

INSTRUCTIONS TO COMPLETE PACKING DECLARATION

SINGLE SHIPMENT PACKING DECLARATION:

1. **Company letterhead:** MUST be issued by the Packer company or supplier company of the goods and MUST include the company's name AND address, telephone details. Supplier/packer company can add their letterhead as the one on their invoice.
2. Complete the Vessel Name and Voyage Number: As shown on the Transport Document (Bill of Lading or House Bill of Lading)
3. Consignment identifier: It is usually transport document number (Bill of Lading or House Bill of Lading) or container number for FCL (Full Container shipments)
4. Please answer the Questions according to the Packaging material used. In order to select the answer. Just move the blue (X mark) over to the appropriated answer.
5. Only if timber/bamboo packaging is Declared in Question 2 then Answer Question 3 is required. Otherwise, no answer is required for Q3.
6. Date of issue: Quarantine's point of view is that packing declaration is to be completed at the time of packing. Therefore, It should be a date prior to the Date on Board shown on the transport document
7. Complete printed name, signature and company stamp if there is any.
8. Document must be on 1 page. If more than 1 page then each page must be endorse with signature, printed name date and stamp