



27th
Annual **IAOM**

Mideast & Africa Conference & Expo
24-27 Oct 2016 | Addis Ababa, Ethiopia



GIZE PLC / SHIPPING & LOGISTICS COMPANY

Presents
Shipping Instructions

Temporary Shipment

SHIPPING INSTRUCTIONS (Courtesy of Gize Plc/ Shipping & Logistics)

Please contact Gize PLC Contact Person Ms. Gizeshwork Tessema with further shipping-related questions.

1. Import Authorization

All shipments coming to Ethiopia are subject to import authorization by the Ethiopian government. Goods that require additional/special permits should secure their import authorization prior to cargo arrival with the help of the clearing agency, GIZE PLC. This includes, but is not limited to, pharmaceutical products, telecommunication equipment, filming equipment, and more. Such items imported without a pre-import permit will be confiscated by the Ethiopian Revenue Authority.

Commercial invoices and packing lists of all incoming goods should be sent to us via email prior to shipping the cargo. Goods may **ONLY** be shipped after approval from GIZE PLC office.

2. Customs Clearance

Detailed requirements are drawn based on the specific list of items being shipped. Please send your packing list as soon as possible so that you may be guided you on the required duties and/or deposits.

3. Document Requirement

Following are required documents for customs clearance:

Temporary Shipment (any shipment that will leave Ethiopia at the end of the exhibition):

- A. Airway Bill/Master Bill of lading
- B. Commercial Invoice
- C. Packing List
- D. Certificate of Origin
- E. DACA Pre-Import Permit
- F. Data Sheet
- G. Customs Guarantee Bond (this is reimbursable and we will tell you the amount due

PERMANENT SHIPMENT

SHIPPING INSTRUCTIONS (Courtesy of Gize Plc/ Shipping & Logistics)

Please contact Gize PLC Contact Person Ms. Gizeshwork Tessema with further shipping-related questions.

1. Import Authorization

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2. Customs Clearance

Detailed requirements are drawn based on the specific list of items being shipped. Please send your packing list as soon as possible so that you may be guided you on the required duties and/or deposits.

3. Document Requirement

Following are required documents for customs clearance:

- I. **Permanent Shipment** (e.g., giveaway items, consumables, and anything that will remain in the country):
 - A. Airway Bill/Master Bill of lading
 - B. Commercial Invoice
 - C. Packing List
 - D. Certificate of Origin
 - E. DACA Pre-Import Permit
 - F. Data Sheet
 - G. Duty and Tax payment (we will tell you the amount due)**

N.B.

All shipping documents must be original and bear a signature and stamp. Commercial Invoices should contain value in USD/EUR.

4. Consignment Instruction

Please issue the Master Airway bill and House Airway bill as follows:

Master Airway bill consignment instruction:

GIZE PLC

Contact Person **Ms. Gizeshwork Tessema**

BOLE BULBULA Towards Bole International Air-Port

GIZE PLC Building, 2nd Floor P.O. Box 12945

Tel: +251 11 4700 880 | Fax: +251 11 4700 877

Mobile: +251 911-51 64 78

E-mail : gizeshwork.tessema@gizeplc.com

Addis Ababa, Ethiopia

House Airway Bill consignment instruction:

Contact Person **Ms. Gizeshwork Tessema**

BOLE BULBULA Towards Bole International Air-Port

GIZE PLC Building, 2nd Floor P.O. Box 12945

Tel: +251 11 4700 880 | Fax: +251 11 4700 877

Mobile: +251 911-51 64 78

E-mail : gizeshwork.tessema@gizeplc.com

Addis Ababa, Ethiopia

C/o. 27th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2016

Exhibition Cargo

Millennium Hall, Addis Ababa, Ethiopia

Notify Party:

Same as above↑

IMPORTANT NOTICE:

- A. Make sure that both Master and House airway bills show freight rates. "As Agreed" is not allowed.
- B. Please send a full pre-alert containing the Master Airway bill, House Airway bill, Commercial invoice, packing list and any other relevant details to the contact persons Stated below.
- C. To ensure the safe and timely arrival of goods to the exhibitions booth, we advise the shipment should arrive as follows:
 - All sea shipments should arrive in Djibouti Port at least two months in advance
 - Air shipments to reach Addis Int'l Airport at least a month in advance
- D. All inward/outward shipments must be insured.
- E. Re-export to Port of Origin:- Ocean Freight – 30 working days and Air Freight 15 working days.
- F. Storage charges will be advised according to the volume of cargo upon arrival.

5. Marking & Labeling Instruction

Please make sure all boxes and pallets are marked as:

27th ANNUAL IAOM MIDEAST & AFRICA CONFERENCE & EXPO 2016
Exhibition Cargo

Notify Party: **GIZE PLC** +251 11 4700 880/+251 911-51 64 78/+251 911 22 72 71

For Air Cargo all Master and House airway bills should be attached to each box and/or pallet. Attach a small envelop on the boxes with copies of invoice and packing list to simplify the customs physical inspection time.

6. Air freight

GIZE PLC is an accredited IATA (International Air Transport Association) cargo agent. With our experience we have built a good rapport with airlines flying in and out of Addis. This allows **GIZE PLC** to provide shipping of your temporarily imported items to anywhere in the world, with a better connection, less time, and a more affordable price.

7. Delivery & Pick up Service

GIZE PLC delivery and pick up is on standby all the time for all your delivery requests of your cargo to the exhibition booth, warehouse, and hotel or anywhere within Addis Ababa city limits (45km radius).

8. Warehousing

Our warehouse operates with state of the art technology. The warehouse is equipped with the necessary machines, equipment, and tools for handling all incoming and outgoing items. The warehouse is secured 24/7.

GIZE PLC is delighted to arrange storage and warehousing facility for all exhibitors if their goods arrived earlier and after the completion of the exhibition, until re-export process is complete.

Warehouse service and handling charge can be provided upon request.

9. Value Added services

GIZE PLC operates with fully automated Tracking software designed exclusively for its operations. The system is used to follow up each and every shipment, including assigning and processing thousands of items of cargo within a few minutes time.

GIZE PLC is also able to connect from its office directly to the customs' computerized system (ASYCUDA ++). This helps **GIZE PLC** minimize the processing and submission time of shipping documents by at least half a day from the usual process.

10. Bank Details:

Account With Institute: Commerzbank AG
Frankfurt
Swift Code-COBADEFF
A/C NO.4008700262 (USD)
With Commerzebank AG, Frankfurt

Beneficiary's Bank: United Bank S.C
SWIFT Code – UNTDETA
Beneficiary: M/S. GIZE PLC
A/C No. 1021350000551026
A/C No. of Beneficiary with UB) with International
Banking Dep't branch
United Bank S.C, Addis Ababa, Ethiopia