



## AIR SHIPMENTS TO FOX BRASIL – SOP (STANDARD OPERATIONAL PROCEDURES)

Find below standard procedures for airfreights to Brazil:

SOP will be sent by the person responsible for the shipment coordination at Fox Brasil. It may contain some basic information that allows you to contact shipper and confirm cargo details (e.g.: Readiness date, weight, dimensions, etc...)

### 1. Pick up

In case of EXW shipments, the Pick Up must be arranged after our authorization. All pick up details are required such as: Pick up date and estimated time of arrival at your Warehouse.

Always confirm if shipper has delivered original invoice and packing list with cargo.

### 2. Warehouse

All cargoes must be re-weighed to avoid weight discrepancy on arrival at airport of destination.

**\*\*ALL VOLUMES must be labeled with MAWB and HAWB numbers printed in a computer, numbers can't be written by hand at the labels \*\***

If one volume is not labeled accordingly, there will be extra charges at destination. Due to the fact they are **very expensive**, it is strongly suggested to fix more than one mawb and hawb label on each package.

In case of small packages, it is suggested to wrap each volume with a transparent plastic film, in order to protect labels and make it legible upon arrival.

### 3. Pre Alert

Our instructions to issue MAWB and HAWB must be strictly followed.

- Erasures and overwritten words on MAWB and HAWB are not acceptable.
- MAWB and HAWB must appear the airfreight, once Freight As Agreed/As Arranged is not allowed.

- HAWB Original 2 (For Consignee) must be sent with cargo.
- HAWB date must be the same or previous than MAWB date.
- MAWB must be prepaid.
- MAWB must be consigned to:

FOX CARGO DO BRASIL EIRELI

Rua Cuiabá, 229 – Mooca

São Paulo – SP – São Paulo

CEP 03183-000 – Brazil

CNPJ: 05.317.708/0001-94

- Description of goods on Mawb must appear:

“CONSOLIDATED CARGO AS PER ATTACHED MANIFEST”

- \*\* ALL SHIPPING DOCUMENTS MUST BE APPROVED BY FOX BRASIL BEFORE DELIVERY TO THE AIRLINE. \*\*
- \*\* ALL DISCREPANCY ON DOCUMENTS ARE SUBJECT A FINE OF USD 5000.00. \*\*
- PLEASE DO NOT SEND COPY OF HAWB - ORIGINAL 2 TO SHIPPER OR FINAL CNEE DIRECTLY, THEY CAN CLEAR THE CARGO WITH JUST A COPY OF THE HAWB – ORIGINAL 2.

#### 4. Follow Up

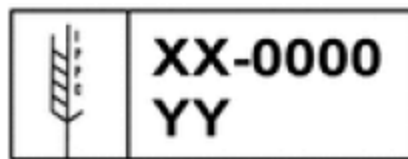
Is extremely important to keep the follow up with carrier, to guarantee reliable and quick information regarding flight confirmation, cancelations, delays and any other issue that may interfere on flight details.

#### 5. Wooden Packing Materials

In accordance with instruction No.32/2015 of MAPA – Ministry of Agriculture, Livestock and Supply, will be required Packing Material information for all import and export to/from Brazil. This new regulation will be effective from February 1st, 2016.

For the inspection procedures and phytosanitary certification, the guidelines of the International Standard for Phytosanitary Measures nº 15 (ISPM 15) will be adopted.

It will be mandatory that all the wooden pallets to/from Brazil must have the IPPC stamp (International Plant Protection Convention), to ensure that wooden packing have been subjected to an approved official phytosanitary treatment and recognized by ISPM 15.



The non-compliance of the above requirement could cause delays in the delivery of shipments and some fees will be charged.

Therefore, with immediate effect, will be required to issue at AWB description the Packing Material details as per below:

Wooden Packing: Processed Wood

\* When wood is processed.

Wooden Packing: Treated and Certified

\* When it is certain that pallet was fumigated and certified.

Wooden Packing: Not Applicable

\* When cargo packing do not contain wood. If cargo package contain plastic or any other material, this statement should be issued.

**IMPORTANT:** If cargo package is made of wood but it does not have at least 02 IPPC marks well legible and at opposite sides of package, you must immediately advise Fox Brasil and do not load cargo until cargo is repacked with treated and certified wood material, plastic or any other material that does not requires fumigation treatment.

It is the shipper's responsibility to provide proper package and correct information for the freight forwarder. Any penalty or fines for incorrect information and/or improper package will be under the shipper's account.

For imports to Brazil, it is consignee's responsibility to inform their own suppliers regarding Brazilian regulations and requirements for cargoes importation.