

TOPICS REGARDING PRIVATE SHIPMENTS

With this letter we would like to inform you of a number of topics relating to the transport of private shipments abroad. We draw your attention to the following:

1. Cleve & Zonen is not a moving company, but a transport and forwarding company; we arrange the transport of your goods from one place to another, as carrier (in case your goods are shipped via our own consolidations services, for which we issue a Cleve bill of lading), or as a forwarder (in case we instruct a carrier to arrange the transport of your goods. For the latter the Dutch Fenex-conditions apply; a copy of same has been mailed to your e-mail address).
2. Freight and additional charges have to be paid prior to loading of your goods in the (consolidation) container.
3. Payment can be arranged by transfer to our bank account in advance, or by cash payment in our office. NOTE: creditcard or eurocard payments are not possible.
4. Our rate quotation is subject to changes and does not include customs or inspection charges.
5. Your goods must be packed seaworthy, meaning that they can withstand the ordinary risks of shipping in a consolidation container. Packing of the goods can be arranged by yourself, but we recommend to have this arranged by an approved removal company.
6. You have to provide us with a packing list, indicating the number of packages (cartons, cases and/or pallets) and a description of the contents of each package.
7. Fragile goods have to be clearly marked as such and have to be packed extra carefully, with appropriate and sufficient protection material.
8. We recommend you to arrange a cargo transport insurance. We can arrange this for you as well.
9. Your goods have to be marked with clear, legible labels, indicating consignee details and port of destination.
10. Large quantities of cartons should be loaded on a pallet and properly secured. Our warehouse can arrange this for you; costs available upon request. We draw your attention to the fact that a large number of countries have implemented wood treatment requirements. We will be pleased to provide additional information.
11. You have to provide us with measurements, cubic meters, weight and number of packages. NOTE: packages exceeding 3 meter length and/or 2 meter height/width have to be reported upon booking.
12. The shipment will be remeasured/weighed in our warehouse and the result is binding. In case of considerable differences we will be forced to charge these.
13. You can either arrange the export document yourself, or we can arrange this for you. In case you want us to arrange the customs documentation, we need your

confirmation in writing by means of a Fenex standard form. You also have to provide an invoice or value statement.

14. We need a copy of your passport for shipment.
15. You are not allowed to ship any dangerous goods, unless you have informed us of same prior to shipment. Dangerous goods include gasses, batteries, lighters, etc.
16. Following commodities cannot be accepted for shipment: alcoholic beverages, tobaccos, groceries, weapons and/or ammunition, antiques, jewelry, precious metals.
17. If you want to deliver the goods to our warehouse yourself, we kindly ask you to make an appointment with our office in advance.

AT DESTINATION

1. Your goods have to be customs cleared at destination and you have to pay import duties and/or taxes. Our local agent will be pleased to assist you.
2. Cleve & Zonen is not familiar with all rules regarding import duties and/or taxes at destination. We recommend you to consult the Embassy or Consulate of the country of destination prior to shipment. They can provide you with all relevant details.
3. Many countries have special rules regarding the import of personal goods or removal goods. Most of the times this results in 0% import duties. NOTE: some countries may have other rules. Please consult the Embassy or Consulate of the country of destination.
4. The original bill of lading is not only evidence of shipment and contract of carriage, but it is also your DOCUMENT OF TITLE. You cannot collect your goods at destination without the original bill of lading!

FILLING OUT THE ATTACHMENT

We kindly request you to fill out and sign the attached page to the best of your knowledge, confirming your shipment instruction and confirming you have taken notice of the above mentioned topics. Please return this form to us by fax: 010-4284669 or to the e-mail address of your contact person.