

# Shippers Letter of Instruction

Australia / New Zealand



Global Transport and Logistics

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 Pty 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

Shipper Name:

Shipper Address:

Contact Name & Number:

ABN:

Email Address:

## 2. CONSIGNEE INFORMATION

Consignee Name:

Consignee Address:

Contact Number:

Email Address:

## 4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

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.

## 5. BATTERIES

Are there Batteries in this Consignment?  Yes  No

If Yes: Are these batteries packed in equipment, with equipment or batteries by themselves?  Yes  No

If Yes: What type of batteries are inside the consignment (e.g. Lithium Ion)  Yes  No

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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
FOB value for customs:	<input type="checkbox"/> AUD <input type="checkbox"/> NZD	\$	Is this shipment on Letter of Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Terms of Delivery:	<input type="checkbox"/> EXW <input type="checkbox"/> FOB <input type="checkbox"/> CFR <input type="checkbox"/> CIF <input type="checkbox"/> DAP <input type="checkbox"/> DDP <input type="checkbox"/> FCA		Freight Charges:	<input type="checkbox"/> Prepaid <input type="checkbox"/> Collect
Service:	<input type="checkbox"/> Air <input type="checkbox"/> Sea LCL <input type="checkbox"/> Sea FCL			

Number of Packages	Weight	Dimensions (m)			Description of Goods
		L	x	W x H	
Total Qty: .....	Total Weight: ..... kg	Total Volume ..... m <sup>3</sup>			

Marks & Numbers:	<i>Packaging must have appropriate marks/labels.</i>	
Special Handling Instructions:		
Does this shipment require Duty Drawback? If yes, please provide import documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this cargo being shipped to a destination with an existing Free Trade Agreement with AU?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered YES above, do you require an FTA template to complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is an Export Permit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require Original Bills?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require us to arrange fumigation on your behalf?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Goods manufactured:	<input type="checkbox"/> Australia <input type="checkbox"/> New Zealand	Other:
Has Timber Packaging been used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered YES above, is it marked in accordance with ISPM15 regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need DSV to arrange pick up?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:

NEW ZEALAND  
 Company No: 2664703  
 Address: 7 Landing Drive Mangere, Auckland Airport 2150  
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