



5<sup>th</sup> African Fine Coffee Conference & Exhibition  
14 -16 February 2008 Kampala Uganda

## REGULATIONS AND REQUIREMENTS FOR CARGO CLEARANCE

The following are regulations and requirements to be fulfilled for Handling and Customs Clearance of consignments of the 5<sup>th</sup> African Fine Coffee Conference & Exhibition to be held at the Kampala Serena Hotel in Uganda.

### DELIVERY ADDRESS

**The consignments/documents must be labeled/addressed as follows:**

Shipper/Supplier	Shipper Plus Address
Consignee	Actual Consignee (Exhibitor) c/o (EAFCA) P. O. Box 27405 Kampala, Uganda
Notify party	SDV TRANSAMI (U) LTD. PLOT M611 NTINDA ROAD P. O. BOX 5501, KAMPALA Tel: 256 414 336 000 Fax: 256 414 289191
Forwarding Agent	SDV Origin Office details Plus Address
For Delivery apply to	SDV TRANSAMI (U) LTD. PLOT M611 NTINDA ROAD P. O. BOX 5501, KAMPALA Tel: + 256 414 336 000 Fax: + 256 414 289191
Place of delivery	KAMPALA SERENA HOTEL KINTU ROAD KAMPALA, UGANDA

### Consignee:

The consignee **MUST** be a registered importer with a Tax Identification Number (TIN) and VAT number. In this regard therefore, all shipments have to be c/o EAFCA, because clearance, bond etc needs a TIN & VAT numbers to be effected. Thus EAFCA has to take on the responsibility of receiving the cargo on Exhibitors' account.

## Handling Information:

Please notify the following address of the arrival of the cargo:

SDV TRANSAMI (U) LTD.  
PLOT M611 NTINDA ROAD  
P. O. BOX 5501,  
KAMPALA  
Tel: + 256 414 336 000  
Fax: + 256 414 289191  
Contact person: Cynthia Mugagga  
Tel: + 256 772 363847 / + 256 752 660829  
Email: cynthia.mugagga@bollore.com

## MARKING

All Consignments must be labeled and marked as follows:

Name of the Exhibitor: \_\_\_\_\_  
Name of the Exhibition: 5<sup>th</sup> African Fine Coffee Conference & Exhibition  
Place of Exhibition: KAMPALA SERENA HOTEL  
Booth No. \_\_\_\_\_  
Gross and net weight: \_\_\_\_\_  
No of packages: \_\_\_\_\_  
Other specific marking (for goods requiring specific handling)

## DELIVERY AND NOTIFICATION

It is recommended that all consignments arrival date for the 5<sup>TH</sup> African Fine Coffee Conference & Exhibition should be at least 5 days before the opening of the exhibition.

SDV Transami – Airfreight Dept must be notified immediately after the dispatch of the consignments by e-mail or fax containing the following data.

- Copy of the AWB
- Date of dispatch (arrival)
- Name of Exhibitors, and
- Booth No. \_\_\_\_\_

## INSURANCE

The exhibitor shall insure the exhibitor's property against all risks during transit, down time, against fire, theft, damages or cost, etc.

## DOCUMENTATION

### Airfreight:

- An original Commercial invoice
- Copy of the packing list
- Original AWB
- For promotional items; If company originates from COMESA/EAC region, then COMESA certificate or Certificate of Origin must be presented to attract 10% rather than 25% import duty.

### Sea freight:

- Commercial Invoice
- Copy packing list
- Original Bill of Lading, signed and endorsed by consignee, if terms are CIF Mombasa
- Certificate of Incorporation

## CUSTOMS FORMALITIES FOR TIP and RE-EXPORT

### For re-export:

- all import docs are to accompany the shipment.
- SDV Transami will need a commercial invoice for computation of tax
- SDV Transami will apply on behalf of EAFCA (who are c/o the Exhibitor) for permission to execute the bond
- SDV Transami will execute the bond with their insurers on behalf of EAFCA (who are c/o the Exhibitor) – This means we need to know how many Exhibitors are in need of the bond

NB: Those goods that are sold at the exhibition are liable to pay tax, those that are not i.e. to be re-exported will have the bond cancelled after the exhibition.

### HANDLING OF EMPTIES

SDV will handle those empty containers for which we are responsible for transportation.

### DEMURRAGE:

1. Demurrage On Late Receipt of documents in Msa - if documents are received in Mombasa within less than 7 days from vessel arrival date in Msa, demurrage will be calculated covering the number of days that documents will be late at a rate of \$15.-/20' and \$30.-/40' per day which vary depending on S/L used.
2. Demurrage for Shipping Lines that offer 30 days or less free period – A demurrage provision will be charged at USD 200.-/20' and USD 400.-/40'
3. Demurrage at Destination - If Local Clearance takes longer than 5 days, demurrage will be charged from the 6<sup>th</sup> day at a rate of \$15.-/20' & \$30.-/40' per day plus 7 days extra for return of empty container to Mombasa.

### RETURN TRANSPORT

Pick up can be arranged by SDV Transami Ug. Ltd at a fee.

### XI TERMS OF PAYMENT OF FORWARDING AND CUSTOMS CLEARANCE SERVICE

The fees due for forwarding & customs clearance services shall be paid by the exhibitor directly to the clearing agent.

Inward\Import: CASH

Out ward/Re-export: CASH

Payments can be made by:-

CASH

.....

### LIABILITY

All Cargo is transported, handled and stored at owner's risk. Fully comprehensive Insurance is the Responsibility of the Consignee, with SDV Transami named on a waiver of subrogation.