

Dear Sirs / Madams,

For all shipments to Lebanon, you are kindly requested to send us a pre-alert at least 72 business hours before cargo arrival at any Lebanese sea/airport.

As you may already know, Lebanese customs are very strict. Small mistakes in documentation may create custom penalties and delay cargo withdrawal at the sea/airport. To avoid such problems with customers and local authorities, it is imperative to observe the rules mentioned below.

For Airfreight Exports to Beirut:

- Do not mention rates on HAWB but state "as agreed" instead (for prepaid & collect shipments)
- Attach the original invoice and packing list to the AWB (no photocopies)
- Attach the cargo manifest to the AWB
- Weight and number of packages must be identical on HAWB, MAWB and manifest
- Cargo description on HAWB and manifest must be identical
- Cargo manifest must be visible on the goods
- Kindly send us copies of AWB's & manifests 2 days before arrival

For Sea Freight Exports to Beirut:

- Nature of goods on MB/L, HB/L and manifest must be identical
- Marks, type and number of packages (carton, pallet, drum, etc. on MB/L, HB/L and manifest must be identical)
- Weight must be identical on MB/L, HB/L, manifest and commercial invoice
- Kindly send us copies of B/L's & manifests 5 days before arrival

Please feel free to contact us at docs@cargomaster.com for any clarification. Thank you for your support & understanding.

Best regards,
Operations Manager

B/L'S AND MANIFESTS

Any wrong information or inconsideration of the above will cause custom fines, which we will have to debit to overseas agents. This will cause delays in clearing goods through Lebanese Customs.

1 Always consign Master B/L's & MAWB's to our address, House B/L's and HAWB's for the client or the bank, and only issue your house B/L or AWB.

2 The description "packages" & "colis" are not accepted, B/L & Manifest must be precise, please specify whether: Cartons, Cases, Barrels, Pallets, etc.

3 In case of pallets, pls specify contents, examples:

- 1 pallet STC 34 cartons or
- 1 pallet STC 74 cases (or whatsoever)

4 The following data must be identical to the reality, on your House B/L / HAWB, Master B/L / MAWB, and on your Groupage Manifest:

- Nature of goods
- Number of kinds of packages
- Marks & Numbers
- Weight of the cargo

5 For weights, always specify in kilograms. Please mention if declared in Pound/Lbs.

6 If several containers are on the same B/L, please specify the number of packages & weight in each container.

7 Please make sure that Master B/L with all shipping docs will reach us 4 working days before vessel's arrival.

8 House B/L's and HAWB's consigned through our company are accepted by Lebanese Banks & Official Authorities. Please always mention our Name, Phone, Fax numbers as Delivery Agents.

9 In case profits are very low & to avoid courier charges, please surrender the Original Master B/L to the S/S Line at port of loading asking them to instruct Beirut Agent to re-lease cargo to us in absence of original ocean B/L. 10 As much as possible, please give phone, fax, e-mail and P.O. Box No. of receiver to allow easy notification of arrival.

COMMERCIAL CARGO

1 Original commercial invoice, duly signed & stamped by shipper, no photocopies or fax copies are accepted by customs. The word "Proforma" is not accepted by customs.

2 Invoices can be legalized from the nearest Chamber of Commerce (but this is not a must). Consular Legalization is not needed anymore.

3 All invoices must mention the following clause:
"We hereby certify that this invoice is authentic, that its value is true, without any deduction, that it is the only one issued by us for this cargo, that its origin is exclusively ..."

If several origins are involved, specify the country beside each article separately without mixing it with the others.

If the font/printing character of this clause is different than the rest of the invoice, it has to be signed & stamped live.

4 Packing lists do not have to be legalized.

5 Commercial invoices must reach receiver or ourselves at least 4 days prior to vessel's arrival. In case of airfreights, commercial invoice & packing list should be put in a separate envelope & attached to the airway bill.

6 Tell suppliers that no reductions of any kind are accepted on the commercial invoices, which should only show the net value of the goods with no mention of rebates.

7 Invoices should indicate the Terms of Sale, Incoterms. (i.e. Ex-Factory, FCA, FOB, CIF, etc.

8 The kind/exact description of goods should be shown on the invoices, and not only the abbreviated or code number; otherwise, a detailed catalogue will be requested by customs.

9 The Lebanese Customs issued a directive that as of 27/04/2011 all Commercial Invoices for imported cargo should mention the HS Tariff Code for each product.

10 Both Invoices AND Packing Lists must show total net and gross weights and nbr of packages.