



## SOP – STANDARD OPERATIONAL PROCEDURES

### 1. DOCUMENTATION

#### 1.1 MBL

##### 1.1.1 Shipper's details:

Agent at origin full-style, and the agent must be exactly the same as the issuing agent of HBL form. If necessary to show an agent on shipper column and issue HBL in the form of another agent, it can be described on shipper's detail as below:

Agent A: agent at origin

Agent B: agent that will issue the HBL

Shipper on MBL must be: Agent A C/O Agent B

##### 1.1.2 Consignee's details:

FOX CARGO DO BRASIL

Rua Cuiabá, 229 – Mooca

03183-000 - São Paulo - SP

Fone: +55 11 3543-0200

Fax: +55 11 3543-0210

CNPJ: 05.317.708/0001-94

##### 1.1.3 Notify:

SAME AS CONSIGNEE



## 1.2. HBL

### 1.2.1 Shipper's details:

Supplier or shipper details as instructed by shipper, similar to stated on Commercial Invoice, Packing List.

### 1.2.2 Consignee's details:

Please inform name of the company in Brazil, address, phone number and CNPJ (CNPJ is the number Brazilian tax number).

Consignee "TO THE ORDER OF A BANK", please show the name of the bank and its CNPJ.

### 1.2.3 Notify:

As instructed by shipper (or same as consignee or repeat consignee details).

## 1.3 Freight Rate:

Costs amount informed on HBL must be either equal or higher than the amount informed on MBL.

Brazilian customs do not accept "Freight as per agreement" or documents without Ocean Freight amount, so please proceed with freighted HBL and MBL.

## 1.4 Further information

All the other information must be the same on MBL and HBL:

Place of receipt, port of loading, vessel name, Voyage number, port of discharge, description of goods, gross weight, CBM, shipped on board date, container number, seal number, and NCMs (code for the goods agreed in Mercosul), the system allow us to show only the four first digits of NCM.

In Brazil the complete NCM have 8 digits (example: 6042.00.00), but it is necessary to state only the first 4 digits (example: 6402) of all items stowed into the container (not only the main good).



If there is more than one item covered by the same NCM first four digits, it is not necessary to repeat the information.

The type and quantity of package must be informed correctly, ex. Wooden box, plastic bag, drum, etc.

### **1.5. Original Documents**

Original HBL and MBL must be delivered to Fox office in Brazil at least 72 working hours prior cargo arrival. The HBL is necessary for cargo clearance purposes and Original MBL is mandatory required by Carriers to be presented for cargo release.

A full set of BLs have 3 originals and 3 non negotiable copies. All originals (of MBL and HBL) must be signed and stamped.

The original HBL can be either released at origin to the shipper or be sent to Fox Office in order to be released directly to consignee according with shipper's instruction.

## **2. WOODEN REGULATION**

It is the mandatory submission of the following "packaging details" on HBL and MBL of any import shipment to Brazil to notify customs authorities of wooden packing type and material usage:

- Wooden Package: Not applicable (Not used)
- Wooden Package used: Processed
- Wooden Package used: Treated / Certified
- Wooden Package used: Not Treated / Not Certified

Please don't ship any cargo with wood not treated (even with little pieces of wood for dunnage). Any wood not stamped as treated or condemned by agriculture inspection has to be returned to origin before cargo is released to cnee in Brazil at shippers own risk and expense not only for the seafrieght, but as well as for the port costs in Brasil and Carriers demurrage costs. It is not possible to return the wood as LCL, or destroy it here. It will be necessary a full container.



### 3. CARGO MANIFEST IN BRAZIL

Cargos to Brazil must be registered into Brazilian customs system 72 hours prior cargo arrival at the first Brazilian port. After this period, any amendment is subject to an indemnity letter and amendment fee and analysis of customs.

**Amendments after the customs dead line or late manifest of the cargo are subject to a fine of BRL 5000 + Carrier`s costs, storage and demurrage costs.**

### 4. IMPORTANT:

- A. Once you have a new shipment to Brazil, please always send Fox pre alert with consignee`s details, cargo details and Booking details;
- B. Always send copy of HBL and MBL to be approved before issuing and forwarding by courier originals BLs to Brazil. You can send draft HBL before or as soon as the vessel departs. Fox will confirm the document within 48 hours to avoid amendment fee.
- C. HBLs are always submitted to cnee approval and the confirmation or amendment requests are informed to origin by return.
- D. Never change any document after approval, and if necessary, please inform it to Fox before confirming the amendment to shipper.
- E. Never issue original HBL with different information than HBL approved by Fox, if necessary a second leg BL it must be informed in advance.
- F. After sending the documents, please inform the courier pouch number and the courier`s company so we can track the pouch. Originals must be at Fox`s office at least 72 working hours before cargo arrival.