

<b>1</b>	<b>MASTER AIR WAYBILL INSTRUCTIONS</b>		
<p>CONSIGNEE</p> <p>NOTIFY</p> <p>MANIFEST</p>	<p><b>GOLDENLOGISTICS S.A.</b> RUC 0991352333001 AV. 9 DE OCTUBRE 2009 Y LOS RÍOS EDIF.: EL MARQUÉS PISO 5 OFICINA 2-3 GUAYAQUIL, ECUADOR</p> <p><b>GOLDENLOGISTICS S.A.</b> RUC: 0991352333001 AV. 9 DE OCTUBRE 2009 Y LOS RÍOS EDIF.: EL MARQUÉS PISO 5 OFICINA 2-3 Telf.: (593) 4 2371157; 5004154 Fax: (593) 4 2370442 Ext. 11 GUAYAQUIL, ECUADOR</p> <p><b>GOLDENLOGISTICS S.A.</b> RUC: 0991352333001 GUAYAQUIL, ECUADOR</p>	<p>ATTACH TO MAWB</p>	<p>HAWB(S) COMMERCIAL INVOICE(S) PACKING LIST(S) CARGO MANIFEST CERT. OF ORIGIN (IF APPLC.)</p>
INSTRUCTIONS	<ul style="list-style-type: none"> <li>o PLEASE DECLARE "CONSOLIDATED CARGO AS PER ATTACHED MANIFEST"</li> <li>o SEND THE DRAFT MAWB AND HAWB FOR REVIEW AND APPROVAL 48 HOURS PREVIOUS TO THE FLIGHT'S DEPART.</li> <li>o THE MAWB, HAWB &amp; CARGO MANIFEST MUST SHOW COMPLETE DESCRIPTION OF GOODS AS DECLARED ON THE COMMERCIAL INVOICE.</li> <li>o CARGO MUST BE WEIGHTED BY EXPORT STATION TO HAVE EXACT WEIGHT PRIOR TO SHIPPING. DO NOT DEPEND ON SHIPPER'S WEIGHT DECLARATIONS.</li> <li>o WEIGHTS MUST BE SHOWN IN KILOS (KGS) ONLY. POUNDS (LBS) NOT ACCEPTED.</li> <li>o MAWB &amp; HAWB MUST BE REATED AND SHOW TOTAL FREIGHT CHARGES. UNRATED OR "AS AGREED" AWB'S ARE PROHIBITED BY CUSTOMS.</li> <li>o FOR CONSOLS, MAWB FREIGHT CHARGES MUST ALWAYS BE THE SAME OR LOWER THAN THE TOTAL FREIGHT CHARGES DECLARED ON THE HAWBS.</li> <li>o HAWB MUST ALWAYS SHOWS COMPLETE CONSIGNEE INFO SUCH AS: FULL NAME, ADDRESS, TELEPHONE, FAX NUMBER, RUC NUMBER, AIRPORT OF DESTINATION: UIO AND CONTACT NAME</li> <li>o ENSURE EACH PIECE IS MARKED AND LABELLED ON ALL 4 SIDES (MAWB + HAWB)</li> <li>o CORRECTIONS TO MAWB'S, HAWB'S OR CARGO MANIFESTS REQUIRED AFTER ARRIVAL OF THE AIRCRAFT WILL BE SUBJECT TO A CUSTOMS FINE WHICH WILL BE BILLED BACK TO THE OFFENDING ORIGIN STATION OR GATEWAY: USD 350.00</li> <li>o WEIGHT DISCREPANCIES WILL BE SUBJECT TO A MANDATORY CUSTOMS FINE OF USD 300.- WHICH WILL BE BILLED BACK TO THE OFFENDING ORIGIN STATION OR GATEWAY</li> <li>o IF THE CARGO IS DDP SHIPMENTS YOU HAVE TO TRANSFER THE 70% OF THE TOTAL DDP CHARGES.</li> </ul>		
<b>2</b>	<b>HOUSE AIR WAYBILL INSTRUCTIONS</b>		
	<p>IT IS MANDATORY THAT ALL HAWB'S LIST AIRFREIGHT CHARGES. NO EXCEPTIONS PERMITTED. DECLARING "AS AGREED", "MINIMUM" OR SIMILAR IS PROHIBITED.</p> <p>#2 "ORIGINAL" CONSIGNEE COPY MUST COME TOGETHER WITH THE CONSOLIDATION. IT IS NOT POSSIBLE TO PERFORM CUSTOMS CLEARANCE IN ECUADOR WITHOUT THIS.</p> <p>A XEROX OR FAX COPY WITH ANY KIND OF STAMP OR TYPED STATEMENT, STATING "ORIGINALS" IS PROHIBETED</p> <p>THE WEIGHT MUST BE SHOWN IN KILOS (KGS) ONLY. POUNDS (LBS) NOT ACCEPTED.</p> <p>IF THE SHIPPER REQUESTED THAT THE SHIPMENT BE INSURED, THE INSURANCE CERTIFICATE MUST BE ATTACHED TO THE HAWB SET "B" FOR DESTINATION CUSTOMS.</p>		
<b>3</b>	<b>SHIPMENT AUTHORIZATION FROM CUSTOMER SERVICE DEPT.</b>		
	<p>CONTACT LIST) WHO WILL REVISE AND ISSUE INSTRUCTIONS AND AUTHORIZATION TO SHIP. FREE DOMICILES AND DOOR TO DOOR SHIPMENTS CANNOT BE SENT WITHOUT PRIOR WRITTEN</p>		
<b>4</b>	<b>FREE DOMICILES AND DOOR TO DOOR SHIPMENTS</b>		
	<p>FREE DOMICILES AND DOOR TO DOOR SHIPMENTS CANNOT BE SENT WITHOUT PRIOR WRITTEN SERVICE DEPARTMENT TO PROVIDE THE FOLLOWING INFORMATION:</p> <p>A. CONSIGNEE'S COMPLETE NAME, ADDRESS AND TELEPHONE B. DESCRIPTION OF GOODS &amp; HARMONIZED CODE C. QUANTITY, WEIGHT &amp; FOB VALUE OF THE CARGO.</p> <p>A 3% DISBURSEMENT FEE OF THE TOTAL CHARGES WILL BE BILLED BACK TO THE ORIGIN OFFICE</p> <p>NOTE: UPON RECEIPT OF THE QUOTATION SUBMITTED BY DSV-GL, THE ORIGIN OFFICE MUST CONFIRM ACCEPTANCE OF ALL CHARGES IN WRITING, PRIOR TO SHIPPING.</p>		
<b>5</b>	<b>CERTIFICATE OF ORIGIN</b>		
	<p>AS A GENERAL RULE, ECUADORIAN IMPORTERS ADVISE THEIR SUPPLIERS WHEN A LEGALIZED CERT. OF ORIGIN IS REQUIRED. LEGALIZED CERTS. OF ORIGIN ARE ONLY REQUIRED WHEN REQUESTED BY THE SHIPPER OR CONSIGNEE.</p>		

6	<b>PRE ALERT AND INSTRUCTIONS</b>
	SEND E-MAIL PRE-ALERT TO AIR FREIGHT & CUSTOMER SERVICE DEPT AT LEAST 48 HOURS PRIOR TO ARRIVAL OF FLIGHT. INCLUDE SCAN OR FAX OF: MAWB, HAWB(S), COMMERCIAL INVOICE(S), PACKING LIST(S)
7	<b>WOOD PACKAGING MATERIAL REQUIREMENTS</b>
	SINCE 2005 ALL WOOD PACKAGING MATERIAL (WPM), EXCLUDING PAPER PRODUCTS, MUST BE TREATED AND MARKED UNDER INTERNATIONAL STANDARDS FOR PHYTOSANITARY MEASURES/GUIDELINES FOR REGULATING WOOD PACKAGING IN INTERNATIONAL TRADE ISPM15. THE PACKING SHOULD BE CLEARLY MARKED SHOWING TREATMENT METHOD USED AND CERTIFICATE.
8	<b>DGR SHIPMENTS</b>
	MAWB AND HAWB MUST SHOW CORRECT DGR CLASS/PACKING GROUP/UN NR./DESCRIPTIONS <b>DGR SHIPMENTS MUST BE AUTHORIZED BY THE CUSTOMER SERVICE DEPT PRIOR TO SHIPPING.</b>
9	<b>PERISHABLE CARGOES</b>
	PRE-ALERT SHOULD BE SENT INCLUDING FOLLOWING INFORMATION A. MAWB + HAWB NRS. B. PIECES & WEIGHT C. REQUIRED TEMPERATURE AT WHICH THE CARGO MUST BE STORED. <b>IF MORE THAN 1 SHIPMENT IS BEING SHIPPED IN A CONSOLIDATION, OR IF THERE IS A SHIPMENT CONTAINING PIECES REQUIRING A DIFFERENT TEMPERATURE, IT MUST BE CLEARLY STATED IN THE PRE-ALERT AND ON THE MAWB, HAWB AND CARGO MANIFEST</b>
10	<b>INVOICING / CREDIT NOTE (PROFIT SHARE)</b>
	INVOICES, DEBIT AND CREDIT NOTES MUST BE ISSUED TO: GOLDENLOGISTICS S.A, RUC: 0991352333001, AV. 9 DE OCTUBRE 2009 Y LOS RIOS, EDIF EL MARQUES PISO 5 OFFICE 2-3 GUAYAQUIL, ECUADOR
11	<b>FINES FOR NON-COMPLIANCE</b>
	DEVIATIONS FROM THE ABOVE INDICATED PROCEDURES WILL RESULT IN SERIOUS DELAYS AND MAY RESULT IN CUSTOMS FINES AND ADDITIONAL STORAGE COSTS WHICH WE WILL BILL BACK TO THE OFFENDING ORIGIN STATION. IF YOU HAVE ANY DOUBTS REGARDING PROCEDURES, WE ENCOURAGE YOU TO CONTACT THE CUSTOMER SERVICE DEPARTMENT (SEE ECUADOR CONTACT LIST) WHO WILL BE HAPPY TO ASSIST.
12	<b>COMMODITY RESTRICTIONS</b>
	FOR PUBLIC OR GOVERNMENT INSTITUTIONS, EXPLOSIVES, MILITARY GOODS, RADIOACTIVE MATERIAL, DRUGS, POISON, LIVESTOCK, PERSONAL EFFECTS, USED VEHICLES AND USED SPARE PARTS. TRAILERS OR LICENSED VEHICLES, PLANTS, FLOWERS, LIVING CREATURES, CASH, BULLION, BONDS, TREASURY NOTES, SECURITIES, STAMPS, MANUSCRIPTS, DEEDS, DOCUMENTS, LOTTERY TICKETS, PLANS AND THE LIKE, JEWELLERY, PRECIOUS STONES, PRECIOUS METALS OR ARTICLES MADE OF THEM, WORKS OF ART, AND OR ANY OTHER HIGH VALUE OR PRECIOUS GOODS, ARE FORBIDDEN. ALL PERFUMES, TOBACCO, BOTTELED WINE AND BOTTLED SPIRITS, MOBILE TELEPHONES AND COMPONENTS THEREOF, DIGITAL MUSIC PLAYERS AND/OR RECORDERS, WILL BE LIMITED TO USD 100.000 IN VALUE OF GOODS PER SHIPMENT/INVOICE.

**NATIONAL WORKING INSTRUCTIONS**  
STANDARD OPERATING PROCEDURE (SOP)



<b>COUNTRY: ECUADOR</b>		<b>AIR FREIGHT</b>
Page 2 of 2		<b>AIRPORTS:</b>
<b>KEY OPS CONTACTS</b>		
<b>1st CONTACT POSITION</b>	MS. WENDY SALAZAR T. OPERATIONS DEPARTMENT EMAIL: <a href="mailto:wsalazar@goldenlogistics.com">wsalazar@goldenlogistics.com</a> TELEPHONE: +593 4 237 1157 MOBILE: +593 988650780	<b>1st LVL ESCALATION</b>
		MR. MARIO LEON BUSINESS DEVELOPMENT MANAGER EMAIL: <a href="mailto:mleon@goldenlogistics.com">mleon@goldenlogistics.com</a> TELEPHONE: +593 4 237 1157 MOBILE: +593 9 93809434
<b>MAXIMUM ESCALATION POSITION</b>	MRS. FANNY MANCILLA MANAGING DIRECTOR EMAIL: <a href="mailto:fmancilla@goldenlogistics.com">fmancilla@goldenlogistics.com</a> TELEPHONE: +593 4 237 1157 MOBILE: +593 9 99298289	