- All packages must be properly marked to identify the cargo.
- Please be sure that Mbl shows on description of goods "CONSOLIDATIONS CARGO" otherwise Customs don't accept the presentation of HBL.
- Please note that due to Colombian customs do not accept HBL's "to be order" on consignees field you Must put full details of consignee including (NIT) customs identification number.

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- Before deliver the cargo to carrier, all documentation must be sent by fax or e-mail to our check and approval. **Please note our Customs authorities do not accept EXPRESS RELEASE.**
- Please do not amend any house or master documents, it is not accepted by customs.
- Original documentation must be in our hands at least 72 hours prior vessel arrival.
- Mbl and Hbl must show marks, numbers and purchase order or commercial invoice numbers.
- All Pallets must fulfil with **IPSM N° 15** , www.ica.gov.co
- Consignee on HBL you must add Customs Identification Number (NIT or RUT).

6. - TERMS TO CLEAR CARGO, AND RE DISPATCH, FROM COLOMBIA

- As per Colombian laws the importers has 1 month after cargo arrival to clear or re dispatch their cargo
- If the importer can't do this process on this time (1 month) must register a requirement to Colombian Customs (15 working days before that expire this time) for the Colombian Customs give authorization for 1 (one) additional month, if the importer not present a letter and not clear his cargo on this time the cargo could be seized by Colombian Customs.
- Documentation required (Mandatory) * Original Mbl and Hbl *Packing list * Commercial Invoices that show currency incoterms, British Tariff Number and any other documentation that Colombian Customs requests. Explain letter from origin agent/ Shipper where confirm why this cargo must be re dispatch.
- Please take note to re dispatch a cargo shipper must be registered as exporter with Colombian authorities.

NOTE: KEEP IN MIND IF THE CONSIGNEE DOESN'T PAY OUR BILL (DESTINATION CHARGES) WE MUST SEND TO THE AGENT THE BILL WITH THESE CHARGES.

7. - TERMS AND DOCUMENTATION REQUIRED MAKING TRANS SHIPMENTS IN COLOMBIA

- As per Colombian Laws the importers have 1 month after cargo arrive to make trans-shipment. But is necessary that we received from origin office the following documentation
- Full prealert before that the cargo arrive to Colombian Port in order to check and confirm if all are ok
- Copy of the commercial invoice must show currency, incoterms, British Tariff Number
- Copy of packing list with serial numbers
- Insurance certificate
- Legible copy of the Hbl and Mbl (if we don't received it legible the Colombian Customs won't accept the trans shipment).
- All charges must be collect as per agreement.

8. - REMARKS ON TRANS SHIPMENTS / TO CLEAR CARGO / RE DISPATCH FROM COLOMBIA

- If we received a requirement from your side to re dispatch or to clear any cargo we will proceed to issue the original hbl in order to save time on this process. It is applied to partners that have sent the Originals format to us.
- We need Insurance certificate
- Legible copy of the Hbl and Mbl (if we don't received it clear the Colombian Customs won't accept the trans shipment)
- All charges that we must collect in destination

9. - INBOUND TRANSPORT IN COLOMBIA (OTM AND DTA)

- The Colombian Customs have 5 days to approve an inbound transport

- The issue of Hbl and Mbl is different, so pls ask to us about it
- We need in advance the following documentation * Original Commercial Invoice,
* Original Packing list * original Hbl and Mbl * Copy of the insurance policy with conditions and restrictions
- If we do not receive the above mentioned documentation in advance we won't be able to do the Inbound transport.

GENERAL TERMS FOR PAYMENTS TO AGENTS

1. - **MAHE NEUTRAL SHIPPING S.A** will require an original INVOICE stating all charges to be paid for air or ocean shipments.
2. - Invoices and Credit notes must be issued in USD. For different currency, the rate of exchange must be stated clearly.
3. - All your statements must be sent to:

Financial Director	Henry Martinez	E-mail: hmartinez@mahe.com.co
International Accounting	Lorena Lesmes	E-mail: llesmes@mahe.com.co

NOTE: PLS DISTRIBUTE THIS DOCUMENT TO PEOPLE INVOLVED WITH COLOMBIAN OPERATIONS.

We hope that this Short Guidance will help you to have a successful, relationship with us a satisfaction in our operations.

Kind Regards,

MAHE NEUTRAL SHIPPING S.A.
Bogotá D.C. - Colombia