

Dear Sirs,

Referring to the fulfillment of the shipping documents: we are to receive the following original documents:

- **B/L;**
- **Invoice**
- **Phytosanitary/Veterinary Certificate if any;**
- **Certificate of Origin Form A;**
- **PACKING LIST**

Regarding B/L - in the column "Shipper" please indicate the name of your Company and company's full address. In the column "Consignee" please indicate full company name and legal address.

The column "Notify party" – **"SeaGate Logistic" LTD.**, Lunocharskogo str 18 office 6, NOVOROSSIYSK, RUSSIA, 353900
+7 918 212-2562 e-mail: office@sglogist.com

The column "Shipper's description of goods" is to contain the quantity of pallets, boxes, gross weight (including the weight of empty pallets), number of phytosanitary/veterinary certificate if any.

Invoice should contain:

1. number & date of contract
2. terms of delivery (INCOTERMS)
3. goods description and customs code (HS)
4. trade mark if any
5. GROSS weight
6. number of packages
7. cost per package (pls try to not to indicate price per weight)
8. currency
9. cntr #

Regarding PACKING LIST – must be indicated number of invoice, cntr #, quantity of pallets, quantity of packages, gross and net weight, pallets weight.

Concerning Phytosanitary/Veterinary Certificate, it is issued also by the common rules. Please take your attention for fulfillment of some columns:

1. Compulsory must be indicated name, full address and country of shipper.
2. Compulsory must be indicated name, full address and country of cargo receiver.
3. Must be indicated in latin name of goods, quantity of packages and gross weight of good (net weight is not compulsory), numbers of containers.
4. Any illegalized corrections on certificate are inadmissible
5. Certificate date should be not later than date of the bill of lading. If certificate date appears after date of the bill of lading, there should be a mark about date of inspection of cargo.
6. Original of Certificate must be granted in custom in 3 days after berthing of vessel. Otherwise cargo will be send on re-export by custom authorities.

Regarding Certificate of Origin Form A – it is the same claims as always. Please take your attention for fulfillment of some columns:

1. In column No.1 «Goods consigned from (Exporter's business name, address, country)» must be indicated name, full address and **country** of cargo shipper under B/l.
2. In column No.2 «Goods consigned to (Consignee's name, address, country)» must be indicated:
3. **Full company name and legal address**
4. In the column No.6 «Marks and numbers of packages» must be indicated **Trade Mark / Brand (As about cases/sacks are marked)**.
5. In the column No.7 «Number and kind of packages, description of goods» must be indicated: name of goods, item or model number\name.
6. In the column No. 10 "Number and Date of Invoices" – indicate any Invoice number but the Invoice date must be not late than indicated in columns 11, 12 of Certificate of Origin Form A. Referring to the country in which is issued the certificate – indicate the country name, not "free zone".
7. In the columns Nos. 11, 12 compulsory must be indicated place (town) and date of issuing of certificate, signature. In the column No. 11 **CLEAR READABLE STAMPS** compulsory.

Please, note, that even a single small mistake, missing of signature or date, any letter corrected or missing will lead to refusal to accept the document and tax preferences rejected!

WE can't hold responsibility for the documents issued by the Shipper/ certifying authorities of Shipper.

Please do not indicate net weight in B/L and Certificate of Origin Form A!

Also I would like to pay your attention to the matter that all weight figures, I mean quantity of pallets, boxes, gross and net weight must be the same in all shipping documents. It's very important. And one more request, please be carefully issuing documents, as in case of any mistake or misprint even in the writing of the words we'll have problem in our Customs.

We kindly ask You to send us photo of cargo packing with indication of producer marking, desirable from present container. Also pls send us scanned copy or all documents for checking.

Thank you very much in advance.

In case you'll have any questions, please don't hesitate to contact us.

Sincerely yours,

P.S. Please, as you have any shipping documents, send us them by e-mail: office@sglogist.com

ORIGINAL of documents should be sent for following address:

SeaGate Logistic Ltd, Russia, 353907, Krasnodar Region, Novorossiysk, Lunacharskogo str. 18 office 6, phone +7-918-212-25-

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