



CARGO DELIVERY PROCEDURE

PLIPDECO LESS THAN CONTAINER LOAD (LCL) WAREHOUSE

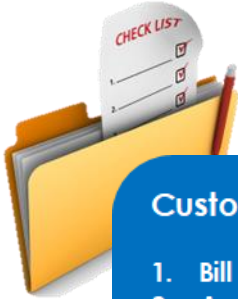
Date Prepared: August 05-2015

Revision Date: July 01-2021



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Customers must possess the following documents:

1. Bill of Lading & Bill of Sight
2. A valid form of Identification (Driver's Permit, Passport, I.D. Card)
3. A license from the Ministry of Trade and Industry for air conditioning units, refrigerators/freezers/chillers
4. If collecting cargo on behalf of another person:
 - i) A valid form of Identification
 - ii) Authorisation letter (two copies – 1 for PLIPDECO | 1 for Customs)

The Cargo Delivery Procedure at the LCL Warehouse:

1. The Customer submits the Bill of Lading and Bill of Sight to the Receiving Clerk (handling and storage charges are calculated).
2. The Customer is called to the PLIPDECO Cashier to pay handling / rental charges (cash or debit card).
3. Customs will call the customer to sign the Bill of Sight, after which the customer will be called to the examination area for the examination of cargo.
4. After the Customer's cargo has been examined, the customer will be directed to pay the relevant Customs duties and taxes (in cash only) at the Customs Cashier.
5. The Customer proceeds to the delivery office, presents the Bill of Lading, PLIPDECO Invoice and Customs Receipt to the Delivery Clerk and signs the Delivery Note.
6. The Delivery Clerk prepares a Delivery Slip which the customer and driver then signs. The customer then completes an Authorisation Form containing the driver's permit number, insurance policy number and vehicle registration number for the driver/vehicle transporting the cargo. This form is presented to the Security at the gate to allow the vehicle entry to the premises.
7. The Checker/Warehouse Attendant verifies all cargo against documentation.
8. The customer's cargo is loaded onto the vehicle, checked by the security at the gate and exits the premises.



Dress Code

Customers are reminded of the dress code in effect as per PLIPDECO and Customs guidelines, which includes:

- **No Slippers**
- **No Short Pants**
- **No Armless/Strap Tops**
- **No Short Skirts or Dresses**
- **No Camouflage**
- **No clothing considered inappropriate when conducting business with a Government office.**

Cargo Delivery Procedure – LCL Warehouse

Revision Date : 01-JULY -2021

Version 2.0



1. The customer submits the Bill of Lading and Bill of Sight to the Receiving Clerk (handling and storage charges are calculated)



2. The customer is called to the PLIPDECO Cashier to pay handling / rental charges. (cash or debit card).



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4. After the customer's cargo has been examined, the customer will be directed to pay the relevant Customs duties and taxes (in cash only) at the Customs Cashier.



8. The customer's cargo is loaded onto the vehicle, checked by the security at the gate and exits the premises.



7. The Checker/Warehouse Attendant verifies all cargo against documentation.



6. The Delivery Clerk prepares a Delivery Slip which the customer and driver then signs. The customer then completes an authorisation form (containing the driver's permit number, insurance policy number and vehicle registration number) for the driver/vehicle transporting the cargo. This form is presented to the Security at the gate to allow the vehicle entry to the premises.



5. The customer proceeds to the delivery office, presents the Bill of Lading, PLIPDECO Invoice and Customs Receipt to the Delivery Clerk and signs the Delivery Note.