

SBITC SHIPPING INSTRUCTIONS

Kindly use the following information as applicable:

1) FOR ALL INDENT ORDERS (: ANY INCOTERM)

a. Consignee Details:

Consignee Name:
SUBIC BAY INTL TERMINAL CORP.

Consignee Address:
NCT-1 SAN BERNARDINO ROAD, SUBIC PORT
BAY FREEPORT ZONE
OLONGAPO 2222 PHILIPPINES

Tel. No.: 639472526475
639472526477

b. Shipping Documents: (Applies to regular importation and warranty parts)

Please send DRAFT shipping documents (Commercial Invoice, Packing List, AWB or B/L, **Brochure** and Appropriate Certificate of Origin*, if applicable) to Ms. Rubylet Bayno (rubylet_bayno@sbitc.ph), Mr. Robert Jocson (robert_jocson@sbitc.ph), Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com) for review and approval PRIOR to ship out to avoid potential delays in Customs clearing

See below details which must be reflected in each shipping document:

i. Commercial Invoice:

- Consignee Name (see 1) a.)
- Consignee Address (see 1) a.)
- Attn: Bayno, Rubylet D. rubylet_bayno@sbitc.ph
Jocson, Robert robert_jocson@sbitc.ph
- Tel. No.: 639472526475
639472526477
- Notify Party
 - Same as Consignee
- INCOTERMS must be indicated
- Description of Commodity
 - Must be specifically describe (no abbreviation) and indicate HS CODE
 - **Use the description of goods indicated in the PO**
- Declared Value
 - **Invoice value must be same with the PO amount**
 - **For warranty parts,**
 - **Value must be true and correct amount.**
 - **Do not indicate the phrase “Value for Customs Purposes only”**
- If CIF or DAP, kindly break down the costs:

Cost	
Insurance	
Freight	
Total Amount in PO/Invoice	

ii. Brochure

- **Send brochure/technical specifications/picture for each item for customs clearance purpose.**
If not applicable, kindly answer the ff:
 - **WHAT IS IT? -**
 - **WHAT IS IT MADE OF?**
 - **WHAT IS IT USED FOR?**

Note: Failure to provide brochure causing storage charges per day will be chargeable to supplier’s account.

iii. Packing List

- Consignee Name (see 1) a.)
- Consignee Address (see 1) a.)

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- Description of goods
- Number of boxes/packages
- Dimension must be in cm
- Net/Gross Weight in kilograms, or in cubic meter (cbm) - applicable for **LCL, FCL (containerized) and in-bulk shipment**.
- If the goods are in wooden pallets/crates – fumigation certificate must be secured prior to shipment
- If breakbulk cargo – secure “Load Port Survey Report” prior to shipment.

iv. Airway Bill / Bill of Lading

- Consignee Name
- Consignee Address

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- Notify Party
 - Same as Consignee
- HS CODE must be indicated
- Marks & Numbers
 - SBITC
 - PO#_____
- Port of Discharge (applicable only for SEA Shipment)
 - **FOR LCL**, must indicate in the in B/L:
 Port of Discharge: MICT MANILA NORTH PORT, PHILIPPINES
 Place of Delivery or “Final Destination”: “SUBIC BAY or SUBIC PORT, PHILIPPINES”
 - **FOR CONTAINERIZED CARGO**, must indicate in the in B/L:
 Port of Discharge / Place of Delivery/Final Destination: SUBIC BAY or SUBIC PORT, PHILIPPINES.

Note: **FOR LCL SHIPMENT:**
Port of Discharge MUST be “MICT MANILA NORTH PORT, PHILIPPINES”. Otherwise, all duties and taxes, brokerage, local delivery, and other incidental charges brought about using wrong port, shall be fully chargeable to Shipper/Supplier.
Place of Delivery/Final Destination must be “SUBIC BAY or SUBIC PORT, PHILIPPINES”.

FOR CONTAINERIZED CARGO:
 Port of Discharge / Place of Delivery/Final Destination must be SUBIC BAY or SUBIC PORT, PHILIPPINES. Otherwise, delivery charges from any “Port of Entry” other than SUBIC BAY PORT will be for supplier’s account.

- SBITC SHIPMENTS are “**entered tax and duty free**”, with SBITC being a LOCATOR.
- PRIOR TO SHIPMENT, supplier must coordinate with Ms. Rubylet Bayno (rubylet_bayno@sbitc.ph), Mr. Robert Jocson (robert_jocson@sbitc.ph), Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com) for the “**List of Importable Items**” lodgment and/or IP (Import Permit) concern to avoid delay in customs clearance and delivery.

v. Certificate of Origin:

- Consignee Name (see 1) a.)

- Consignee Address (see 1) a.)

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- Notify Party:
 - Same as Consignee
- Description of Commodity, Invoice Date, Invoice No., Invoice Amount and HS CODE indicated should match with those indicated in the invoice provided by supplier.
- If shipper has a third-party invoicing, kindly tick the third-party invoicing BOX#13

c. Original Shipping Documents:

Please courier the final approved original shipping documents (Commercial Invoice, Packing List, AWB or B/L, Appropriate Certificate of Origin, if applicable - original and triplicate copies) to:

SUBIC BAY INTL TERMINAL CORP.
NCT-1 SAN BERNARDINO ROAD, SUBIC PORT
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OLONGAPO 2222 PHILIPPINES

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d. Philippine Government Permits

Some items need government permits **prior to shipment**. An example of this are items which emit radio signal where ICTSI needs to secure an appropriate permit from the National Telecommunications Commission (NTC) and other government agencies. Brochures and other supporting documents may be required from the Supplier. Kindly coordinate closely with our Logistics Team -- Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com), and loop in SBITC Procurement Team - Ms. Rubylet Bayno (rubylet_bayno@sbitc.ph) and Mr. Robert Jocson (robert_jocson@sbitc.ph).

2) FOR EX-WORKS, FOB, FAS OR FCA

Please send DRAFT Commercial Invoice, Packing List and **Brochure**, as well as shipment pick up details (i.e. complete company name, address with postal code, contact person and contact number) to Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com) ASAP for assignment of forwarder.

3) FOR CFR, CIF, DAP

Please send DRAFT Shipping documents (**AWB/BL, Commercial Invoice, Packing List and Brochure**) following the above shipping instruction.

Note:

- Kindly wait for further advise prior to finalize the shipping documents.
- 6-Character HS CODE is required in the cargo description in compliance with CMO 48-2019, Penalty of non-compliance will be PHP 100,000.00 (USD1,900) to PHP 300,000.00 (USD 5,660).

**** Nothing follows. ***