

# Shipping Manual

**Asia  
Pharma  
Expo-2011**  
**DHAKA, BANGLADESH**  
**24-26 FEBRUARY-2011**

**Venue:**

**Bangabandhu International Conference Centre, Dhaka. Bangladesh**

**Organized By:**

**BANGLADESH ASSOCIATION OF PHARMACEUTICAL INDUSTRIES**

**(Bangladesh Aushad Shilpa Samity)**

HOUSE # SWE, ROAD # 7, GULSHAN - 1,

**DHAKA – 1212 BANGLADESH**

Phone: +880.2.882.4163

Fax: +880.2.882.3651

E-mail: [bdass@bol-online.com](mailto:bdass@bol-online.com)

Website: <http://www.asiapharma.org>

**ASIA PHARMA EXPO 2011**

Phone: +91.79.4000.8233 / 4000.8253

TeleFax: +91.79.2687.1390

E-mail: [mail@asiapharma.org](mailto:mail@asiapharma.org),

Website: <http://www.asiapharma.org>

## **1. ABOUT HOMEBOUND**

We introduce Homebound as one of the market leader in International Freight forwarder and Global Logistics in the country. Homebound is a private limited Company was established in 1972 and to day is one of the market leader in International Freight Forwarding and Global Logistics and is the only ISO 9002 certified Company in the freight forwarding Industry in Bangladesh.

Homebound is committed to provide high quality Global Transportation services with a wide and comprehensive rang of business features covering Freight Forwarding, Consolidation, Break bulk, Customs brokerage, warehousing, distribution, Insurance, Project cargo, Leasing of heavy equipment. In addition Homebound also provides transportation services through their own fleet of trucks, trailers and covered vans.

During the past years Homebound has handled Exhibitions, which includes International Single country Exhibition, Exhibition of Multinational International Exhibition. DITF ( Dhaka International Trade Fair ).

In addition to our C&F service to the Exhibition we provide duty structure with customs HS code. We prepare and provide charges for FCL containers, Groupage containers, LCL shipments, provide all the required equipments, supply of labour for site handling for unpacking, placement / positioning of exhibits to the exhibition hall, storage of empty cases during the show period, re-packing, Airfreight, Seafreight, Road transportation customs formalities for re-export of the returnable items after the show. And thus is in a position to provide complete satisfactory services to our valued clients.

Homebound employs over 350 highly trained and skilled personnel capable of handling shipments efficiently and professionally. Having its corporate office in Dhaka, branch offices in the port cities of Chittagong & Khulna and at Benapole Border. We are equipped with advanced network facilities to provide customers with accurate information. We do have our own Warehouse both in Dhaka and Chittagong with a wide range of modern equipment and facilities. Homebound is an approved cargo IATA and FIATA agent.

## **2. INFORMATION ABOUT EXHIBITION**

### **Introduction:**

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Bangladesh. We advise you to read this manual carefully in conjunction with the Exhibitors Kits issued by the organizers.

We are here to extent our all assistance to provide you a complete logistics package for your exhibits "door-to-door" from your country to your exhibition stand in Bangladesh. We would request you to comply to this Manual so that your exhibits can be correctly dispatched and consigned to us. Failure to comply the deadlines and instructions will cause unnecessary delays in clearance, and may lead to additional expenses incurred.

## **3. GENERAL INFORMATION**

**Temporary import for exhibition** in Bangladesh is only allowed on prior permission from the Ministry of Commerce and National Board of Revenue (NBR) or SRO -542/Law.



**Import Cum Export Permit** to be obtained from CCI&E (Chief Controller of Import & Export) Office before the shipment arrives in Bangladesh. We need Bill of Lading or Airway Bill or Truck Waybill, complete Invoice and Packing list. With itemized value to obtain such permit.

**Give-away i.e. all consumable, literature, brochures, Catalogue are subject to payment of Customs CDVAT.**

#### **4. CONSIGNMENT INSTRUCTIONS**

All exhibition goods dispatched either by sea freight or air freight shall be consigned " Freight Prepaid " as follows:

**Consignee:** Name of Exhibition.  
C/O Name of the local organizer & address.  
For: exhibitor's name

**Notify:** HOMEBOUND Packers & Shippers .  
SW (A) 26, Gulshan Avenue,  
Dhaka-`1212  
Bangladesh

All documents such as the Bill of Lading and Airway Bill must show all consignments as indicated above. Do not forward any consignment on freight collect basis and do not show HOMEBOUND as consignee. While preparing OBL please show either name of the exhibitor or name of the show as consignee and show HOMEBOUND Packers & Shippers Ltd., as notify party.

We reserve our right not to receive any "Freight Collect" consignment without any pre-alert.

#### **5. CASE MARKINGS**

All packages shall be marked as follows:

Exhibitor's name: .....  
C/o. Homebound Packers & Shippers Ltd.,  
Stand No.: .....  
Case Number. ....  
Gross Weight/ Net Weight: .....  
Dimension. ....

#### **6. PACKING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

#### **7. STORAGE OF EMPTY CASES**

Empty cases will be stored within the exhibition site if space available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the show.

## **8. DOCUMENT DEADLINES**

We must receive the following documents not later than the deadlines indicated below for SEA and AIR shipment

### **A. SEAFREIGHT:**

For LCL Shipment - 16 days before the show.

For FCL Shipment - 16 days before the show.

- >>> 3 Copies of Commercial Invoice & Packing List.  
**(SHOULD BE PREPARED ON EXHIBITORS LETTER head)**
- >>> 1 Originals and 2 copies of Bill of Lading.

### **B. AIRFREIGHT:** - 10 days before the show.

- >>> 2 copies of Commercial Invoice & Packing List.  
**(SHOULD BE PREPARED ON EXHIBITORS LETTER head)**
- >>> Original Airway Bill.

## **9. CONSIGNMENT DEADLINES**

- a. Sea freight consignment - LCL ( consolidation ) 20 days before the show.  
FCL 20 days before the show.
- b. Air freight consignment - 5 days before the show.

## **10. INSURANCE**

The cost of Insurance cover is not included in our charges. it is the responsibility of each exhibitor to arrange. Marine Insurance covering transportation to the exhibition site, during the exhibition, and the return of the exhibits to domicile, including the period the exhibitions are handled by us and also ensure that Transport Insurance is arranged for exhibits sold locally.

## **11. BANK GUARANTEE**

Any exhibitor's shipping goods for exhibition and do not pay assessed CDVAT during customs clearance would require to furnish a bank Guarantee in Bangladeshi Taka equivalent to customs assessed Custom Duty & Taxes Or sometimes 150% to the customs duty and taxes that's depend on NBR indications.

Bank guarantee is a surety to be provided by any exhibitors against settlement of all duties and taxes, which may become payable if all items imported, are not accounted for. The guarantee should be unconditional without any time limit.

## **12. DUTY STRUCTURE**

BROCHURES, GIVE AWAYS & SOUVENIRS

Duty	25%
Regulatory duty	5%
Supplimentary Duty	20%-60%
VAT (Value added tax)	15%
AIT (Advance income tax)	5%
ATV (Advance Trade Vat)	3%

## **13. DUTY STRUCTURE DEPENDS ON INDIVIDUAL ITEMS**

However, in a general scope the duty structure of the exhibition items are as follows:

Duty	3 to 25%	<b>Capital machinery: 3.0 percent.</b>
Regulatory Duty	5%	
VAT	15 %	
AIT	5 %	
ATV	3%	
S/D-	20-350 %( subject to specific items)	

SRO 174/Law/2010/2292/Cus Dated. 10.06.2010 is applicable only for permanent import. will be incurred.

## **14. PREPARATION OF DOCUMENTATION**

- a - Details of the shipment should be mentioned in the OBL or AWB, invoice and packing list (such as number of pkgs. /cases, weight, volume)
- b - C & F value must be mentioned in the invoice.
- C - Catalogue of the machinery must be enclosed for the customs clearance purpose.

## **15. DOCUMENTS REQUIRED**

### **a) For Inbound shipment:**

- 1- Letter of authorization from the Organizer.
- 2- Original Bill of Lading / MAWB
- 3- Original Packing List.
- 4- Original Invoice with C & F value
- 5- Import cum Export permit.
- 6- Permission from the concerned department of Bangladesh Government.
- 7- Original Catalogue of the machinery.
- 8- Certificate of Origin

### **b) For Outbound / re export:**

- 1- Import cum Export permit.
- 2- No Objection certificate from Bangladesh Bank.
- 3- Export Invoice and Packing List
- 4- Letter to the customs authority to allow Export.
- 5- Import Invoice.
- 6- Import Bill of Entry. Assessment Notice, Release Order.
- 7- Treasury Challan (way bill) against payment of customs duty/taxes.

## **16. CUSTOMS EXAMINATION**

The Bangladesh Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

**FINES & PENALTIES** will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, **HOMEBOUND** shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitors. Exhibitors are therefore strongly reminded to declare **the true market value** of their goods and be extremely careful in their preparation of documents.

## **17. SALE OF EXHIBITS**

If concerned Govt. authorities allowed or permit that, the goods may be sold during the exhibition but under no circumstances can they be removed from the show venue until duties/taxes have been paid and permanent customs import procedures have been completed.

Meanwhile, these goods are required to be removed to our warehouse until the necessary documentation completed. Exhibitors are allowed to store their goods in this facility for up to the time frame allowed by the concerned Govt. authority from the date of entry into Bangladesh, after which duty must be paid or the goods to be re-exported.

### **Documents required for permanent import procedure of sold exhibits**

1. Letter address to the customs commissioner.
2. Sales Invoice.
3. Sale Permission from the National Board of Revenue
4. Permanent Import Permission from the Chief Controller of Import & Export.
5. No Objection Certificate from the Bangladesh Bank
6. All import doc, Like Bill of Entry, Assessment Notice, release order, B/L, Invoice, Packing List, and Country of Origin etc.
7. Duty and taxes shall have to pay what ever applicable
8. Docs as per SRO-168/Law (Pratayan Patra, Undertaking on no Judicial Stamp)

## **18. RE-EXPORT**

Re-export formalities will require **at least 15-20 days** to process before shipments can be sent out.

For goods destined for later exhibitions, our covered storage facility in Dhaka can be utilized at a reasonable storage charge.

### **IMPORTANT**

Use of HOMEBOUND services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and /or in writing and/or by conduct, implies acknowledgement and acceptance of the forgoing.

**Appendix I**

**BILL OF LADING**

**NOT NEGOTIABLE UNLESS CONSIGNED "TO ORDER"**

<b>Shipper</b> Name of Supplier with full Address		<b>Country of Origin</b>	<b>Bill of Lading No.</b>		
		<b>F/Agent Name &amp; Ref.</b>		<b>Shipper's Ref</b>	
<b>Consignee (if 'To Order' so indicate)</b> Name of Exhibition C/o: Name of the Local Organizer+ Address & Details exhibitors Name		<b>Notify Party (No claim shall attach for failure to notify)</b> HOMEBOUND Packers & Shippers Ltd SW (A) 26, Gulshan Avenue, Dhaka – 1212 Bangladesh			
<b>Place of Receipt</b> Intended Port of Loading					
<b>Intended Vessel</b> Intended Port of Discharge		<b>Place of Delivery</b>	<b>No. Of Bills of Lading</b>		
<b>Marks &amp; Number</b>	<b>No of Pkgs or Shipping Units</b>	<b>Description of Goods &amp; Pkgs.</b>		<b>Gross Weight</b>	<b>Measurement</b>
Exhibitor's name C/o. Homebound Packers & Shippers Ltd., Stand No.: Case Number.: Gross Weight/ Net Weight: Dimension.:					
	<b>Total</b>	<b>Temperature Control Instruction</b>			
<b>Freight Details, Charges etc.</b>		<b>Excess Value Declaration: Refer to Clause 6(4) (B) + (C) on reverse side</b> RECEIVED by the Carrier the Goods as specified above in apparent good order and condition unless otherwise stated, to be transported to such place as agreed, authorised or permitted herein and subject to all the terms and conditions appearing on the front and reverse of this Bill of lading to which the Merchant agrees by accepting this Bill of lading, any local privileges and customs notwithstanding. The particulars given above as stated by the shipper and the weight, measure, quantity, condition, contents and value of the goods are unknown to the carrier. In WITNESS whereof one (1) original Bill of lading has been signed if not otherwise stated above. the same being accomplished the other(s), if any, to be void. If required by the Carrier on (1) original Bill of lading must be surrendered duly endorsed in exchange for the goods or delivery order.			
<b>JURISDICTION AND LAW CLAUSE</b> Any claim under this bill of lading shall be subject to English Law and decisions of the English courts shall only apply. Claims fields other than English courts shall not be entertained.		<b>Place and Date issue: ORIGIN</b> <b>Signed on behalf of the Carrier:</b>  By : _____			

**Requirement of documents and information's, for re-export of Exhibits by sea and air.**

**Need the following export documents and informations:**

- 01) Returnable basis 'Import-Cum-Export' permit
- 02) All import documents (Customs endorsed Invoice, Packing List, Attested B/L attested by the shipping lines or AWB attested by the airlines, Bill of Entry, Assessment notice & Catalogue)
- 03) Permission from NBR, Ministry of Commerce
- 04) Letter for obtaining NOC from the Bangladesh Bank
- 05) Export Invoice and packing list (have to prepare locally for return items)
- 06) Tax receipts for sold items
- 07) Letter of authorization for Customs formalities
- 08) For surface: Container take out permission letter (if container loading done outside of ICD)
- 09) Copy of letter that, principal will accept the goods at destination.

**Also need information well in advance:**

- a) Local organizer's name, address, contact person, tel. & fax nos. and e-mail address for documentation purpose. .
- b) Full destination address, Contact person name of the 'Port of Discharge' for shipment advise/instruction and container/airfreight booking.

\*\* If Govt. Office or Customs need any other documents, we shall inform the same on time.