

1 MASTER BILL OF LADING INSTRUCTIONS			
<p>CONSIGNEE</p> <p>NOTIFY</p> <p>MANIFEST</p>	<table border="1"> <tr> <td style="width: 50%; vertical-align: top;"> <p>GOLDENLOGISTICS S.A. RUC 0991352333001 AV. 9 DE OCTUBRE 2009 Y LOS RÍOS EDIF.: EL MARQUÉS PISO 5 OFICINA 2-3 GUAYAQUIL, ECUADOR</p> <p>GOLDENLOGISTICS S.A. 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>GOLDENLOGISTICS S.A. RUC: 0991352333001 GUAYAQUIL, ECUADOR</p> </td> <td style="width: 50%; vertical-align: top;"> <p>ATTACH TO MB/L</p> <p>HB/L (S) COMMERCIAL INVOICE(S) PACKING LIST(S) CARGO MANIFEST CERT. OF ORIGIN (IF APPLC.)</p> </td> </tr> </table>	<p>GOLDENLOGISTICS S.A. RUC 0991352333001 AV. 9 DE OCTUBRE 2009 Y LOS RÍOS EDIF.: EL MARQUÉS PISO 5 OFICINA 2-3 GUAYAQUIL, ECUADOR</p> <p>GOLDENLOGISTICS S.A. 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>GOLDENLOGISTICS S.A. RUC: 0991352333001 GUAYAQUIL, ECUADOR</p>	<p>ATTACH TO MB/L</p> <p>HB/L (S) COMMERCIAL INVOICE(S) PACKING LIST(S) CARGO MANIFEST CERT. OF ORIGIN (IF APPLC.)</p>
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<p>INSTRUCTIONS</p> <p>* MASTER B/L FOR FAK CARGO MUST SHOW THE SAME DESCRIPTION, GROSS WEIGHT AND MEASUREMENT AS HBL * SEND THE DRAFT MBL AND HBL FOR REVIEW AND APPROVAL 48 HOURS PREVIOUS TO THE VESSEL'S DEPART. * 3 ORIGINALS OF THE MB/L ARE REQUIRED * 4 COPIES OF THE MB/L + 1 COPY OF THE MANIFEST IN ORIGINAL FORM * AT LEAST 1 NON-NEGOTIABLE COPY OF THE MB/L MUST BE RATED. * DECLARED WEIGHTS MUST BE CORRECT. DEVIATION OF ≥ 5% IN DECLARED VS. ACTUAL WEIGHT WILL BE FINED BY CUSTOMS AND BILLED BACK TO ORIGIN. * WEIGHTS MUST BE SHOWN IN KILOS (KGS) ONLY. POUNDS (LBS) NOT ACCEPTED. * ECUADOR ONLY WORKS WITH ORIGINAL BLS NOT EXPRESS RELEASE NOT SEAWAY BILL. * OCEAN CARRIER WILL NOT ACCEPT CORRECTIONS UNLESS AUTHORIZED BY THEIR AGENT IN ORIGIN * IF THE CARGO IS DDP SHIPMENTS YOU HAVE TO TRANSFER THE 70% OF THE TOTAL DDP CHARGES.</p>			

2 HOUSE BILL OF LADING INSTRUCTIONS	
<p>MUST SHOW THE CORRECT SHIPPER, CONSIGNEE'S FULL ADDRESS, ADDRESS E-MAIL RUC NUMBER AND TELEPHONE NR NO MANUAL CHANGES OR CORRECTIONS ARE ACCEPTED ORIGINALS AND 4 COPIES ARE REQUIRED THE WEIGHT MUST BE SHOWN IN KILOS (KGS) ONLY. POUNDS (LBS) NOT ACCEPTED. HB/L MUST BE FULLY RATED FOR CUSTOMS PURPOSES ECUADOR ONLY WORKS WITH ORIGINAL BLS NOT EXPRESS RELEASE NOT SEAWAY BILL. FOR CONSOLIDATIONS THE TOTAL FREIGHT OF HBL MUST ALWAYS BE HIGHER THAN THE MBL.</p>	

3 UN MANIFESTED GOODS	
<p>CUSTOMS IN ECUADOR WILL NOT ACCEPT ANY DISCREPANCIES BETWEEN THE COMMERCIAL INVOICE AND THE ACTUAL CARGO RECEIVED. CARGO RECEIVED UN-MANIFESTED IS CONSIDERED AS SMUGGLING UNDER ECUADORIAN LAW. ALL FINES AND CHARGES INCURRED IN RELATION TO UN-MANIFESTED CARGO WILL BE BILLED BACK TO ORIGIN AND/OR GATEWAY OFFICE.</p>	

4 SHIPMENT AUTHORIZATION FROM CUSTOMER SERVICE DEPARTMENT	
<p>FOR DSV-GL ROUTED AND COLLECT SHIPMENTS PLEASE CONTACT CUSTOMER SERVICE DEPARTMENT (SEE ECUADOR CONTACT SHEET) WHO WILL ISSUE INSTRUCTIONS AND AUTHORIZATION TO SHIP.</p>	

5 FREE DOMICILE & DOOR TO DOOR SHIPMENTS	
<p>FREE DOMICILES AND DOOR TO DOOR SHIPMENTS CANNOT BE SENT WITHOUT PRIOR WRITTEN AUTHORIZATION OF DSV-GL. THE ORIGIN OFFICE MUST SUBMIT A QUOTATION REQUEST TO CUSTOMER SERVICE DEPARTMENT (SEE ECUADOR CONTACT LIST) PROVIDING THE FOLLOWING INFORMATION: A. CONSIGNEE'S COMPLETE NAME, ADDRESS AND TELEPHONE B. DESCRIPTION OF GOODS & HARMONIZED CODE C. QUANTITY, WEIGHT & FOB VALUE OF THE CARGO NOTE: UPON RECEIPT OF THE QUOTATION SUBMITTED, THE ORIGIN OFFICE MUST CONFIRM ACCEPTANCE OF ALL CHARGES IN WRITING, PRIOR TO SHIPPING.</p>	

6 PRE ALERT AND INSTRUCTIONS	
<p>SEND E-MAIL PRE-ALERT TO OCEAN FREIGHT AND CUSTOMER SERVICE DEPT (SEE ECUADOR CONTACT SHEET). PLS INCLUDE A SCAN OF THE B/L(S) AND ADVISE FOLLOWING INFO: SHIPPER, CONSIGNEE, VESSEL/VOYAGE, ETD/ETA, OCEAN CARRIER, CARGO DESCRIPTIONS, HB/L #, MB/L # AS PER ECUADOR CUSTOMS LAW, SHIPPING DOCUMENTS MUST BE PRESENTED TO CUSTOMS 48 HOURS PRIOR TO VESSEL ARRIVAL. LATE PRESENTATION WILL RESULT IN A FINE OF USD 300.00 WHICH WILL BE BILLED BACK TO ORIGIN OR GATEWAY OFFICE. CORRECTIONS AND AMMENDMENTS TO B/L AND MANIFEST AFTER ARRIVAL OF VESSEL WILL RESULT IN A FINE ORIGINAL DOCUMENTS MUST BE RECEIVED NO LATER THAN 1 WEEK PRIOR TO VESSEL ARRIVAL SEND BY COURIER ALL ORIGINAL DOCUMENTS (IF REQUIRED) AND INFORM TRACKING NUMBER TO CUSTOMER SERVICE DEPT</p>	

7	WOOD PACKAGING MATERIAL REQUIREMENTS 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	IMO SHIPMENT MBL AND HBL MUST SHOW CORRECT IMO CLASS/PACKING GROUP/UN NR./DESCRIPTIONS EMS /MFIAG UPDATE 06/23/2013 : PROCEDURES FOR DANGEROUS GOODS APG (GUAYAQUIL PORT AUTHORITIES) REGULATION FOR PORT OPERATIONS: CHAPTER III INTEGRAL PORT SECURITY, NUMBER 11.3.- DANGEROUS GOODS UNDER IMO 1 (EXPLOSIVES); IMO 5.2 ORGANIC PEROXIDES, IMO 6.2 INFECTIOUS SUBSTANCES, AND IMO 7 (RADIOACTIVE MATERIAL) ARE CONSIDERED OF IMMINENT DANGER OR RISK FOR THE SECURITY OF PORT FACILITIES, AND THESE CANNOT BE STORED WITHIN PORT PREMISES. EVERY OPERATION INVOLVING THIS KIND OF GOODS SHOULD BE EFFECTED WITH EXTREME CAUTION, CONSIDERING SAFETY MEASURES WHICH GRANT INTEGRITY OF PORT FACILITIES, TEMPORARY WAREHOUSES AND PEOPLE WHO WORK AND TRANSIT ON THEM, CONSIDERING FOR SUCH EFFECT AREAS APPOINTED FOR THESE SPECIAL OPERATIONS AND THE USE OF THE APPROPRIATE EQUIPMENT. REGULATION FOR THE GENERAL CUSTOMS LAW (ART. 60) PRESCRIBES THAT CONSIGNEE MUST HAVE AUTHORIZATION FROM CUSTOMS IN WRITTEN, OR VESSEL WONT BE ALLOWED TO UNLOAD SUCH CARGO, AND CNEE WILL HAVE TO PAY VERY HIGH FINES AND OTHER CHARGES.
9	INVOICING AND CREDIT NOTE INVOICES, DEBIT AND CREDIT NOTES (AMETAS) MUST BE ISSUED TO: GOLDENLOGISTICS S.A, RUC: 0991352333001, AV. 9 DE OCTUBRE 2009 Y LOS RIOS, EDIF EL MARQUES, PISO 5 OFICINA 2-3, GUAYAQUIL, ECUADOR INVOICES & CREDIT NOTES MUST BE SENT WITH THE ORIGINAL SHIPPING DOCUMENTATION
10	FINES FOR NON-COMPLIANCE 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.
11	COMMODITY RESTRICTIONS 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.

STANDARD OPERATING PROCEDURE (SOP)



COUNTRY: ECUADOR		SEA FREIGHT	
Page 2 of 2		PORTS: GUAYAQUIL	
KEY OPS CONTACTS			
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Last Update: JANUARY 2020