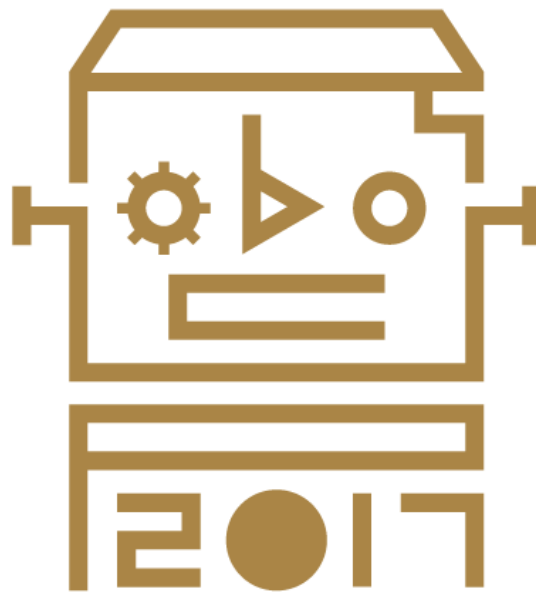




## SHIPPING MANUAL

# RoboCup 2017 Nagoya Japan



## RoboCup 2017 Nagoya Japan

**Nagoya International Exhibition Hall**

**(Portmesse Nagoya) Takeda Teva Ocean Arena**

These instructions list important information including shipping deadlines and documentation requirements for the transportation of your competition materials into/out Japan.

*(Update on the 7<sup>th</sup> July, 2017)*

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# 1. GENERAL

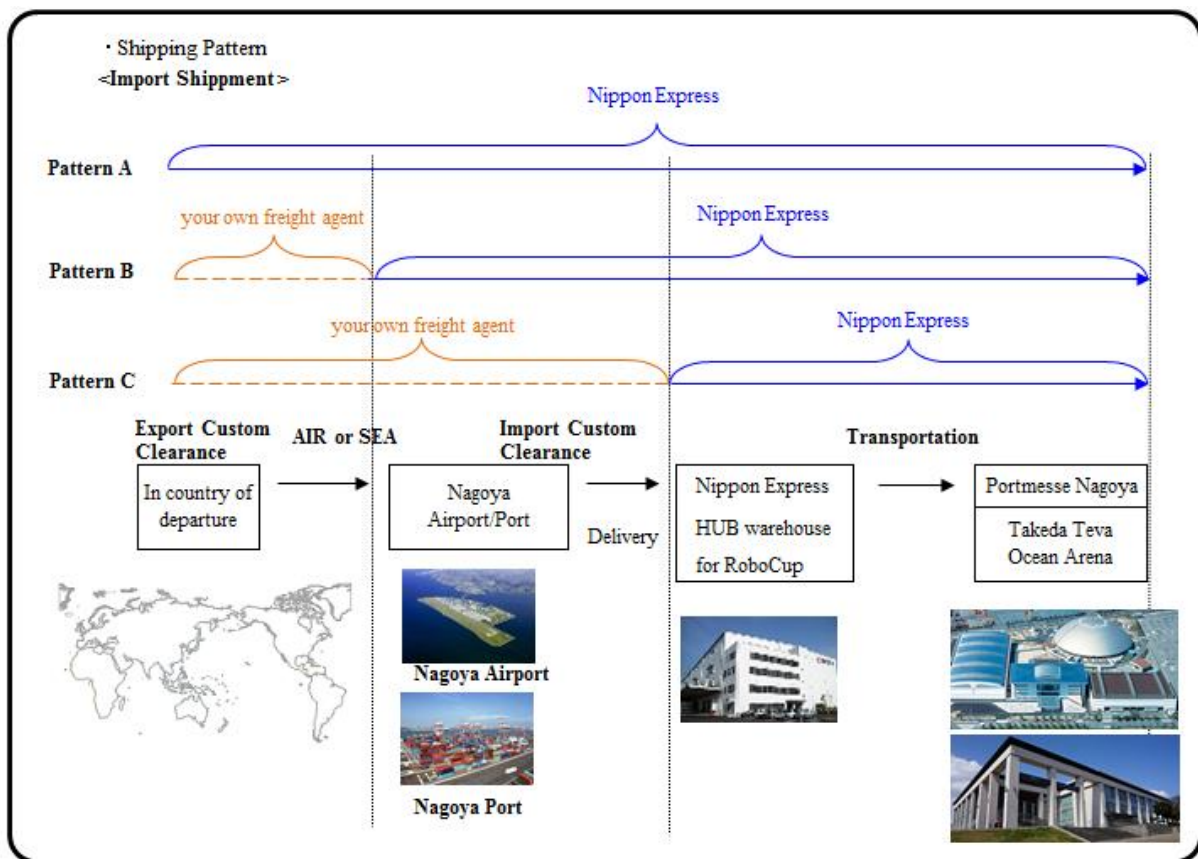
## 1.1 Our Service

We are pleased to announce that Nippon Express Co., Ltd. has been appointed as the official logistics partner of RoboCup 2017 Nagoya Japan. Nippon Express is sure to provide any participants skilled and well-experienced exhibition service covering required all the inbound and outbound affairs starting from pickup your robots to return handling including necessary on-site attending.

## 1.2 Scope of Works

If you choose to use Nippon Express, please indicate which pattern will be applied out of below three (Pattern A-C). You may contact Nippon Express for any questions.

### Import Shipment (To Japan)



Pattern A : <Nippon Express provides Door to Door Service>

Nippon Express handling scope of works will be as follows.

Pick up cargo in country of departure, export customs clearance, forwarding to Japan, import customs clearance and delivery to the site Portmesse Nagoya / Takeda Teva Ocean Arena.

Pattern B : <Nippon Express provides all service after arrival in Nagoya airport/port>

Nippon Express handling scope of works will be as follows.

Import customs clearance and delivery to the site Portmesse Nagoya / Takeda Teva Ocean Arena. Your own freight agent provides service from pick up cargo in country of departure to Nagoya Airport/Port.

Pattern C : <Nippon Express provides service from Nippon Express HUB warehouse to the site Portmesse Nagoya / Takeda Teva Ocean Arena.>

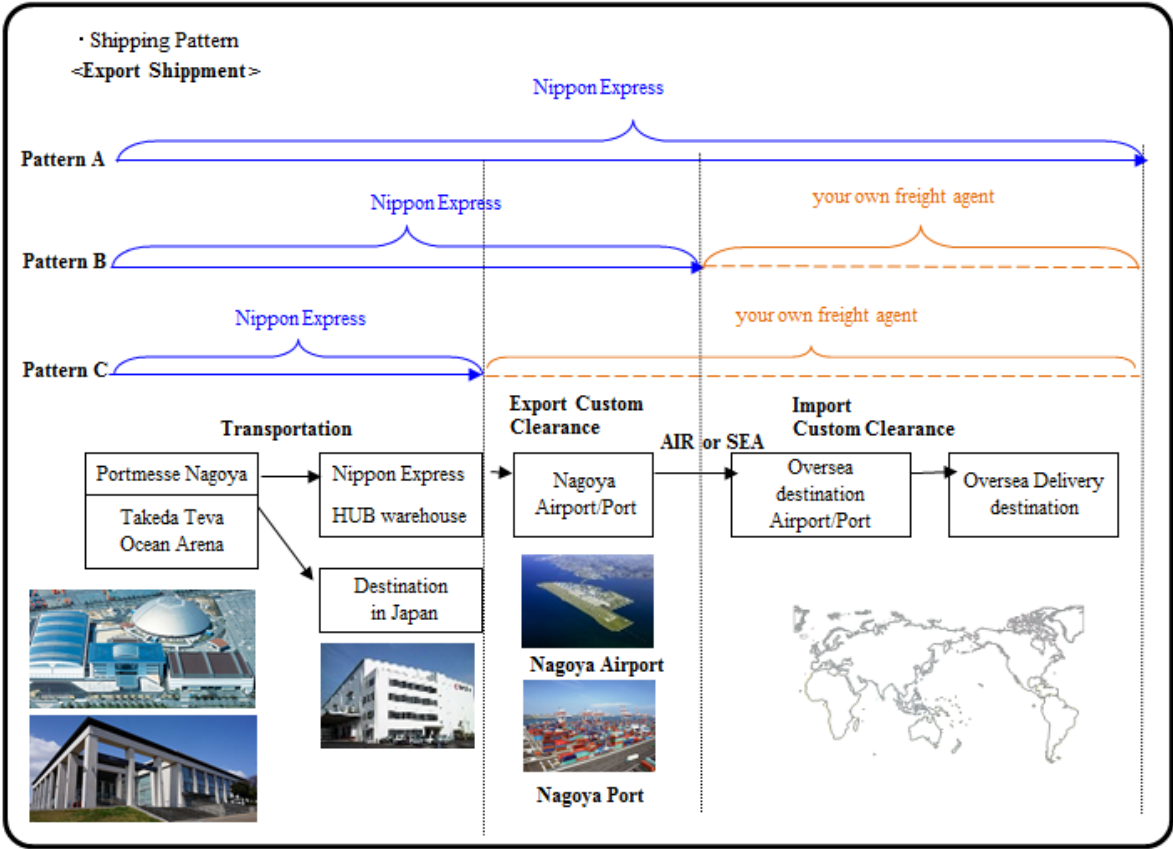
Nippon Express handling scope of works will be as follows.

Nippon Express delivers cargo from Nippon Express HUB warehouse to the site Portmesse Nagoya / Takeda Teva Ocean Arena. Your own freight agent provides service from a pickup the cargo in country of departure to Nippon Express HUB warehouse.

All cargo (excluding baggage) must be delivered to designated Nippon Express HUB warehouse.

All shipment includes Pattern C.

Export Shipment (from Japan)



Pattern A : <Nippon Express provides Door to Door Service>

If you indicate Pattern A, Nippon Express handling scope of works will be as follows. Pick up cargo at site Portmesse Nagoya/ Takeda Teva Ocean Arena, export customs clearance, forwarding to the destination country, import customs clearance and delivery to final destination.

Pattern B : <Nippon Express provides service from pick up cargo at site Portmesse Nagoya/Takeda Teva Ocean Arena to Nagoya Airport/Port including export customs clearance and forwarding overseas destination airport/port.>

If you indicate Pattern B, Nippon Express handling scope of works will be as follows. Pick up cargo at site Portmesse Nagoya/ Takeda Teva Ocean Arena, export customs clearance, forwarding to the destination country.

Your own freight agent provides service from destination airport/port to final destination.

Pattern C : <Nippon Express provides service from pick up cargo at site Portmesse Nagoya/Takeda Teva Ocean Arena to Nippon Express HUB warehouse or the inland delivery destination.>

If you indicate Pattern C, Nippon Express handling scope of works will be as follows.

Nippon Express delivers cargo from the site Portmesse Nagoya / Takeda Teva Ocean Arena to Nippon Express HUB warehouse.

Your own freight agent provides service from Nippon Express HUB warehouse to oversea destination airport.

### 1.3 Deadline

		Shipping Pattern		
		Pattern A	Pattern B	Pattern C
	Scope of Works	From a pickup the cargo in country of departure to deliver the site Portmesse Nagoya/Takeda Teva Ocean Arena.	From arrival Nagoya airport/port to deliver the site Portmesse Nagoya/Takeda Teva Ocean Arena.	From carrying in Nippon Express HUB warehouse to the site Portmesse Nagoya/Takeda Teva Ocean Arena.
Shipping Deadline	Documents	4-Jul	4-Jul	4-Jul
	Arrival at Nagoya Airport/Port	11-Jul	11-Jul	-
	Carrying in Assigned Warehouse	-	-	18-Jul

For late submission of documents, an extra fee of JPY 50,000- per shipping will be imposed.

Any port/airport storage charges will be re-charged irrespective of the arrival deadlines.

Even though you order the forwarding to your own agent, shipping documents are needed to send to Nippon Express.

### 1.4 Dispatch of Documents (Pre-Alerts)

To ensure no delays or undue inconvenience to customs clearance on arrival, it is imperative that copy of the above documents must be forwarded by e-mail well in advance before the arrival of shipments according to the stipulated deadlines above.

### 1.5 Late Arrival

Late arrival surcharge (based on 30% of the basic handling charge) will apply if shipments arrive after the stipulated deadlines. In any such case, Nippon Express will make all reasonable effort to ensure delivery before the competition opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site. Nippon Express will not be responsible for any delays.

### 1.6 Delivery Address

**All cargo (excluding baggage\*) must be delivered to designated warehouse** by the stipulated deadlines. **DO NOT deliver directly to the site Portmesse Nagoya / Takeda Teva Ocean Arena.** Nippon Express will handle from warehouse to the site Portmesse Nagoya / Takeda Teva Ocean Arena.

\*Baggage is defined as what is brought by hand without using trucks or vehicles except for (standard-sized) passenger cars.

Delivery Address : NIPPON EXPRESS CO.,LTD 11 GOUCHI WAREHOUSE OPERATION CENTER

37, Sorami-Cho, Minato-ku, Nagoya, 455-0034, Japan

**NOTE :**

- Cargo is accepted during the hour 8:00 ~ 15:00 on weekdays only.
- Cargo is not accepted on Saturday, Sunday and holidays.
- We ask those who applied for Patten B and C to inform Nippon Express by e-mail two working days before the date of carrying-in.

E-mail address (Please make sure to include both e-mail addresses.)

[yua-asano@nittsu.co.jp](mailto:yua-asano@nittsu.co.jp) / [robocup2017-ngo@air.nittsu.co.jp](mailto:robocup2017-ngo@air.nittsu.co.jp)

**2. SHIPPING INSTRUCTIONS**

**2.1 Consignment Instructions**

(Sea / Air)Bill of Lading must be issued separately by customs clearance categories.

- Category (i) Goods to be cleared through ATA Carnet
  - Category (ii) an organization in Japan becomes Importer
    - (ii)-A : Goods to be cleared through temporary importation
      - For exhibits/ materials to be totally re-exported only.
    - (ii)-B : Goods to be cleared as permanent importation
      - sold, given away, partially or completely consumed goods
  - Category (iii) Nippon Express becomes the Attorney for the customs clearance
    - Goods to be cleared as permanent importation
- \*This shall only apply if Nippon Express proceed the custom clearance.

Different categories **must NOT be combined** in the same Bill of Lading. Goods must arrive at **Nagoya Port / Airport** by above deadline. All goods by Seafreight and Airfreight must be sent “Freight Prepaid”. i.e. all duties and taxes for consignments must be paid by sender.

Customs Clearance Pattern			
Category(i)	Category(ii) an Organization in Japan becomes Importer		Category(iii) Nippon Express becomes the Attorney for the customs clearance
ATA Carnet	A: Goods to be cleared through temporary importation	B: Goods to be cleared as permanent importation –sold, given away, partially or completely consumed goods	Goods to be cleared as permanent importation
Consignee on AWB/BL	Participant and Team Name c/o RoboCup2017 Nagoya Japan		Name of Actual Importer
Notify Party on AWB/BL	Deliver to : Nippon Express Co.,Ltd. 11 GOUCHI WAREHOUSE OPERATION CENTER 37 Sorami-Cho Minato-ku Nagoya Japan 455-0034  Notify : Nippon Express Co.,Ltd. Chubu Airport Branch Import Dept No.1 <u>TEL:+81-569-38-2273</u> League Name : <u>XXXXXXX</u>	Remark : RoboCup2017 Nagoya Japan Portmesse Nagoya  Deliver to : Nippon Express Co.,Ltd. 11 GOUCHI WAREHOUSE OPERATION CENTER 37 Sorami-Cho Minato-ku Nagoya Japan 455-0034  Notify : Nippon Express Co.,Ltd. Chubu Airport Branch Import Dept No.1 TEL:+81-569-38-2273 League Name : XXXXXXX	Deliver to : Nippon Express Co.,Ltd. 11 GOUCHI WAREHOUSE OPERATION CENTER 37 Sorami-Cho Minato-ku Nagoya Japan 455-0034  Notify : Nippon Express Co.,Ltd. Chubu Airport Branch Import Dept No.1 <u>TEL:+81-569-38-2273</u> League Name : <u>XXXXXXX</u>

## 2.2 Commercial Invoice

Consignee on Commercial Invoice should be same as B/L list. **Nippon Express never become your consignee either your shipper.**

Giveaways, brochures, catalogues, magazines, printed matters, etc. are dutiable on final basis and must be given a value based on CIF basis. **Do not indicate** 'No Commercial Value' or 'Zero' on the invoice.

The acceptance of the shipping documents is subject to the sole discretion of the Japan customs as per their defined parameters.

**NOTE :** Japan Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Commercial Invoice & Packing List.

Participants are therefore strongly reminded to declare the **true market value** of your goods and be extremely careful in your preparation of documents. Customs fines will be imposed on the participants in cases of Undervaluation, Non-declaration, and Erroneous declaration. Customs fines and extra expenses incurred shall be borne by the Participants.

## 2.3 Power of Attorney

All participants have to sign and submit The Power of Attorney to Nippon Express.

The Power of Attorney allows Nippon Express to create or alter documents that relate to your shipment on your company, organization or party's behalf. In order for Nippon Express to be Japan Customs compliant it is mandatory that this form be completed.

## 3. CUSTOMS REGULATIONS

### 3.1 Conditions

Your goods **must first be cleared through Japanese Customs at arrival airport / port before they shall be transferred to Fair Ground.** Below is a brief description of how goods may be cleared and the conditions, which pertain to each.

#### **Category (i) Goods to be cleared through ATA Carnet**

**For exhibits/ materials to be totally re-exported only, otherwise participants have to pay consumption taxes and duties accordingly. Heavy penalties might occur, unless any sale operation or disposal activity must be reported to Japan customs authorities.**

Participants are strongly advised to ship competition goods using the ATA Carnet System.

The advantage of using ATA Carnet

- Shorten the processing time of documents for temporary importation
- Allows a temporary exporter to use a single document for all customs transactions
- Eliminating consumption taxes and duties

Your freight forwarding agent in your country can advise on the benefits and procedures involved in using the ATA Carnet.

#### **Category (ii) an organization in Japan becomes Importer**

**(ii)-A : Goods to be cleared through temporary importation**

**(ii)-B : Goods to be cleared as permanent importation**

(ii)-A : Goods to be cleared through temporary importation

**For exhibits/ materials to be totally re-exported only**, otherwise participants have to pay consumption taxes and duties accordingly. All exhibits/materials entered under temporary importation to Japan are subject to control and examination by Japan customs authorities for inward and outward movements. **Actual importer must provide a guarantee.** Goods under temporary bond cannot be sold or given away during the event. Any sale operation or disposal activity must be reported to Japan customs authorities, otherwise heavy penalties might occur. Please contact Nippon Express in the case you intend to sell/give away any temporary goods.

(ii)-B : Goods to be cleared as permanent importation

**For goods which will be consumed while being in Japan, no matter partially or completely.**

For example, goods which will be sold or given away such as brochures and giveaway items and etc during the event. Permanent import permit will be given to those goods.

**Category (iii) Nippon Express becomes the Attorney for the customs clearance**

**Goods to be cleared as permanent importation**

This shall only apply if Nippon Express proceeds the custom clearance. In this case, the processing time of customs clearance will be much longer than ATA Carnet. Consumption taxes and duties are imposed on import goods. Original document, Report on the Attorney for Customs Procedures, is demanded. Participants must send the Original document well in advance of import customs clearance by courier.

		Customs Clearance Pattern			
		Category(i)	Category(ii) an Organization in Japan becomes Importer		Category(iii) Nippon Express becomes the Attorney for the customs clearance
		ATA Carnet	A: Goods to be cleared through temporary importation	B: Goods to be cleared as permanent importation -sold, given away, partially or completely consumed goods	Goods to be cleared as permanent importation
Document Required	Shipping Application	○	○	○	○
	Original Power of Attorney	○	○	○	○
	A Copy of Waybill (or Surrendered BL) /Airway Bill	○	○	○	○
	Invoice & Packing List /ATA Carnet with HS codes for IMPORT	○	○	○	○
	Photos (the part of serial No. and whole robot)	-	○	○	○
	Specification Sheets of Exhibits	○	○	○	○
	Original Report on the Attorney for Customs Procedures 2PCS	-	-	-	○
	Invoice & Packing List /ATA Carnet with HS codes for EXPORT	○	○	○	○
	A Copy of Shipper's Declaration for Dangerous Goods	If any	If any	If any	If any



The above documents are required not later than the deadline. All documentation should be prepared **in English**.

## **3.2 Special License & Permits**

### **<Special Attention 1 - Pharmaceutical Affairs Law in Japan>**

Goods, which is subjected to the Pharmaceutical Affairs Law in Japan, that is **Cosmetics, Perfumery, Toilet preparations, Soap, Oral or Dental preparations Medical instruments, or Medicine** and the like, are prohibited to import by the Law before the importer gets an approval of import from the MINISTRY OF HEALTH, LABOR AND WELFARE (MHLW).

### **<Special Attention 2 - Food Sanitation Law in Japan>**

Goods which is subjected to the Food Sanitation Law in Japan, that is **Foodstuff, Beverage, Supplement Tableware, Cooking tool / instruments** and the like, are prohibited to import by the Law before the importer gets an approval of import from the Ministry of Health, Labor and welfare (MHLW).

**There are some cases that we can't get an import approval of MHLW. In such case, participants must accept to give up the import. (Abandonment or return, participants may choose.)**

### **<Special Attention 3 - Dangerous Goods>**

Any items considered 'Dangerous Goods' should be accompanied by the correct IATA/IMDG Hazardous Goods Declarations and Material Safety Data Sheets. Nippon Express must be given advanced warning and site of the documents covering items considered hazardous for transport in advance of its arrival in Japan.

Any items such as adhesives/ glues / paints / **BATTERIES** could be considered dangerous for transport and should be checked with us or your own freight agent prior to dispatch.

## **4. PACKING**

### **4.1 Separate Packing**

It must be packed separately by the way of customs clearance category.

- Category (i) Goods to be cleared through ATA Carnet
- Category (ii) an organization in Japan becomes Importer
  - (ii)-A : Goods to be cleared through temporary importation
    - For exhibits/ materials to be totally re-exported only
  - (ii)-B : Goods to be cleared as permanent importation
    - sold, given away, partially or completely consumed goods
- Category (iii) Nippon Express becomes the Attorney for the customs clearance
  - Goods to be cleared as permanent importation
  - \*This shall only apply if Nippon Express proceed the custom clearance.

### **4.2 Strong, Returnable type, and Waterproof**

The following regarding packing materials and packing methods help to ensure that your goods arrive safely and free from damage.

- 1) Return cargo should be packed in re-usable crates/cartons. Easily removable lids or side panels, secured by bolts or clips (removable by hand) are essential.

- 2) Non-return cargo for sale may be packed in disposable materials, but if anything remains, you will have to provide your own packing materials to effect the return shipment.
- 3) **Make sure your cargo is waterproof.** As it is transferred from plane to truck, truck to fair ground, it might be drenched with rain. We will do our best to protect from being wet, but proper, watertight packing is highly advisable.
- 4) Customs shall often require inspection. In this case, we have to open any packages accordingly. To prevent damage to the contents, **be certain to interpose suitable cushioning material between the contents and the carton top** so as to prevent the contents from being cut by a razor knife when the box is opened. If you pack a cardboard carton, be certain to interpose a **“housing” material** of some kind around the contents. This extra step will minimize a possibility of damage at the time of cargo inspection by Customs.

### 4.3 Case Marking

For easy identification, all packages shall be marked as follows:

Name : RoboCup 2017 Nagoya Japan c/o Nippon Express Co., Ltd.

Team Name : \_\_\_\_\_ League Name : \_\_\_\_\_

Case Numbers : X of Y (X being the succession number and Y being the total number of packages,

For example 1 of 5, 2 of 5, 3 of 5, 4 of 5, 5 of 5)

Commodity Category : (i), (ii)-A, (ii)-B or (iii)

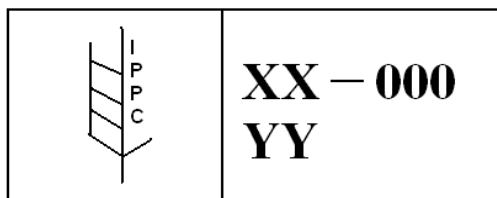
Gross Weight: \_\_\_\_\_ Net Weight (kg) : \_\_\_\_\_

Dimensions (cm) : \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

### 4.4 Packing Material

All cargo containing wood into Japan must have been fumigated in the country of origin. This regulation concerns packages such as crates, pallets, frames, drums, etc.

Treated packing materials must clearly display the mark as shown below. Approval to use this mark is issued by the National Plant Protection Organization (NPPO) of an exporting country or by an organization officially recognized by the NPPO.



Where:  
 IPPC - Abbreviation of "International Plant Protection Convention";  
 XX - International Standardization Organization (ISO) two letter country code;  
 000 - Wood packing producing enterprise code approved by official plant quarantine authorizations in export countries or territories;  
 YY - The phytosanitary treatment measures, Methyl Bromide Fumigating - MB, Heat Treatment - HT

## 5. RETURN SHIPMENT

### 5.1 Return Instruction

It is imperative that all participants complete and sign the Return Shipping Instruction **with Import shipping instruction**. Participants should contact Nippon Express at the earliest opportunity to complete the return instructions. If there is any amendment to the return instruction, the participants will have to provide Nippon Express with the revised instruction immediately.

## 5.2 Check Sheet for Export Trade Control Order

In Japan, we have export regulation called "Export Trade Control Order". According to this law, you have to confirm that your cargo doesn't include any dangerous items which can be used as weapons before you ship your cargo from Japan to your country.

Please download and fill out the **Check Sheet for Export Trade Control Order** and submit it to NIPPON EXPRESS or other transportation company before the return shipment.

## 6. PAYMENT

### 6.1 Term of Payment

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

<Inbound>

Shipping charge from a pickup the cargo in country of departure to arrival at Nagoya Airport/port

- 1) The payment shall be made in country of departure with your own freight agent.

From arrival Nagoya airport/port to deliver the site Portmesse Nagoya/ Takeda Teva Ocean Arena

- 1) Advanced payment : remittance abroad

The payment by remittance abroad will take several days to receive the remittance. To ensure no delays or undue inconvenience to customs clearance on arrival, please contact Nippon Express well in advance to ship-out the cargo

- 2) Credit card directly at the site Portmesse Nagoya or Takeda Teva Ocean Arena.

Available : VISA, MasterCard, Union Pay

- 3) Online Payment

Payments online will be accepted by completing the payment form on the website. If you select this method in the application form, website URL will be given along with our invoice.

<Outbound>

From a pickup the cargo at site Portmesse Nagoya/ Takeda Teva Ocean Arena to the destination Airport/Port, Nippon Express HUB warehouse or the inland delivery destination

- 1) Advanced payment : remittance abroad

The payment by remittance abroad will take several days to receive the remittance.

- 2) Credit card directly at the site Portmesse Nagoya or Takeda Teva Ocean Arena.

Available : VISA, MasterCard, Union Pay

- 3) Online Payment

Payments online will be accepted by completing the payment form on the website. If you select this method in the application form, website URL will be given along with our invoice.

From the destination airport to final destination

- 1) The payment should be made in destination country with your own freight agent.

## 6.2 Bank Account

Bank Name: THE BANK OF TOKYO-MITSUBISHI UFJ, LTD.

Branch Name : Nagoya-Chuo Branch

Bank Address: 3-21-24, Nishiki, Naka-ku, Nagoya-shi, Aichi, Japan

Tel: +81-52-241-1111

A/C Name : Nippon Express Co., Ltd. Nagoya Air Service Branch

A/C No: 1088827 (Current Account)

Swift code : BOTKJPJT

Bank & Branch Code : 0005401

## 7. Tariff

### 7.1 Shipping Charges

If any special services are required, it will be subject to a mutual agreement with the participants and additional charges will be levied. All rates in the tariff are in Japanese yen. Some items with mark \* are to be charged Japan consumption tax at the rate of 8% (subject to changes).

#### <INBOUND HANDLING TARIFF >

Pattern B: From arrival Nagoya airport/port to deliver the site Portmesse Nagoya/ Takeda Teva Ocean

##### Arena.

	Item	Unit	Minimum	per Unit	Note
SEA	Basic Handling Charge*	SHIP or M3	¥54,000	¥20,000	
	Customs Clearance	Declaration	1) ¥7,800	¥7,800	1)Carnet
			2) ¥8,600	¥8,600	2) Other than Carnet CIF value is under ¥201,000 by each HS
			3) ¥11,800	¥11,800	3) Other than Carnet CIF value is over ¥201,000 by each HS Base 2HS additional every 4HS
	Inspection Fee	30minutes	¥6,500	¥6,500	If applicable
	X-ray Inspection fee	B/L	¥5,100	¥5,100	If applicable
	X-ray Trucking fee	Trucking time	At Cost		If applicable
	Special Handling Charge for the Attorney for the customs clearance	Declaration	¥15,000	¥15,000	If applicable

	Item	Unit	Minimum	per Unit	Note
AIR	Basic Handling Charge*	Chargeable kg	¥90,000	(+300kg)¥220 (+500kg)¥190	
	Customs Clearance	Declaration	1) ¥7,800	¥7,800	1)Carnet
			2) ¥8,600	¥8,600	2) Other than Carnet CIF value is under ¥201,000 by each HS

			3) ¥11,800	¥11,800	3) Other than Carnet CIF value is over ¥201,000 by each HS Base 2HS additional every 4HS
	Special Handling Charge for the Attorney for the customs clearance	Declaration	¥15,000	¥15,000	If applicable
	Duty & Tax	Declaration	At Cost		
	Terminal charge		At Cost		
	Inspection fee	30 minutes	At Cost		If applicable

Pattern C : From carrying in Nippon Express HUB warehouse to the site Portmesse Nagoya/Takeda

Teva Ocean Arena.

	Item	Unit	Minimum	per Unit	Note
SEA/ AIR	Basic Handling Charge*	Chargeable kg	¥45,000	(+100kg)¥250 (+300kg)¥220 (+500kg)¥190	

General

	Item	Unit	Minimum	per Unit	Note
General	Management Charge	SHIP	¥5,000	3% of total charge	For all shipments
	Insurance	SHIP	¥3,000	0.55% of CIF value x 110%	For all shipments From pickup in country of depature to delivery to the site
	Empty case storage *	M2 per day	¥2,000	¥2,000	MIN ¥2,000 per day
	2.5t (Forklift)	30 minutes		¥11,000	
	6t (Forklift)	30 minutes		¥22,000	
	10t (Forklift)	30 minutes		¥33,000	
	Food sanitation fee *	Item	At Cost		
	Import Duty & Tax		At Cost		

### < OUTBOUND HANDLING TARIFF >

Pattern B : From a pickup the cargo at site Portmesse Nagoya/ Takeda Teva Ocean Arena to Nagoya

Airport/Port including export customs clearance.

	Item	Unit	Minimum	per Unit	Note
SEA	Basic Handling Charge *	M3 or RT	¥54,000	¥20,000	
	Customs Clearance	Declaration	¥4,200	¥4,200	1)Carnet 2) Other than Carnet CIF value is under ¥201,000 by each HS
			¥5,900	¥5,900	3) Other than Carnet CIF value is over ¥201,000 by each HS Base 3HS additional every 5HS
	CFS charge	M3 or RT	¥4,745	¥4,745	Europe

	FOB charge *	M3 or RT	¥15,000	¥2,500	
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	Item	Unit	Minimum	per Unit	Note
AIR	Basic Handling Charge*	Chargeable kg	¥95,000	(+300kg)¥220 (+500kg)¥190	
	Customs Clearance	Declaration	¥4,200	¥4,200	1)Carnet 2) Other than Carnet CIF value is under ¥201,000 by each HS
			¥5,900	¥5,900	3) Other than Carnet CIF value is over ¥201,000 by each HS Base 3HS additional every 5HS
	Special Handling Charge for the Attorney for the customs clearance	Declaration	¥15,000	¥15,000	If applicable
	Airline fuel surcharge/ Security surcharge		At Cost		
DG cargo handling charge		At Cost		Applicable if DG cargo. Depending on airline (Approx. JPY 10,000 ~ 30,000).	

Pattern C : From a pickup at the site Portmesse Nagoya/Takeda Teva Ocean Arena to Nippon Express HUB warehouse or the inland delivery destination.

	Item	Unit	Minimum	per Unit	Note
SEA/ AIR	Basic Handling Charge*	Chargeable kg	¥45,000	(+100kg)¥250 (+300kg)¥220 (+500kg)¥190	

#### General

	Item	Unit	Minimum	per Unit	Note
General	Management Charge	SHIP	¥5,000	3% of total charge	For all shipments
	Insurance	SHIP	¥3,000	0.55% of CIF value x 110%	For all shipments Pickup at site to final destination
	2.5t (Forklift)	30 minutes		¥11,000	If applicable
	6t (Forklift)	30 minutes		¥22,000	If applicable
	10t (Forklift)	30 minutes		¥33,000	If applicable

#### **Note**

- 1) Above service excludes unpacking, special labor, inspection charge, empty case storage fee, special equipment, heavy-lift charge, packing charge, packing materials fee, disposal fee, overtime working fee.

- 2) Shipments arriving after the mentioned deadline are subject to special handling charge.
- 3) For **late submission of documents**, an extra fee of **JPY 50,000- per shipping** will be imposed.
- 4) **Late arrival consignment surcharge (based on 30% of the Basic handling charge)** will be levied for shipments arriving after the stipulated deadlines.
- 5) **Urgent re-ship consignment surcharge (based on 30% of the Basic handling charge)** will be levied for urgent export shipments after the competition.
- 6) If **itemized H.S code is not mentioned** in invoice/packing list, **JPY 1,000- per item** will be charged additionally.
- 7) Definition of one customs declaration is as follows.

Inbound : up to 2 HS codes is the first 1 declaration.

Beyond to 2 HS codes is to be counted as additional 1 declaration by 4 HS codes.

Countable HS code is to differ subject to country of origin.

Outbound : up to 3 HS codes if the first 1 declaration.

Beyond to 3 HS codes is to be counted as additional 1 declaration by 5 HS codes.

Countable HS code is to differ subject to country of origin.

For Example) Case of 10HS Export customs entry

10HS=3+5+2HS : JPY 5,900+JPY 5,900+JPY 5,900=JPY 17,700

## 8. FORM

Appendix A Shipping application

Appendix B Invoice

Appendix C Power of Attorney

C-1, Form for Customs clearance for Category (i) ATA Carnet by organization

C-2, Form for Customs clearance for other than ATA Carne Category (ii) or (iii) by organization

C-3, Form for Customs clearance for Category (i) ATA Carnet by individual

C-4, Form for Customs clearance for other than ATA Carne Category (ii) or (iii) by individual

Appendix D Report on the Attorney for the Customs Procedures

[Check Sheet for Export Trade Control Order](#)

## 9. CONTACT

If you have any questions, or require further information, please do not hesitate to contact us directly.

When sending your correspondence, please be sure to indicate **Team's name** and **country name**, so as to ensure smooth communication.

### **Nippon Express Co., Ltd.**

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