

R. E. ROGERS INDIA PVT. LTD. NEW DELHI
INTERNATIONAL SHIPPING INSTRUCTIONS, NEW DELHI
FOR YEAR 2019 -20

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The following instructions have been prepared to clearly outline the requirements for importation of both 'Temporary and Consumable' items for Indian Exhibitions and should be read carefully.

Failure to comply with the following can jeopardise the clearance and delivery of your exhibits and incur additional charges.

We strongly propose the use of our recommended/approved Agent in your country who is fully conversant with the necessary procedures and can guide you on all aspects.

1. **IMPORTANT INFORMATION ON TEMPORARY IMPORTATION OF EXHIBITS**

- (1a) The temporary importation of exhibits is allowed only for ITPO or Govt. of India shows. Redisplay at other shows in India has to be permitted by Indian customs. To obtain this permission R.E. Rogers India (Pvt) Ltd will require a detailed letter from the exhibitor to present to customs for their ruling. We must point out that the customs decision is beyond our control. Please contact us to discuss.
- (1b) The temporary import is only allowed on exhibits where the organisers, by issuing a certificate of participation confirming that the shipper/owner of the exhibits is an exhibitor at the event. The certificate of participation is must for customs clearance of exhibits.
- (1c) The value on ATA carnet will be treated as FOB unless it is specifically mentioned CIF. ATA carnet must be in **English language**. Literature and consumables should not be mentioned on ATA carnet.

Indian customs do not accept the transit vouchers to transport the goods with in India.

- (1d) Bank Guarantee / Embassy Guarantee / ATA Carnet - One of the documents is necessary for temporary clearance of the exhibits. These documents are accepted by Indian Customs for 6 months with a condition that the cargo would be re-exported.
- (1e) Literature, catalogues, brochures, leaflets or other kind of printed material (not in book or magazine forms) meant for free distribution for promotional purpose is exempted from the customs duty up to a CIF value of Indian Rupees 2000 per exhibitor. All other consumable items such as small valued samples, gift items and advertising material are dutiable and should be included in guarantee value.
- (1f) The goods must remain in our control until these are re-exported, duty is paid or as permitted by the customs authorities.
- (1g) **RETURN FREIGHT**: Please note all freight is returned on **Freight collect** basis as per Airlines prevailing rates. The air freight rates quoted in advance are for budgetary purpose only and could vary during affecting the actual shipment.
- (1h) **18% GST will be charged on Handling, Transportation and other expenses of this nature instead of earlier 15% Service Tax. Therefore the same shall be charged accordingly.**

2. CONSIGNEE INSTRUCTIONS

- 2a) For Air / Sea shipment arriving at airport and ICD TKD, New Delhi respectively. The consignee and notify on bill of lading & AWB should be as following. All cargo must be shipped as freight prepaid.

CONSIGNEE	NOTIFY
R.E. Rogers India (Pvt) Ltd 1, Commercial Complex Pocket H & J, Sarita Vihar New Delhi - 110 076 India Tel: 0091-11- 2694 9801, 2694 9802 Fax: 0091-11- 2694 9803, 2694 5900 Email:rerid@rogersworldwideindia.com	Exhibitor..... C/o Exhibition..... Hall No.....Booth No..... Date Venue..... Place.....

2b) CONSIGNEE ON COMMERCIAL INVOICE / PACKING LIST

EXHIBITOR NAME
C/O EXHIBITION NAME.....
STAND NUMBER.....
NAME OF EXHIBITION & LOCATION

- 2c) The below description must be mentioned on Commercial invoice / Packing List clearly.

- Quantity, type, serial numbers, model numbers
- Individual values
- Customs tariff number
- Total C.I.F. value
- Country of Origin
- Invoice Number and date
- It should be signed and stamped by the exhibitor

3. DEADLINES

a)

Sea Freight	FCL / LCL	Should arrive at ICD,TKD Delhi or CFS,PPG Delhi - 2 weeks prior to opening of show or your intended work commencement date on-site
Air Freight		Should arrive at Delhi Airport - 10 working days prior to opening of show or your intended work commencement date on-site

- b) FCL/LCL/Out of Gauge Shipments that terminate in Mumbai for New Delhi events will be subject to individual instructions and of course earlier arrival dates. Should you need to ship by this routing, please contact us for special arrival deadline and instructions.
- c) Only 3 days free time is allowed on arrival of containers at ICD, New Delhi. Thereafter detention / demurrage charges will apply. On containers transiting by road from Mumbai to New Delhi the shipper must arrange for empty container to be handed over to shipping line in New Delhi ICD. Costs for return to Mumbai are high and also increase detention charges.

- d) **Console Air Cargo** -The console manifest along with MAWB & HAWB copies must be sent to us for registration with airport authorities prior to dispatching the shipments. If is not received and registered before the landing of cargo, the fine and penalty will be payable.

4. **DOCUMENTS REQUIRED FOR CLEARANCE OF SEA / AIR FREIGHT SHIPMENTS**

S. No.	DOCUMENTS	Form No.
1.	Pre Alert - Original	3
2.	Commercial Invoice / Packing List - 05 copies	6 & 7
3.	Customs declaration - 3 copies	1
4.	Authorisation letter to handle ATA Carnet or any other document (POA)	2 & 5
5.	ATA Carnet Or Bank Guarantee Or Embassy Guarantee	
6.	Bill of Lading (for Sea only) - 1 original and 3 copies	
7.	Organisers letter of participation	
8.	Insurance certificate along with contact details of insurance company in India	
9.	Cargo/container Manifest in case of FCL/LCL or consolidated air freight shipments	
10.	Product Catalogue	
11.	Phytosanitary Certificate	
12.	List of documents for completing the commercial Clearance after the show	8

5. **DOCUMENTS DISTRIBUTION**

- 5a. All documents must be faxed / e-mailed before sending the original for our approval / confirmation in advance before sending the original.
- 5b. For airfreight - After our approval, all original documents must be attached to the airway bill.
- 5c. For sea freight - After our approval, the documents in original must be couriered at the following address and should reach to us before arrival of the container at port.

R.E. ROGERS INDIA [PVT] LTD
1, Commercial Complex
Pocket H & J, Sarita Vihar
New Delhi - 110 076
INDIA
Tel: +91 (11) 2694 9801, 2694 9802
Fax: +91 (11) 2694 9803, 2694 5900
E-Mail: rerid@rogersworldwideindia.com

- 5d. Without **ORIGINAL DOCUMENTS** goods cannot be cleared through customs.

6. **INSURANCE**

It is the **exhibitor's responsibility** to insure the exhibits from his premises to stand, duration of exhibition /storage and return to premises. Details of the local representative of Insurance Company must be intimated in the event of loss or damage.

7a. HAND CARRIED

Hand carrying of exhibits is **not recommended**. Exhibitors who are willing to do so should discuss with R.E. Rogers India (Pvt) Ltd.

7b. COURIER SHIPMENTS

Neither we recommend any shipment by courier mode, nor will we be in a position to assist its clearance, if the material is stuck in customs for want of any documents or clarification.

8. BANK GUARANTEE FOR TEMPORARY IMPORT

The Bank Guarantees must be in place prior to arrival of your shipment in India. The Guarantee amount would normally be **30%** (unless agreed otherwise) of the CIF value. Further your Bank Guarantee has to be supported by a bond of 150% of CIF value (This bond can be provided by us on your behalf.

This Bank Guarantee should be arranged through your bank as a counter guarantee to scheduled bank in New Delhi as a surety against settlement of all duties and taxes which may become payable if all items imported are not accounted for. The guarantee should be valid for a period of one year from the closure of the exhibition date.

We strongly recommend to use **CTCB** (Details below) or the scheduled bank in New Delhi,:-

CHINA TRUST COMMERCIAL BANK
21A, JANPATH , NEW DELHI - 110 001. INDIA
TEL: 91-11-23356001/2/3/4/5
FAX: 91-11-23731815
TEL: 031-65625
SWIFT REF: CTCB INDD

China Trust Commercial Bank are fully aware of procedures and requirements which ensures early insurance of Bank Guarantees.

Prior to opening of bank guarantee, exhibitor's bank must make contact with China Trust Bank, New Delhi through the Swift Code **CTCB INDD** to confirm if they have Swift BKE (Bilateral Key Exchange) or Authenticated Messaging Arrangement with them.

Please also make sure that following important points are covered while transmitting bank guarantee message to China Trust Bank:-

- xi) Validity of Bank Guarantee.
- xii) R.E. ROGERS INDIA is authorised to provide format
- xiii) R.E. ROGERS INDIA is authorised to collect bank guarantee
- xiv) Bank Guarantee amount
- xv) Name of Exhibitor / Show
- xvi) Bank Guarantee to be issued in Equivalent Indian Rupees
- xvii) Automatic renewal of Bank Guarantee till it is cancelled.

Since the Bank Guarantee procedures are complicated, we recommend wherever possible to use ATA Carnet or Embassy Guarantee, Bank Guarantees should be in place at least 3 weeks prior to arrival of your shipment.

9. PACKING OF EXHIBITS

- (9a) Consumables and exhibits under Bank / Embassy Guarantee and ATA Carnet should be packed separately:
- (9b) The exhibitor shall be responsible for the consequences of improper packing.

Please note that the exhibits are to be repeatedly loaded and unloaded by different parties. During the long distance transportation shocking / bumping will sometimes be inevitable. Moreover, the exhibits will be placed outdoors many times, including open-air storage at the exhibition center before and after the exhibition sometimes even without a tarpaulin. Therefore, we strongly recommend the Exhibitor to take necessary precautions against damage and rain, especially when the return exhibits are to be packed with original packing materials (the case as well as aluminum foil, plastic covers etc. may be damaged already during unpacking)

- (9c) Case Marking
Each case should be clearly marked as follows:

EXHIBITORS NAME.....
STAND NUMBER.....
NAME & LOCATION OF EXHIBITION
CASE NUMBER (This should tally with your packing list/invoice)

10 PROCEDURES AT THE END OF EXHIBITION

10 (1) Sale of exhibits

Sale of exhibits is allowed after the exhibition. Exhibits will be transferred to bonded warehouse / warehouse till the sale procedures are completed.

Documents required for sale: - SEE FORM 8

All charges from close of exhibition till handed over to buyer are for exhibitors account unless agreed otherwise.

10(2) Destruction of Materials

This is strictly at the discretion of **Customs Authority** and can only be ascertained on receipt of information relating to the material. Please contact us on this subject.

Do not assume this is possible.

10(3) Goods lost or not accounted for

Exhibits lost, given away or consumed that are under temporary import will be subject to duties and taxes and a full enquiry by customs.

11. FORMS FOR COMPLETION

The following documents are to accompany your shipping documents apart from Form 8.

- a) Form - 1 : Declaration Form -applicable for exhibits under Bank Guarantee / Embassy Guarantee
- b) Form - 2 : ATA Carnet Letter of Authorization
- c) Form - 3 : Pre-Alert
- d) Form - 4 : Undertaking on exhibitor's letterhead for customs Bond
- e) Form -5 : Letter of Authorization for customs for all shipments On the exhibitors letterhead
- f) Form - 6 : Format - Commercial Invoice
- g) Form - 7 : Format - Packing List
- h) Form - 8 : List of documents for completing the commercial Clearance after the show

**DECLARATION TO BE SIGNED BY AN IMPORTER CLEARING HIS GOODS
WITH/WITHOUT THE HELP OF A CUSTOMS HOUSE AGENT**

DECLARATION

1. I / We declare to the best of my/our knowledge and belief that the contents of invoice No.(s)dated.....and other documents relating to the goods covered by the said invoice(s) and presented herewith are true and correct in every respect

I / We declare to the best of my/our knowledge and belief that the contents of this bill of entry for goods imported against Bill of Lading No..... dated..... are in accordance with the invoice No.....dated..... and of other documents presented herewith are true and correct in every respect

2. I / We declare that I / we have not received and do not know of any other documents and information showing a different price, value (including local payments where as commission or otherwise), quantity or description of the said goods and that if at any time, hereafter I/we discover any information showing a different state of facts. I/We will immediately make the same known to the Collector of Customs

3. I / We declare that the goods covered by this bill of entry have been imported on an outright purchase/consignment account.

4. I / We am/are not connected with suppliers/manufacturers as:

- (a) Agent / distributor / indenter / branch / subsidiary / concessionaire, and
- (b) Collector entitled to the use of trade mark, patent and design;
- (c) Otherwise than as ordinary importers or buyers

5. I / We declare that the method of invoicing has not changed since the date on which my/our books of accounts and/or agreement with the suppliers were examined previously by Customs House

Signature of Importer.....

& Rubber Stamp of Company

LETTER OF AUTHORISATION

For R.E. Rogers to intervene on the ATA Carnet we will require a Letter of Authorization from the exhibitor in the following format:

DRAFT LETTER ON COMPANY HEADED PAPER

(6) SIX ORIGINALS REQUIRED

TO WHOM IT MAY CONCERN

I/we (Signatory)

(Company Name) of

hereby appoint.....

to be my/our agent for the purpose of dealing with and signing

ATA Carnet Number

DATED.....SIGNED

ON YOUR COMPANY HEADED PAPER

PRE-ALERT

(Please tick the applicable box)

DATE: No. of pages including this page.....

To,

R.E. ROGERS INDIA PVT. LTD.

- ☐ NEW DELHI- FAX NO. +91-11-26949803 E-mail: rerid@rogersworldwideindia.com
☐ MUMBAI - FAX NO. +91-22-28208942 E-mail: rerogers_mumbai@vsnl.com
☐ BANGALORE - FAX NO. +91-80-25229757 E-mail: rerogers@bgl.vsnl.net.in

NAME OF EXHIBITION :

NAME OF EXHIBITOR/S: 1)
 2)
 3)

We expect to dispatch shipment by Airfreight / Sea freight toAirport / Port
 on Flight No. / Vessel (Date)

- | | | | |
|--|-------|-------|---|
| <input type="checkbox"/> Invoice value | : | | <input type="checkbox"/> No. of pages |
| <input type="checkbox"/> Airway / Bill of Lading No.: | : | | <input type="checkbox"/> Copy enclosed |
| <input type="checkbox"/> Authorisation letter to Airline: | : | | <input type="checkbox"/> Copy enclosed |
| <input type="checkbox"/> ATA Carnet No. | : | | <input type="checkbox"/> Copy enclosed |
| <input type="checkbox"/> Guarantee | : | | <input type="checkbox"/> Bank / Embassy |
| <input type="checkbox"/> Phytosanitary Certificate | : | | <input type="checkbox"/> Copy enclosed |
|
 | | | |
| <input type="checkbox"/> Other Information / Instructions: | | | |
| | | | |

We hereby instruct R.E. ROGERS INDIA PVT. LTD. to clear our shipment through customs in accordance with your shipping instructions. All charges in connection with this movement are for our account

For and on behalf of :

Name and signature :

SHOULD BE TYPED ON OFFICIAL LETTERHEAD OF THE EXHIBITOR

THIS LETTER IS TO AKNOWLEDGE OUR UNDERSTANDING OF THE SHIPPING INSTRUCTIONS ISSUED BY R.E.ROGERS INDIA PVT. LTD., THE OFFICIAL FORWARDER FOR THE SHOW.

R. E. ROGERS INDIA PVT. LTD, UNDERSTNDS THAT ALL FREIGHT SHIPPED BY
(EXHIBITOR'S NAME) _____
ADDRESS _____

WILL BE EITHER RETURNED TO ORIGIN OR SOLD TO A LICENCED INDIAN IMPORTER. WE UNDERSTAND THAT IN EITHER CASE R.E.ROGERS INDIA PVT. LTD. IS THE ONLY CUSTOMS BROKER EMPOWERED BY THE ORGANIZER TO HANDLE ALL CUSTOMS MATTER. WE ALSO HEREBY ACCEPT ANY BONDED STORAGE CHARGES THAT MAY INCUR DURING PROCESS OF THE RE-EXPORT OR NATIONALIZATION.

AS SPECIFIED IN THE SHIPPING INSTRUCTION, WE ACCEPT AS OUR RESPONSIBILITY TO MAKE SURE THAT ALL OUR EQUIPMENT FOR THE SHOW WILL BE PROPERLY INSURED AGAINST ALL RISKS.

IT IS ALSO OUR UNDERSTANDING THAT WE WILL GAIN CUSTODY OF OUR PRODUCTS DURING MOVE IN OF THE SHOW FROM THE TIME WE RECEIVE OUR EXHIBITS FROM THE OFFICIAL CONTRACTOR. WE WILL BE RESPONSIBLE FOR THE SAFETY AND SECURITY OF OUR EXHIBITS. WE, THEREFORE, HOLD HARMLESS R.E.ROGERS INDIA PVT. LTD. FROM ANY DUTIES, TAXES, FINES AND / OR PENALTIES LEVIED BY THE INDIAN GOVERNMENT AS A RESULT OF ANY DISCREPANCIES BETWEEN THE INBOUND AND RETURN SHIPMENT, REGARDLESS OF THE REASONS FOR DISCREPANCIES.

IT IS ALSO OUR UNDERSTANDING THAT IF THE GOODS ARE LOST OR STOLEN, ALL DUTIES, TAXES, FINES AND / OR PENALTIES LEVIED BY THE INDIAN GOVERNMENT WILL STILL APPLY AND WILL BE PAID BY OUR COMPANY IN FULL AT YOUR FIRST REQUEST AND WITH NO DELAYS.

WE SHALL BE LIABLE FOR THE IMMEDIATE AND IRREVOCABLE REIMBUSEMENT OF ANY ALL AMOUNTS OF DUTIES, TAXES. FINES AND / OR PENALTIES IMPOSED BY INDIAN CUSTOMS THROUGH R.E.ROGERS INDIA PVT. LTD.

NAME OF EXHIBITOR _____

FULL ADDRESS _____

NAME OF SIGNATORY _____

WITNESS 1. _____

WITNESS 2. _____

FORM 5

TO WHOMSOEVER IT MAY CONCERN

WE HEREBY AUTHORISE M/S R.E.ROGERS INDIA PVT.LTD. NEW DELHI TO DO THE CUSTOMS CLEARANCE AND TAKE THE RELEASE OF THE SAME ON OUR BEHALF.

AWB NO. / BILL OF LADING NO.-----
INVOICE NO.-----

YOURS FAITHFULLY

NAME AND SIGNATURE OF THE EXHIBITOR

COMMERCIAL INVOICE

SHIPPER: NAME: ADDRESS:		CONSIGNEE :			INVOICE NO: DATE: REMARKS A - RE-EXPORT ITEMS B- DISPOSED / CONSUMED C- GIVEN AWAY			
S.NO.	DESCRIPTION OF THE GOODS	H.S. CODE	QTY.	CIF VALUE (USD)		REMARKS		
				UNIT VALUE	TOTAL VALUE	A	B	C

**SIGNATURE OF THE AUTHORISED PERSON
ALONG WITH THE COMPANY STAMP**

NAME OF THE COMPANY

PACKING LIST

SHIPPER: NAME: ADDRESS:		CONSIGNEE :				
CASE NO.	DIMENSION L X B X H (CM)	VOLUME	QTY.	WEIGHT (KG)		DESCRIPTION OF THE GOODS
				NET	GROSS	

**SIGNATURE OF THE AUTHORISED PERSON
ALONG WITH THE COMPANY STAMP**

NAME OF THE COMPANY

**LIST OF DOCUMENTS FOR FILING THE SALE BILL OF ENTRY
TO BE PROVIDED BY THE BUYER**

1. Purchase order from the buyer to the seller showing the intention to buy the exhibits.
2. Seller's acceptance letter or sale deed against buyers offer.
3. Bank attested fresh Commercial Invoice on Buyer's name.
4. A short write up on the function of the equipment along with the catalogue.
5. A photocopy of the Import Export Code of your company.
6. Authority letter to us for handling the Sale of Entry.
7. GATT declaration & Bill of Entry declaration duty signed and stamped.

Disclaimer

It is agreed that the laws in effect in India and as applicable therein, shall govern these Shipping Instructions & tariff/agreement and any action, proceeding or claim arising out of any dispute in relation under these Shipping Instructions & tariff/agreement shall be brought in the **courts of India only** to the exclusion of all other courts.

IMPORTANT NOTE - Though we will try our best to clear the consignment as quick as possible but in case of any delay for want of document or other unforeseen circumstances due to customs, we should NOT be held responsible.