

SHIPPING MANUAL AND HANDLING TARIFF

For

INDEE BANGLADESH 2017
02ND–04TH NOVEMBER 2017
BANGLADESH

OFFICIAL FREIGHT FORWARDERS

BIG LOGISTICS INDIA PVT.LTD.



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1. CONTACT DETAILS OF M/S BIG LOGISTICS ALL INDIA OFFICES :

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2. INFORMATION ABOUT EXHIBITION

Introduction:

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Bangladesh. We advise you to read this manual carefully in conjunction with the Exhibitors Kits issued by the organizers.

We are here to extent our all assistance to provide you a complete logistics package for your exhibits “door-to-door” from your country to your exhibition stand in Bangladesh. We would request you to comply to this Manual so that your exhibits can be correctly dispatched and consigned to us. Failure to comply the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

3. GENERAL INFORMATION

Temporary import for exhibition in Bangladesh is only allowed on prior permission from the Ministry of Commerce and National Board of Revenue (NBR)

Import cum Export permit to be obtained from CCI&E (Chief Controller of Import & Export) office before the shipment arrives in Bangladesh. We need Bill of Lading or Airway Bill or Truck waybill, complete invoice and packing list with itemized value and catalogue to obtain such permit.

Give-away i.e. all consumable, literature, brochures, Catalogue are subject to payment of customs CDVAT but as per MOC/NBR indications all items should be on returnable basis.

4. CONSIGNMENT INSTRUCTIONS

CONSIGNING INSTRUCTIONS

All freight should be shipped on “FREIGHT PREPAID” and consigned as follows:-

Consignee:

INDEE BANGLADESH 2017

For: Exhibitors Name

Notify:

M/s Big Logistics India Pvt. Ltd.

Dhaka

Bangladesh

5. CASE MARKINGS

All packages shall be marked as follows:

Exhibitor's name:
Stand No.:
Case Number.:
Gross Weight/ Net Weight:
Dimension.:

"FRAGILE"-Labels on all sides. And "THIS SIDE UP"-Labels on 2 sides.

Of course other specific marks such as **dangerous goods** have to be on the cases as well.

Dangerous Goods need to be packed in appropriate packing and separately from the rest of the shipment.

DOCUMENTS FOR CUSTOMS CLEARANCE:

- 1) Invoice / packing list
- 2) Importer Export Code (self attested copy)
- 3) Product Catalogue
- 4) Product write-up

6. DELIVERY ADDRESS : Please forward the shipment at below mentioned address:

BIG LOGISTICS INDIA PVT.LTD.
GALA NUMBER D-2/3
UDHAV COMPOUND
DAPODA VILLAGE, BHIWANDI
MAHARASHTRA
PIN CODE - 421302
CTC. MR. KIRAN WARKHEDE – 7710014196 AND MR. PRASHANT KADAM - 7710014197.

7. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

8. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the show.

9. DOCUMENT DEADLINES

We must receive the following documents not later than the deadlines indicated below:

SEAFREIGHT:

Deadline date for Documents - 30th August 2017.

10. CONSIGNMENT DEADLINES

Sea freight consignment - 01st September 2017

11. INSURANCE

The cost of Insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange. Marine Insurance covering transportation to the exhibition site, during the exhibition, and the return of the exhibits to domicile, including the period the exhibitions are handled by us and also ensure that Transport Insurance is arranged for exhibits sold locally.

12. BANK GUARANTEE

The exhibitors need not to pay the customs duty and taxes against exhibits during Customs clearance would require a unconditional Bank guarantee equivalent to the customs duty and taxes or in some cases one hundred fifty percent to the Customs duty and taxes.

Bank Guarantee is a surety to be provided by any Exhibitors against settlement of all duties and taxes, which may become payable if all items imported, are not accounted for. The guarantee should be unconditional and continuous without any time limit and that has to be issued from local Bank.

13. CUSTOMS REGULATIONS

The Bangladesh Authorities allow exhibits to be imported under temporary import basis but exhibits must be re-exported within one month from the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Bangladesh. If it is essential that the exhibitor bring their own, please ensure they are packed and documented separately from the exhibits to avoid delay in the customs clearance. It should also be sent on a separate Bill of Lading.

Please be guided that imported food stuff and beverages attract very high duty rates (between 90% to 200%). No exemption will be granted.

Temporary import of some specific products such as telecommunication, medical equipment, chemical pharmaceutical, food stuff and beverage, plants is subject to special import license granted by relevant Ministries and charges for said import license.

14. TEMPORAY IMPORTATION

Cargo that is imported into Bangladesh under "Temporary Importation" is solely meant for the exhibition purpose and must be re-exported within 30 days from the closing of the exhibition. There is no extension permit granted by Customs.

15. DUTY STRUCTURE

BROCHURES/ CATALOGUE, GIVE AWAYS & SOUVENIRS

Duty	3% to 25%
Regulatory Duty	5%
Supplementary Duty	20% to 500%
VAT (Value added tax)	15%
AIT (Advance income tax)	5%
ATV (Advance Trade Vat)	3%

16. PREPARATION OF DOCUMENTATION

- a - Details of the shipment should be mentioned in the OBL or AWB, invoice and packing list (such as Value, Qty, number of pkgs. /cases, weight, volume)
- b - C & F value must be mentioned in the invoice.
- C - Catalogue of the machinery must be enclosed for the customs clearance purpose.

17. DOCUMENTS REQUIRED

a) For Inbound shipment:

- 1- Letter of authorization from the Organizer.
- 2- Original Bill of Lading / MAWB/ Consignment note
- 3- Original Packing List
- 4- Original Invoice stating C & F value
- 5- Import cum Export permit.
- 6- Permission from the concerned department of Bangladesh Government.
- 7- Catalogue of the machinery.
- 8- Certificate of Origin

b) For Outbound / re export:

- 1- Import cum Export permit.
- 2- No Objection certificate from Bangladesh Bank.
- 3- Export Invoice and Packing List
- 4- Letter to the customs authority to allow Export.
- 5- Import Invoice.
- 6- Import Bill of Entry.
- 7- Treasury Challan (way bill) against payment of customs duty/taxes.

18. CUSTOMS EXAMINATION

The Bangladesh Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

FINES & PENALTIES will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, **BIG Logistics** shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitors. Exhibitors are therefore strongly reminded to declare **the true market value** of their goods and be extremely careful in their preparation of documents.

19. SALE OF EXHIBITS

NOT PERMITTED

20. RE-EXPORT

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Bangladesh. In the event the exhibitors need the goods to be re-exported urgently, please notify our representative on-site.

V. IMP NOTES

- a) Use of BIG Logistics services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and /or in writing and/or by conduct, implies acknowledgement and acceptance of the forgoing.
- b) All shipments will be clubbed and send to Bangladesh under one invoice showing EEPC shipper & consignee, hence prepare all invoices in the name of EEPC, further kindly note all excisable goods to be taken out from your factory on payment of excise duty because all shipments will be clubbed and forwarded in name of EEPC India hence you will not get ARE1 certified from Customs.
- c) All exhibits sent under temporary exports will be returned back as per declaration given in invoice sent to us hence make sure that identification mark embossed on exhibits are declared in invoice because same will be examined at the time of re-import for identifying cargo as per export declaration for fulfilling condition given in duty exemption notification.
- d) **Kindly provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.**
- e) All the exhibitors must confirm that the shipment is secured on the proper condition for transportation on passenger & cargo aircraft and the consignment does not contain any explosive, Gas & Oil or hazardous substances, hidden or otherwise. Shipment containing eatables, Arms, explosive, Gas, Oil or Hazardous substances is not acceptable.
- f) **Sea Tariff: EEPC India is offering all the exhibitors 1 CBM free sea shipment (one way) subject to the exhibitors for displaying Samples / Products at the show. Any additional charges such as Custom Duties, VAT, GST & Taxes etc. will have to be borne by the individual Exhibitor.**

