

UNFCCC COP 20/CMP 10

Lima, Peru 2014

Official Shipping Guidelines

- FedEx EXPRESS - Scharff Logística Integrada S.A (the exclusive representatives for FedEx EXPRESS)
- Panalpina Transportes Mundiales S.A.

are the official shipping and freight forwarding agents
appointed for COP20/CMP10

Team Contact Details

- **FedEx EXPRESS**

Key Account

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- **Panalpina Transportes Mundiales**

Import / Export Coordinator:

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Customs Agency and Air Cargo Operations:

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DOCUMENTATION

1. COMMERCIAL INVOICE

- Invoice number
- Date
- Shipper's name and address
- Consignee's name and address
- Description of goods
- Unit value and total value
- Brand
- Model
- Country of origin
- Incoterms
- Amount
- Currency and other if applicable
- Translation of invoice. Applicable when the invoice is not in Spanish and / or where no detail brand, model and country of origin is noted.
- Air Waybill (HAWB)
- Policy / Application of insurance, if applicable. It should indicate the value of the premium.
- Import permit, in case of restricted products
- Minimum Product descriptions: usage, function, etc.

1.1. ADDITIONAL DOCUMENTATION FOR THE TEMPORARY ADMISSION FOR RE-EXPORT IN THE SAME STATE

- Bank's letter of guarantee requested by importer.

2. PACKING LIST

1. Detailed packing list, package-wise, giving complete details of cargo with model/serial number if any, weight and measurement of each individual case.
2. Details on all documents must tally with each other in terms of consignee name, gross weight, volume weight, cargo details, number of packages, etc.
3. Name of Exhibitors/Participant.
4. Name of the event: COP20/CMP10 - Lima 2014
5. Date of the Event: 12.1.2014–12.12.2014
6. Stand number.
7. Gross weight.
8. Dimension (metric units).
9. All markings must be in Spanish only.
10. Please be sure to remove all previous and old markings before shipment.
11. Number of each single package within a pallet must be indicated on the commercial invoice and packing list (example 1 of 2; 2 of 2 etc.)
12. For fragile packages, it is the sender's responsibility to use proper packaging, with the correct handling and transportation conditions, using proper security labels.

3. PACKING / CASE MARKING

1. It is mandatory to use UN labels proper for COP20/CMP10.
2. Side Events and Exhibits: the consignment labels will be sent to the official organizers that have accounts in the side events and exhibits – on the online registration system (SEORS).
3. Delegations consignment labels, may be obtained upon request by email:
consignments@unfccc.int
4. All packages shipped must have identification markings.

4. TEMPORARY IMPORTS SHIPMENTS

The temporary admission for re-exportation of goods in the same state, is the system that allows entry into customs territory of certain goods, with the suspension of payment of customs duties and other import taxes, provided that the goods are identifiable and it is intended to fulfill a specific purpose in a specific place for a determined period of time without experiencing any changes, except for the normal depreciation caused by the usage of the goods.

4.1 GOODS ALLOWED:

Goods that qualify under the temporary admission for re-export in the same state, are listed in the Ministerial Resolution No. 287-98-EF / 10

***Any further information on web: www.sunat.gob.pe**

5. GOODS ENTERING THE EVENT COP20 / CMP10

Diplomatic goods from Embassies and goods for NGO's

- The entry of goods by diplomatic missions (embassies), is handled with an official document issued by the Ministry of Foreign Affairs, which frees them from import taxes.
- Regarding **NGO's, they must** have a donation approval resolution issued by the Ministry of Foreign Affairs, stating that the goods are entering as a donation. The NGO must be registered as a donation recipient entity with the Peruvian International Cooperation Agency – Agencia Peruana de Cooperación Internacional (APCI).
- Goods entering definitely are considered for tax exemption. Customs declaration should be numbered for importation.
- **Goods entering for COP20/CMP10:**
- If the diplomatic and NGO's good entering are destined specifically for the event sponsored by UN: COP20/CMP10, and considering that this event has been declared of National interest through DS N°007-2013-MINAM; therefore, all temporarily and definite goods entering the country will comply under the law N° 29963 "Ley de Facilitación Aduanera y de Ingreso de Participantes para la Realización de Eventos Internacionales

Declarados de Interés Nacional". (Custom and participants facilitation Law for events declared of national interest)

Under the above mentioned law, all goods entering the country must have the following:

- 1.-The diplomatic missions and NGO's must be registered as participants in the event.
- 2.-For the temporary admission of goods for diplomatic missions and NGO's:
 - Issue of Request for eligibility to the Law N ° 29963.
 - Guarantee for import taxes is required, such guarantee may be nominal or bank letter of guarantee.
 - Restriction Document from the competent sector in case of restricted merchandise.
- 3.-For entry of consumable goods of diplomatic missions and NGOs:
 - Issuance of simplified import declaration or customs declaration
 - Restriction Document of the competent sector in case of restricted merchandise.
 - Exempt from import taxes

6. TELECOMMUNICATION EQUIPMENT

- The entry of telecommunications equipment requires authorization from the Ministry of Transport and Communications for both temporary and permanent entries.
- It should be noted that goods entering temporarily have an authorization period of 06 months. If goods are entering permanently, the merchandise should be duly homologated and then apply for the proper import authorization.
- If telecommunications equipment is entering for COP20 / CMP10, they must be entered temporarily.

8. AIR CARGOS

Port of destination: Lima (LIM). Copies/scans of HAWB/MAWB and invoices have to be mailed to Giselle.Ibanez@gruposcharff.com/ Carmen.Barrueta@gruposcharff.com

9. OTHER DOCUMENTS

- Packing list for each package and weight & dimensions specifications.
- Copy of confirmation of participation given by the Organizer to the exhibitor.
- Certificate of origin.
- Certificates for wooden packages according to ISPM 15 standards.

Remarks

1. Deadline for delivering goods to Lima will depend on the type of good you want to import. Please consider a minimum of 5 days. Specifications and information can be found on Sunat web page: www.sunat.gob.pe
2. Any delays or costs due directly to incorrect/improper/missing documents, will be billed to the Participant, there is also the possibility that in such cases, the cargo would not be delivered to COP20/CMP10 site and would be returned to its point of origin.

Insurance and Liabilities

We strongly recommend that you check with your All Risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions.

We have established our handling charges based on volume and weight with no correlation to the value of the good. Therefore, the cost of insurance coverage is not included in our charges. Each exhibitor is responsible to obtain full insurance coverage of goods from origin to the exhibition site, and the return of the goods back to its origin at the end of the conference, including the period we handle exhibits/goods.

WARNING!!!

Scharff Logistica Integrada (FedEx Express) and Panalpina Transportes Mundiales are not responsible for the delay in delivering the goods to the COP20/CMP10 site with a fixed time limit when sender or his agent do not provide the proper documentation, prepared as mentioned and instructed in this document.

If you require further information or instructions, please do not hesitate to contact our staff.

PRICE

1. Customs Agency

- 0.5% CIF
- Minimum Commission: \$ 250.00
- Operating Expenses: \$ 50.00
- Previous: \$ 30.00
- Transport

Zone 1		
FROM (M3)	UNTIL (M3)	RATE
0.1+	10	S/. 216.00
10+	15	S/. 270.00
15+	20	S/. 330.00
20+	30	S/. 567.00
30+	40	S/. 630.00
40+	50	S/. 720.00

Zona 2 y 3		
FROM (M3)	UNTIL (M3)	RATE
0.1+	4	S/. 180.00
4+	6	S/. 281.00
6+	8	S/. 375.00
8+	11	S/. 412.50
11+	16	S/. 431.25
16+	21	S/. 450.00
21+	26	S/. 468.75
26+	27	S/. 937.50
27+	50	S/. 1,218.75

Zone (1): La Punta, Bellavista, Callao, La Perla, Fundo Bocanegra, Carmen de la Legua.

Zone (2): San Miguel, Magdalena, Pueblo Libre, Jesús María, Breña, San Martín de Porras, Lima.

Barranco, San Isidro, Lince, Miraflores, Surquillo, La Victoria, Los Olivos, Independencia, Comas, Rímac, Ventanilla, San Luis, San Borja.

Zone (3): El Agustino, Santa Anita, San Juan de Lurigancho, Chorrillos, Puente Piedra, Carabaylo, Lurigancho, Ate, La Molina, Surco, Villa María del Triunfo, San Juan de Miraflores, Villa el Salvador, Surquillo, San Borja.

- Quadrille: S/. 200.00
- Warehouse: S/. 40.00 por M3
- Special enable according to the charge
- Additional according to the charge

2. Freight Forwarding

- We Price according to the charge and customer request.