



SHIPPING INSTRUCTIONS

Asia Pacific Maritime 2020

18 - 20 March 2020
Marina Bay Sands
Singapore

Presented by

Agility Fairs & Events Logistics Pte Ltd

Co. Reg. No. 198701172E

No 5 Changi North Way, 3rd Floor
Singapore 498771

Tel. +65 6500 0250 • Fax +65 6214 9592 / 6214 9593
fairs-singapore@agility.com – www.agility.com/fairsevents

Contact:

Ms Alice Lum/Ms Serena Kum

AGM (Sales)/AM (Sales)

Agility Fairs & Events Logistics Pte Ltd

Tel. +65 6571 5606 / 5644 • Fax. +65 6214 9592 / 6214 9593
ALum@agility.com / SKum@agility.com

DEADLINES

Arrival of films and video tapes/discs by COURIER	6 - 9 March 2020
Name of Carrier, Ocean BL number and copies of House BL, Commercial invoice and Packing List for SEAFREIGHT consignments	26 February 2020
Arrival of exhibits shipped by SEAFREIGHT	4 - 6 March 2020
Copies of Commercial Invoice and Packing List for AIRFREIGHT consignments	28 February 2020
Arrival of exhibits shipped by AIRFREIGHT	6 - 9 March 2020
Copies of Product Catalogues and H.S. Code Descriptions for consignments that includes MEDICAL EQUIPMENTS/LASER EQUIPMENTS	At least one (1) month prior to show

DEADLINE FOR DISPATCH OF DOCUMENTS (PRE-ALERTS)

To ensure no delays or undue inconvenience for customs clearance on arrival, it is imperative that copy of the vessel/flight details with master air waybill / ocean bill of lading detail be forwarded well in advance before the arrival of shipments according to the stipulated deadlines above. Agility will not be responsible for any delays and any port/airport storage charges will be re-charged at cost. **For late submission of documents, a penalty fee of minimum S\$100.00 per exhibitor/consignment will be imposed.**

Pre-alerts must be forwarded to us:

Agility Fairs & Events Logistics Pte Ltd
Tel. +65 6571 5606 / 5644 • Fax. +65 6214 9592 / 6214 9593
Contact: Ms Alice Lum/Ms Serena Kum
Email: ALum@agility.com / SKum@agility.com

DOCUMENT & CONSIGNMENT INSTRUCTIONS

1. SEAFREIGHT

We need the following documents not later than **26 February 2020**.

- 1 original and 1 copy of Bill of Lading
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All seafreight consignments must arrive at Singapore Port by **4 - 6 March 2020**

2. AIRFREIGHT

We need the following documents not later than **28 February 2020**.

- 1 original and 1 copy of Airway Bill
- 1 copy of Commercial Invoice/Packing List
- 1 copy of Insurance Policy (if insured)

All airfreight consignments must arrive at Singapore airport by **6 - 9 March 2020**

NOTE:- Singapore Customs are strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

Customs fines will be imposed on the exhibitor in cases of Undervaluation, Non-declaration, and Erroneous declaration. In such cases, Agility shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall be borne by the exhibitor. Exhibitors are therefore strongly reminded to declare the **true market value** of their goods and be extremely careful in their preparation of documents.

ALL CONSOLIDATED SHIPMENTS BY AIRFREIGHT OR SEAFREIGHT MUST BE ISSUED WITH HOUSE AIRWAY BILL OR HOUSE BILL OF LADING. A CONSOLIDATION CARGO MANIFEST MUST ALSO BE PROVIDED.

(A 10% outlay commission will be imposed on all "Freight Collect" consignments).

SHIPPING INSTRUCTIONS

1. All exhibition goods by **AIRFREIGHT** and **SEAFREIGHT** must be sent "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 3rd Floor
Singapore 498771
For: Asia Pacific Maritime 2020

All documents such as Bill of Lading and Air waybill must show Agility Fairs & Events Logistics Pte Ltd as the consignee.

2. COURIER CONSIGNMENTS

All courier shipments must be consigned to the following address:-

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 1st Floor
Singapore 498771
For: Asia Pacific Maritime 2020
Ms Alice Lum/Ms Serena Kum
Tel. +65 6571 5606 / 5644

Notes:

- **All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for consignments must be paid by sender in country of origin PRIOR export.**
- **Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Singapore.**
- **A fax/email pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.**
- **Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge.**

CASE MARKINGS

For easy identification, all packages shall be marked as follows:

Asia Pacific Maritime 2020

c/o Agility Fairs & Events Logistics Pte Ltd

Name of Exhibitor	:	_____
Stand Number	:	_____
Case Numbers	:	_____
Gross Weight/Net Weight	:	_____
Dimensions	:	_____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits. The packing of the exhibits are to withstand external elements as well as movements during full transportation and handling.

For main exhibits, we recommend sturdy returnable type of cases to be used for return or onward transport. Exhibitors should also take necessary precautions against rain, especially when the return exhibits are to be packed with original packing materials. Cardboard cartons should be avoided if they are intended for return shipping. Agility will not be responsible for damages and claims arising out of improper packing.

CUSTOMS REGULATIONS

a. BANKER'S GUARANTEE UNDER THE TEMPORARY IMPORT SCHEME (TIS) IN SINGAPORE

Under the T.I.S., a Bank Guarantee is required by the Singapore Customs to cover the potential Goods & Services Tax (GST). Goods for exhibitions may be imported 3 weeks prior to the exhibition and re-exported within 3 weeks of the closure of the exhibition.

Request for extension of these periods must be made in writing (with reasons stated) and approval will be granted on a case by case basis.

As an alternative to the T.I.S., exhibitors can have their goods imported into Singapore by utilising the ATA Carnet. Please check with your local Chamber of Commerce on its application.

b. TEMPORARY IMPORTATION (CONVERSION OF TEMPORARY IMPORT TO PERMANENT IMPORT STATUS)

Exhibits imported under the T.I.S. but are subsequently not re-exported shall require conversion to permanent import permit.

c. PERMANENT IMPORTATION

All goods sold, disposed, or given away or not re-exported at the end of the exhibition will be subject to a GST of 7% of the CIF value.

d. TEMPORARY IMPORTATION & GST/CUSTOMS DUTIES

Any Customs Duties/GST applicable to shipments that are sold during the event will be for the account of the respective freight agent or direct exhibitor who engages our services.

Agility **will not** collect duties/GST from the local buyer. Therefore the exhibitor should include duties/GST in their invoice to the buyer.

An outlay fee of 10% of the paid Customs Duty/GST amount will apply as per our tariff.

e. CUSTOMS-SEALED CONTAINERS

All containers sealed by customs are subject to customs supervision prior to unstuffing (excluding weekends and public holidays). Breaking of seals without permission is a serious violation of customs regulations and offenders are subject to heavy fines. Imposition of fines (if any) will be borne by the exhibitors.

SOLD EXHIBITS

Charges will apply for handling from exhibition stand to venue loading bay. Please contact us for charges relating to onward services.

All duties/taxes/GST payable/disposal of debris/conversion of temporary import to permanent import fee will be for the account of the exhibitor/their appointed forwarder.

SPECIAL LICENSES & PERMITS

Administrative fees will apply for application and endorsement of licenses/permits from relevant Government departments (AVA, IMDA, HPR, RPN, AEB & etc).

RETURN INSTRUCTION

It is imperative that all exhibitors complete and sign the Return Shipping Instruction. Exhibitor should either visit our site office or contact our Agility representative at the earliest opportunity to complete their disposal instructions. If there is any amendment to the return instruction, the exhibitor will have to provide Agility with the revised instruction immediately.

If the exhibitor has sold their exhibits to a 3rd party during the event it is the **SOLE** responsibility of the exhibitor to oversee the collection of their exhibits. Agility will not accept responsibility for any loss or damage.

CARGO HANDOVER

Exhibitors must contact Agility to arrange for any handover of cargo. They will have to handover cargo to Agility together with Agility's Cargo Handover forms before they leave the exhibition. Agility will not be held responsible for any sort of loss or damage incurred due to an exhibitor not completing or signing the forms correctly.

UNATTENDED CARGO AT CLOSE OF EVENT

Complete return instructions must be provided by agent or exhibitor to Agility prior to the show closing. Failure to do so will result in transfer of consignment to Agility warehouse and any such movements will be subject to additional transportation and warehouse storage charges. Agility will also not be responsible for any missing/damage cargo that is picked up on request of the show organizer to clear the hall if cargo is not properly handed over to Agility.

DISPOSAL

Upon delivery of your goods during move in, if your cases are not required to be redelivered to your booth after the show please advise us to arrange for disposal. Fees for disposal shall be charged to exhibitors who require Agility for such service. Otherwise, we will transfer the empty cases back to storage and relevant charges will apply.

RE-EXPORT TIMEFRAME

After the close of the exhibition, re-export may take at least 3 weeks from the close of the show depending on the region and space availability in airlines or shipping lines. For air freight export, it would take at least 2 weeks from close of the show. For urgent re-export, surcharges will apply, please let us know in advance.

MANDATORY REGULATIONS ON WEIGHT VERIFICATION

Effective 1ST July 2016, International Maritime Organization (IMO) has made amendments to the Safety of Life at Sea (SOLAS) convention. SOLAS will require mandatory verification on the **gross weight** ("VGM") of all packages/pallets/containers etc.

As per regulation, verified gross mass (VGM) information will have to be accurately provided in advance to the ocean carrier. The gross weight of cargo and weight declaration mentioned on all shipping documents would require uniformity e.g. If the gross weight of cargo is 500kg, the same should be reflected on the B/L & Commercial Invoice & Packing List. In cases of erroneous declaration, BL amendment fees, penalties and any extra expenses imposed shall be borne by the shipper/exhibitor/forwarding agent. In addition, the error declaration may result in shipment missing sailing schedules and therefore missing delivery timelines. All resultant costs will also have to be borne by the shipper/exhibitor/forwarding agent.

Shipper/Exhibitors/forwarding agents are therefore strongly reminded to be extremely careful in their preparation of documents. Additional information on the IMO / SOLAS requirement can be found on <http://www.worldshipping.org/industry-issues/safety/cargo-weight>

IMPORTATION OF RADIO / TELECOMMUNICATION EXHIBITS

Any radio or telecommunication equipment brought in for the exhibition must receive prior approval by the Infocomm Media Development Authority of Singapore.

A copy of the exhibit catalogue/brochure with the full specifications, together with the full details of your intended demonstrations must be submitted to us not later than **6 Weeks before show** in order for us to apply for the necessary permit with the Authority.

The static display of such equipment at the exhibition is normally permitted when approved by the Infocomm Media Development Authority of Singapore, for entry into Singapore. However, a special approval must be sought for such equipment to be demonstrated at the exhibition or within Singapore.

Such telecommunication equipment should not be uplifted unless approval has been given and cannot be converted to permanent import unless local buyer has valid import license, otherwise equipment has to be re-exported.

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can assist to arrange insurance coverage at competitive premiums.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

MARINA BAY SANDS FLOOR LOADING CAPACITY

Exhibition Hall : 12 KN/sqm
Meeting rooms : 5 KN/sqm

Pointed or Dynamic Loads need special permits by the Centre and are restricted to special locations.

As per MBS's regulation, all details of exhibits or display items which exceeds 1 ton would have to be submitted to us **at least a month** before show date:-

- Product catalogue / specification
- Booth design with machine layout plan
- Actual dimensions of the machine including the base (actual base size)
- Is the machine flat based on castors/legs? If the machine is on castors/legs, please provide footprint of the castors/legs.
- Net weight of the machine (static loading and for machines that are in operation, please provide the dynamic load)

Exhibits exceeding the above stated capacity may require steel plates, as per Marina Bay Sands regulation.

The Centre has the exclusive right to provide forklift trucks (without operator) and other load shifting equipment on rental basis. All forklift rental orders must be submitted to the Centre at least 21 calendar days of required period, 30% surcharge on basic rental applies for any late submissions.

All orders are subject to 10% Service charge and 7% GST.

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd
The Hong Kong and Shanghai Banking Corporation Ltd,
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.
S\$ A/C : 141-271379-001
USD A/C : 260-319876-186
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Request for payments by PayPal can be made to: sgfeaccounts@agility.com

(Credit card payments via PayPal is subject to administrative charges of 4% on the total invoice amount)

Credit Card payment on site:

Payment via credit card will be subject to a service fee of 5% on the total invoice amount (inclusive of GST).

For additional information or clarification, please contact us at:

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 3rd Floor
Singapore 498771
Telephone : (65) 6500 0250
Telefax : (65) 6214 9592 / 6214 9593
eMail : fairs-singapore@agility.com
Website : www.agility.com/fairsevents
Contact : Ms Alice Lum/Ms Serena Kum
E-Mail : ALum@agility.com / SKum@agility.com

IMPORTANT

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request.

Use of AGILITY FAIRS & EVENTS LOGISTICS PTE LTD's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

COMMERCIAL INVOICE / PACKING LIST

Shipper Information					Consignee Information											
Company Name: Address:					Company Name: Address:		AGILITY FAIRS & EVENTS LOGISTICS PTE LTD NO. 5 CHANGI NORTH WAY, 3RD FLOOR SINGAPORE 498771									
Tel: Fax:					Tel: Fax:		+65 6500 0250 +65 6214 9593									
Delivery Information					Exhibition Information											
Representative at Exhibition: Contact Number: Requested Delivery Date: Requested Delivery Time:										Show Name: Asia Pacific Maritime 2020 Show Date: 18 - 20 March 2020 Show Venue: Marina Bay Sands Show City / Country: Singapore					Hall No.	
															Booth No.	
Case / Box №	Dimensions in METRES			CBM	Gross Wt (kg)	Nett Wt (kg)	HS Code	Description of Goods	Country Of Origin	Quantity	CIF value (USD)		Temporary Import	Permanent Import		
	Length	Width	Height								Unit value	Total value				
				0.000								\$ -				
				0.000								\$ -				
				0.000								\$ -				
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				0.000								\$ -				
				0.000								\$ -				
TOTAL:				0.000	0.00	0.00				Total CIF Value (USD):		\$ -				

We certify that the information given above is true and correct, and that prices indicated represent the fair market value for the items described herein.

Company Name/Stamp	Name of Signatory in BLOCK LETTERS	Signature	Date
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Show Name : Asia Pacific Maritime 2020
Show Dates : 18 - 20 March 2020
Show Venue : Marina Bay Sands
City, Country : Singapore

FREIGHT INSTRUCTIONS

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

The Organiser has appointed Agility as the official freight forwarder and site handling agent for the exhibition. Should exhibitors engage another freight forwarder, please complete this Service Form for submission to Agility to facilitate freight handling at the exhibition site.

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

- Arrival of films and video tapes by courier service : 6 - 9 March 2020
- Receipt of documents for seafreight consignments : 26 February 2020
- Receipt of documents for airfreight consignments : 28 February 2020
- Arrival of seafreight consignments : 4 - 6 March 2020
- Arrival of airfreight consignments : 6 - 9 March 2020
- Receipt of Catalogues/Brochures and Radio/Telecommunication Exhibits : **6 Weeks before show**
- Receipt of Product Catalogues for **Medical Equipments** : **At least 1 month prior to show**

2. CONSIGNMENT INSTRUCTIONS

i. All exhibition goods either by **sea freight or airfreight**, must be consigned "Freight Prepaid" as follows:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
 No. 5 Changi North Way, 3rd Floor, Singapore 498771
 Tel: (65) 6500 0250 / Fax: (65) 6214 9592 / 6214 9593
 For: **Asia Pacific Maritime 2020**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

ii. All exhibition goods by **courier** must be consigned "Freight Prepaid". For shipping instructions please contact us for consignee details.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

All business is transacted strictly in accordance with our General Trading Conditions. A copy is available upon request

We also inform Agility Fairs & Events Logistics Pte Ltd that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Fax: _____ E-mail: _____

Authorised by: Booth No: _____

Name _____

Designation _____

Company _____

Email _____

Address _____

Tel _____ Fax _____

Signature & Date _____

Send this form to:
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
 No. 5 Changi North Way, 3rd Floor
 Singapore 498771
 Tel: (65) **6571 5606 / 5644** / 6500 0250
 Fax: (65) 6214 9592 / 6214 9593
 Contact: **Ms Alice Lum/Ms Serena Kum**
 E-mail: **ALum@agility.com / SKum@agility.com**
 www.agility.com/fairsevents

AGILITY FAIRS & EVENTS
(ALL RISK CARGO INSURANCE)
FOR
TRANSIT WITH EXHIBITION COVER

RISKS COVERED

Institute Cargo Clauses (A)
Institute Cargo Clauses (Air)
Institute Strikes Clauses (Cargo)

This insurance covers all risks of loss of or damage to the subject-matter insured including 60 days exhibition/temporary storage period except as excluded by below exclusions.

This insurance covers general average and salvage charges, adjusted or determined according to the contract of affreightment and/or the governing law and practice, incurred to avoid or in connection with the avoidance of loss from any cause except those excluded.

MAIN EXCLUSIONS

In no case shall this insurance cover

- i. loss damage or expense attributable to wilful misconduct of the Assured
- ii. ordinary leakage, ordinary loss in weight or volume, or ordinary wear and tear of the subject-matter insured
- iii. loss damage or expense caused by insufficiency or unsuitability of packing or preparation of the subject matter insured to withstand the ordinary incidents of the insured transit where such packing or preparation is carried out by the Assured or their employees or prior to the attachment of this insurance (for the purpose of these Clauses "packing" shall be deemed to include stowage in a container and "employees" shall not include independent contractors)
- iv. loss damage or expense caused by inherent vice or nature of the subject-matter insured
- v. loss damage or expense caused by delay,
- vi. loss damage or expense arising from insolvency or financial default of the owners managers charterers or operators of the vessel
- vii. loss damage or expense directly or indirectly caused by or arising from the use of any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter.
- viii. war civil war revolution rebellion insurrection, or civil strife arising therefrom, or any hostile act by or against a belligerent power
- ix. loss damage or expense arising from the absence, shortage or withholding of labour of any description whatsoever resulting from any strike, lockout, labour disturbance, riot or civil commotion.
- x. loss damage or expense arising from water damage, damage to paintwork, ordinary wear and tear, chipping, denting, scratching, marring, bruising and loss, damage or expense caused by rust, oxidation and/or discolouration howsoever arising, especially in relation to used items.

Coverage: **1 or 2 Way(s)** Transit includes 60 days exhibition and incidental storage forming part of the transit.

Additional Benefit:-

Where the extent of loss or damage is such that the Assured is unable to participate in the Exhibition then valuation hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss appertaining directly to the Exhibition up to a maximum of USD 100,000 any one Exhibition or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.

2 Ways insurance coverage can be arranged from origin before cargo is uplifted from origin (apart from foreign restricted countries) and where shipper has insurable interest for the cargo. For such coverage, evidence of proper packing of cargo must be produced for verification in case of claims.

INSURANCE PREMIUM – General Cargo:

General Cargo – goods that attract no special hazard in regard to stowage, handling, packing or during normal method of transit or by their inherent nature, and are not more than normally susceptible to loss and/or damage arising from pilferage, leakage, shortage, loss in weight, breakage, scratching, bruising, chipping, denting, bending or crushing or are not liable to perish, deteriorate or suffer any changes in quality or suffer from electrical, mechanical or any other form of derangement breakdown.

Cargo Value SGD _____ Insured Value = 110% of Cargo Value
Premium = 1.0 % of Insured Value, minimum charge: **SGD 100.00 per policy**

Applicable Conditions/Clause

Excess/Deductible (normal) : USD 200.00

Excess/Deductible (oversize and heavy-lift) : 3% of Loss

Exhibition clause – see attached

Oversize and heavy-lift cargo – premium to be 1.5 times of general premium stated above.

NOTE:- In the absence of any instructions to secure the above cargo insurance, Agility’s cargo liability, due to negligence, is limited to USD 1.00/kg. Any under declared insured value is subject to average condition.

Exhibition Risks Clause:

In respect of Exhibition Risks (as defined in the Attachment / Termination of Transit Clause in this Contract); for Subject matters insured under this Contract **to and from an Exhibition location**, cover hereunder shall remain in full force and effect upon such Subject matters being delivered into **and whilst at the location for a period not exceeding 60 days** subject to the following terms conditions limitations exceptions and exclusions.

1. Periods in excess of 60 days are subject to an additional premium per month or part thereof. Additional premium as per Temporary Storage rates on the Premium Rating Schedule.
2. Including during all related installation, erection and dismantling at the Exhibition.
3. Unless the repacking of the Goods after the exhibition is carried out by professional packers, the Goods are to be repacked to not less than the same standard as for the outward journey and repacking is supervised by a responsible official of the Assured.
4. This insurance remains in full force whilst the Subject-matter insured is being used or demonstrated at the exhibition but in no case shall extend to cover loss of or damage thereto caused by such use or demonstration.

In the event that loss or damage caused by an insured peril is such that the Assured is unable to participate in the Exhibition, then valuation of such loss or damage hereunder shall extend to include any reasonable expenses already incurred by the Assured at the time of loss or damage appertaining directly to the Exhibition up to a maximum of USD 100,000 or 10% of the sum insured at risk, any one Exhibition any one time, whichever is the lower amount.

Agreed By:-

_____ (Signature)

Full Name:
Position:

_____ (Company Stamp)

Date:

All Business is handles subject to our General Trading Conditions. A copy can be made available upon request