Shipping Instructions for Air Import - Chennai

1. MAWB should show description as **"CONSOL SHPT AS PER ATTACHED MANIFEST"**

2. MAWB destination: **Chennai** **HAWB** destination: **Chennai**

3. **MAWB** copy should read as

Shipper:
Your company name & address

Consignee:
Round The Clock Logistics Private Limited
Shakti Towers, Survey No.178/ 766
Office No.130, 6th Floor, Next to Spencer
Plaza, Anna Salai, Chennai – 600 002
Tel: +91 44 4285 8500
Fax: +91 44 4554 6479

4. **HAWB** should read as….

Shipper:
Actual shipper

Consignee:
Actual consignee

5. The **CONSIGNED AGENT** on the **CARGO MANIFEST** should be the same as Consignee on MAWB.

6. **CARGO MANIFEST** should be sent in the consol pouch.

7. HAWB should show **RATE "AS AGREED"**. This is to avoid competition.

8. **MARKING & LABELLING ON PACKAGES WITH MAWB & HAWB NUMBER IS MANDATORY TO AVOID HEAVY PENALTY FROM CUSTOMS** ***(note, in situation wherein the package arrives Chennai airport with missing labels OR the labels on the packages are displaced in transit or the labels have come out in some of the packages, remark is entered in the segregation report issued by Airport Authority of India as soon as the cargo arrives the destination airport. The packages are then moved into a different location at the airport and subsequently, cnee will not be able to clear the cargo till the penalty is paid and the amendment process is completed in customs. Fyi, other than incurring heavy penalty depending on the value of the cargo, there is also delay in the clearance of the cargo as the amendment process itself takes about 3-4 days to complete. Hence request you to please inform the concerned people at your end to ensure and check the labels are affixed on the packages in a way that it does not come out during the transit).***

9. The total **GROSS WEIGHT** on HAWB & Cargo manifest should match the **GROSS WEIGHT** on the MAWB.

10. **MORE THAN 4 COPIES OF HAWB** should be there in the consol pouch.

11. **PRE-ALERT DOCS**. (MAWB, HAWB, MANIFEST, Shipper's Invoice & Packing List) has to be forwarded via e-mail to prashant.shete@rtclogistics.in, anjana.shete@rtclogistics.in, info.maa@rtclogistics.in; ops.maa@rtclogistics.in, css.maa@rtclogistics.in, balaji.s@rtclogistics.in, karen.mathias@rtclogistics.in & css.bom@rtclogistics.in before the shipment departs so that the consignee can file the documents in advance with Indian Customs.

12. The Pre-alert documents must be provided to us well in-advance **(The docs. should be sent atleast 24 hours prior. In some rare situation wherein 24 hours criteria cannot be met, please ensure to inform the same timely by mail to us and send the pre-alert before the end of our working time to enable the filing of IGM with Indian Customs and avoid the penalty)**

13. Important Instructions : Please ensure to mention our 16 digits registration i.e. – **AADCR4639JCNMAA4 on MAWB under accounting info./ handling info. column . THIS IS MANDATORY .IN THE ABSENCE OF THIS, INDIAN CUSTOMS WILL TREAT THE SHPT AS DIRECT SHPT & WILL PENALIZE US.**