|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Shippers Letter of Instruction  Australia / New Zealand | | | | | | | | | | |  | | |
| COMPLETION OF THIS DOCUMENT IS NECESSARY FOR DSV TO COMPLETE A HOUSE BILL ON YOUR BEHALF. PLEASE BE ACCURATE AND USE BLOCK LETTERS  **The Shipper or his Authorised Agent hereby authorises DSV Air & Sea Pty. Ltd and DSV Air & Sea Ltd herein after referred to as DSV. In his name and on his behalf to prepare any export documents to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event of the consignee refusing payment. Hereunder, the sole responsibility of DSV is as indirect carrier subject to its conditions of carriage and the sole responsibility of DSV is as agent for the direct carrier after issuance of direct carriers air waybill or bill of lading. All business is conducted subject to our Standard Trading Conditions of Contract, copies of which are available upon request. DSV does not cover Marine Insurance and we strongly recommend that the shipper/cargo owner contact their own broker for Marine Insurance cover.** | | | | | | | | | | | | | |
| **1. SHIPPER INFORMATION** | | | | | | | | **4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES** | | | | | |
| **Shipper Name:**  **Shipper Address:**  **Contact Name & Number:**  **(AIR ONLY) Registered Known Consignor Y / N AU/KC ID:**  **Screening Certificate Supplied? Y / N**  **ABN:**  **Email Address:** | | | | | | | | **Are there Dangerous Goods or Hazardous Substances covered by this Shipper’s Instruction?** | | | | | **Yes**  **No If yes, please provide an MO41/DG Declaration** |
| **If you answered YES above the Shipper warrants that the consignment contains the following Dangerous Goods or Hazardous Substances (please provide full description):**  Failure to complete this question may result in delays in moving your goods. The Shipper certifies that the particulars on the face hereof are correct and agrees to be bound by the company’s Standard Trading Conditions and that insofar as any part of the consignment contains Dangerous Goods such part is properly described by name and is in proper condition for carriage by air according to the International Air Transport Association’s Dangerous Goods Regulations. It is illegal to consign any unauthorized explosive devices as cargo. | | | | |  |
| **2. CONSIGNEE INFORMATION** | | | | | | | |
| **Consignee Name:**  **Consignee Address:**  **Contact Number:**  **Email Address:** | | | | | | | |
| **5. BATTERIES** | | | | | |
| **Are there Batteries in this Consignment?** | | | | **Yes**  **No** | |
| **If Yes: Are these batteries packed in equipment, with equipment or batteries by themselves?** | | | |  | |
| **If Yes: What type of batteries are inside the consignment (e.g. Lithium Ion)** | | | |  | |
| **Signature of Shipper:** ………………………………. **Date:** | | | | | |
| **3. SHIPPING INFORMATION** | | | | | | | | | | | | | |
| **Notify Party (if applicable):** |  | | | | | | | | **Shippers Ref / Order No.:** | | | |  |
| **Collection Address**  **(Port / Location):** |  | | | **Port of discharge:** | |  | | | **Marine insurance covered by shipper:** | | | | **Yes**  **No** |
| **FOB value for customs:** | **AUD**  **NZD** | | | $ | | | | | **Is this shipment on Letter of Credit?** | | | | **Yes**  **No** |
| **Terms of Delivery:** | **EXW**  **FOB** **CFR** **CIF**  **DAP** **DDP**  **FCA** | | | | | | | | **Freight Charges:** | | | | **Prepaid**  **Collect** |
| **Service:** | **Air >> Is your cargo?**  **Homogenous**  **Non-Homogenous**  **>> Authorised to X-Ray (Uncleared Cargo Only)**  Yes No  **Sea LCL**  **Sea FCL** | | | | | | | |
| **Number of Packages** | | **Weight** | | | **Dimensions (m)**  **L x W x H** | | | | | | | | **Description of Goods** |
| **………** | | **………** | | | **………** | | **………** | | | **………** | | | **………** |
| **………** | | **………** | | | **………** | | **………** | | | **………** | | | **………** |
| **………** | | **………** | | | **………** | | **………** | | | **………** | | | **………** |
| **………** | | **………** | | | **………** | | **………** | | | **………** | | | **………** |
| **Total Qty:** **………** | | **Total Weight: ……… kg** | | | **………** | | **………** | | | **………** | | |  |
| **Total Volume ………** **m3** | | | | | | | |
| **Marks & Numbers:**  *Packaging must have appropriate marks/labels.* | | |  | | | | | | | | | | |
| **Special Handling Instructions:** | | |  | | | | | | | | | | |
| **Does this shipment require Duty Drawback? If yes, please provide import documentation** | | | | | | | | | | **Yes** **No** | | | |
| **Is this cargo being shipped to a destination with an existing Free Trade Agreement with AU?** | | | | | | | | | | **Yes** **No** | | | |
| **If you answered YES above, do you require an FTA template to complete?** | | | | | | | | | | **Yes** **No** | | | |
| **Is an Export Permit required?** | | | | | | | | | | **Yes** **No** | | | |
| **Do you require Original Bills?** | | | | | | | | | | **Yes** **No** | | | |
| **Do you require us to arrange fumigation on your behalf?** | | | | | | | | | | **Yes** **No** | | | |
| **Goods manufactured:** | | | | | | | | | | **Australia** **New Zealand** | | | **Other:** |
| **Has Timber Packaging been used?** | | | | | | | | | | **Yes** **No** | | | |
| **If you answered YES above, is it marked in accordance with ISPM15 regulations?** | | | | | | | | | | **Yes** **No** | | | |
| **Do you need DSV to arrange pick up?** | | | | | | | | | | **Yes** **No** | | | |
| **If you answered YES above, the expected availability date is:** | | | | | | | | | |  | | | |
| **AUSTRALIA**  **ABN:** 47 002 275 676  **Address:** PO Box 432, Tullamarine VIC 3043  **Tel:** + 61 3 9330 6222 **| Fax:** + 61 3 9330 6299 **| Email:** [info@au.dsv.com](mailto:info@au.dsv.com) [info@au.dsv.com](mailto:info@au.dsv.com) | | | | | | | | **NEW ZEALAND**  **Company No:** 2664703  **Address:** 19 Landing Drive, Auckland Airport 2022  **Tel:** + 64 9 255 1100 **| Fax:** + 64 9 255 1104 **| Email:** info@nz.dsv.com | | | | | |