

## EXPORT PROCESS

This document contains sensitive information with the objective of facilitating export process.

# EXPORT PROCESS – IMPORTANT NOTES

## DISPATCH OF EMPTY CONTAINERS – EQUIPMENT INSPECTION

The dispatch of empty equipment is made from the following empty depots:

- RIO HAINA: MEDLOG & MARDOM Container Depot
- CAUCEDO: STONEWOOD Container depot
- In case of a dispatch from DP Word Caucedo terminal will be considered a cost of US \$50.- of extra gate

The dispatch of special equipment must be required at least 48 working hours in advance.

Please note that once an empty container is dispatched from either HIT or CAUCEDO terminals, and if it is not used, it must be returned to one of our empty depot locations MEDLOG, MARDOM or STONEWOOD. In case of any situation, please contact Logistics Department. [DO344-DoCauLogisticsDept@msc.com](mailto:DO344-DoCauLogisticsDept@msc.com) (If units are returned empty, charges to be applied will be confirmed by our export local booking team, such as gate charges, chasis and container usage whichever it applies).

The trucker or appointed person on behalf of the Shipper must make sure that the container meets the standards required by the Shipper. In case of finding any anomaly, you must notify the line before the unit is dispatched. The merchant will remain responsible for any extra expense that may arise for any equipment substitution and not limited to possible cargo claims extensions derived from a merchant's wrongful container inspection at MSC's empty depot locations.

Before an empty container pickup, the Shipper or its representative should undergo an external check for any visible pest contamination and as mentioned above, to conduct an internal inspection for cleanliness. Any contaminants found should be removed and the container can be rejected if necessary, before is being picked up. The acceptance of an empty container is deemed however to have been cleaned and free from any pest or contaminants and suitable for use to the standards required by the Shipper.

## HIGH VALUE COMMODITY MIS-DECLARATION FEE

Any cargo with a commercial value exceeding USD 250,000 must be declared to MSC or its agent at the time of booking. Failure by the Merchant to inform MSC will result in the application of a High Value Commodity Mis-Declaration Fee of 25.000 USD, being expressly agreed that such information to MSC shall not be considered as a

declaration of value and the documentation so issued will not be deemed ad valorem unless this has been formally agreed by MSC and the corresponding surcharge paid by the Merchant.

## **DOCUMENTS REQUIRED FOR AN EMPTY EXPORT CONTAINER DISPATCH**

- Confirmation of Export Booking
- Ticket or no objection receipt issued by DPH except when the empty container is being picked up from MEDLOG Dominicana

## **REQUIREMENTS FOR THE TRUCKER**

- RNTT License
- Category 03 license
- Valid insurance
- Working Plug lights
- Security vest

## **CHASSIS USAGE**

MSC offers for all exports in dry equipment, 3 (three) calendar days free in chassis usage for exports through Caucedo port and 2 (Two) for exports through the port of Haina. Upon completion of this grace period, all additional costs shall be borne by the merchant and must be paid directly to DPH or PORTCOLLECT as appropriate.

## **ROLLED OR POSTPONED BOOKING**

- The first rolled booking is free of charges in case the equipment is not full inside the terminal.
- Second rolled booking: USD50.- per booking.
- Rolled booking while the containers are full inside the port: USD50 per Booking + USD50 for each container inside port under that Booking.

## **BOOKING CANCELATION**

Cost for canceled booking: USD60.- Additionally, if the booking already involves picked up empty containers, an additional of USD70.- must be paid for each container under that booking to be canceled.

For canceled bookings, chassis usage free days will not apply therefore, the client must cover in full accrued chassis usage expenses at a rate of USD 35.- per day within the first to third day; after this period, Shipper must also pay the rate applicable by DPH and PORTCOLLECT Dominicana for the following subsequent applicable days.

In case of cancellation of refrigerated booking, the cost of equipment preparation must be covered.

## **BILL OF LADING AND MANIFEST CORRECTIONS**

Correction expenses applies after the cargo has been manifested. Tariff scheme as follows:

- USD 120.- per BL bound to USA, Canada, Mexico and Japan.
- USD 80.- per BL for any other destination.

## **CHANGE OF DESTINATION (COD)**

The applicable rate for change of destination is USD 600.- per BL, plus USD 80.- (ITBIS included) for administrative expenses being applicable as from the moment of vessel departure. Additionally, depending on the change of destination requested, freight differentials and operationally applicable charges that correspond to the new requested destination for the shipment must be added or subtracted.

## **SECURITY SEAL**

- The applicable rate to the high security seal (ISO / PAS 17712) or bottle seal is USD 8.- (ITBIS included) per unit.
- Seals for empty container dispatch is free of charge.
- The applicable rate for the additional seal requested is USD 36.- (ITBIS included) per unit.

For the correct placement of seals, please refer to the container sealing procedure detailed below.

## **STORAGE**

- MSC offers 5 free calendar days of storage at the port of Caucedo before vessel arrival; thereafter, the applicable charges are USD 5.- for a 20 feet container and USD 10.- for a 40 feet container per day.
- For the port of Rio Haina there are no applicable storage costs.

## **WET SKINS & METAL SCRAP SHIPMENTS**

Before the release of an empty container from the depots or terminals, it is mandatory to complete a Letter of Guarantee. For additional assistance on how to complete it, do not hesitate to contact the customer service department [DOM-bookings@msc.com](mailto:DOM-bookings@msc.com) of MSC, Mediterranean Shipping Company Dominicana, SRL

## CARGO RELEASE

MSC Offer different alternative for cargo release of your export shipment, adapted to yours needs, the different way to release are adjusted as follow from august 5, 2021.

- Telex Release Fee USD\$75 x BL
- Electronic BL - MSC EBL USD\$60 x BL
- Printing BL USD\$75 x BL

Customs and cargo declaration formalities is under merchant's responsibility. However, MSC can provide this service upon request subject to additional costs. For additional info and support on this matter please contact

[DO344-MSCCUSTOMS@MSC.COM](mailto:DO344-MSCCUSTOMS@MSC.COM)

## DEPARTURE DATES

The dates expressed in the booking confirmation are estimated and subject to change without prior notice. For exports out of the port of Caucedo, MSC, Mediterranean Shipping Company Dominicana, SRL, is not responsible for storage costs due to variations in the itinerary related to bookings confirmed with more than 7 (Seven) days prior to the estimated vessel's departure.

## REEFER EQUIPMENT

MSC, Mediterranean Shipping Company Dominicana, SRL does not offer free days of monitoring and electricity (Reefer Keeping), use of Gen-set and chassis for this type of equipment. The corresponding expenses needs to be settled prior to the withdrawal of the original BIs or instructions for a Telex Release submission to destination port.

## ELECTRICITY, MONITORING AND CHASSIS FOR REEFER EQUIPMENT

- **CAUCEDO:** USD 160.- per day per container
- **RIO HAINA:** USD \$190.- per day per container

## COST FOR USE OF GEN-SET

- USD \$140 + ITBIS per day per container \*

\*Includes chassis, Genset and 15 gallons of diesel.

## **DANGEROUS CARGO**

The following is required before the containers delivery in full condition into the port:

- At the time of performing the booking request, to declare all IMO goods intended to be loaded
- To place the IMO labels on the container (4, one each side).
- To send photographs of the container with the labels on it to our export department [DO344-DosdqExports@msc.com](mailto:DO344-DosdqExports@msc.com)
- To send the Multimodal DG Form and the DG packaging document duly filled and complete to our export department [DO344-DosdqExports@msc.com](mailto:DO344-DosdqExports@msc.com)

## **HAZARDOUS GOODS AND IMDG CARGO MISDECLARATION FEE**

A fee of 15,000 USD will be applied to mis declared and undeclared hazardous goods and IMDG cargo where the merchant has failed to describe the goods truthfully, accurately and sufficiently in compliance with MSC's terms and conditions of carriage or any applicable law or regulation, whether intentionally or otherwise.

## **DOCUMENTATION CUT OFF**

The shipping instructions and the customs process must be completed 48 (working) hours prior the arrival of the vessel.

It is NVOCC's responsibility to carry out the AMS or ACI transmission at least 24 hours before vessel's arrival, for all its shipments to the USA, Mexico, Canada and Japan.

## **DELIVERY OF FULL CONTAINERS AT THE LOAD PORT**

Delivery of full containers must take place 24 hours prior to the arrival of the vessel. Please contact our customer service department [DOM-bookings@msc.com](mailto:DOM-bookings@msc.com) to be properly updated regarding variations in our itineraries.

Berthing Plans for Caucedo and Rio Haina can be viewed at: <https://www.msc.com./search-schedules>

## **EXTRA CHARGES FOR EXCESSIVE CONTAINER USAGE / EXPORT DEMURRAGE**

Container usage period is calculated as from the empty equipment dispatched date until the loading date on the vessel. MSC grant 14 free days container usage for standard equipment, 4 free days for reefers equipment and 7 free days for special equipment. Any excess in container usage as from mentioned days are subject to demurrage payment based on last updated tariff scheme in force.

## **CARGO WEIGHT DECLARATION / VERIFIED GROSS MASS (VGM)**

MSC does not allow its containers to be used in any way to lift, load, move or transport cargo that:

- Are incorrectly declared or show differences with respect to the VGM or the declared commercial manifest weight.
- Weigh more than the allowed weight of the equipment. (Payload).

In the event that MSC becomes aware, before or during transport, that its containers have been used in breach of any of the above prohibitions, the corresponding containers may be denied for loading, kept on board for their return to origin, unloaded in the following convenient location and / or taking corrective actions such as, but not limited to, the transshipment of the cargo to other containers in order to set a limit on the outcoming risky situation.

The Shipper shall be liable to MSC and its agents for all losses, claims, fines, suits and actions of any kind, including with respect to death and personal injury, legal and judicial expenses, either directly or indirectly as a result of or related to the misuse of the containers of MSC.

Any additional work generated due to breach of any of the above prohibitions will result in an ad hoc surcharge and MSC reserves the right to exercise its lien on the infringing cargo and / or any other cargo transported on behalf of the merchant until due costs to MSC, including the surcharge, have been fully paid.

The foregoing applies mutatis mutandis to the containers or equipment owned or operated by the Shipper offered to the carrier for shipment.

## **PROCEDURE FOR A CORRECT PLACEMENT IN THE CONTAINERS OF THE SAFETY SEALS FOR EXPORTS**

In compliance with international safety standards for cargo transport, please read carefully following requirements while using a container security seals an export:

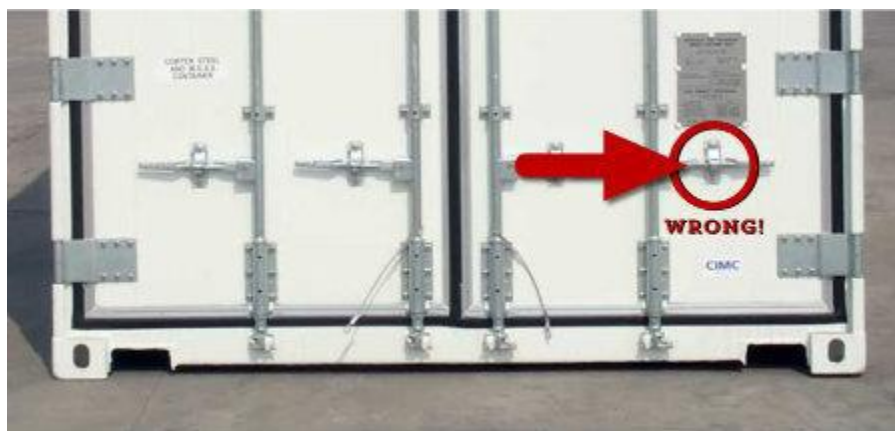
- High security seals or bottle seals should always be used for full containers, which must comply with ISO PAS 17712 criteria. Preferably, these must be provided by MSC, Mediterranean Shipping Company Dominicana, SRL.
- For destinations located in Europe, Asia, Africa, Oceania, it is mandatory that the bottle-type security seal is provided by MSC.
- For better control, the seals can only be dispatched to the person included within the seal dispatch form filled by the Shipper in each booking.
- The number of seals to be dispatched will be limited to the number of containers requested upon the booking request.

- Upon receipt of an empty container for export, Shipper should confirm that the exit lead signed by the carrier reflects the strap seal number applied to the container at the moment of being shipped empty from one of our warehouses. This sealing process is a safety measure taken in order to ensure that the containers are delivered to the Shipper in order, and thus reducing the possibility that the container could be used for other purposes and / or could be contaminated during its transfer.
- Before placing the security seal, Shipper must ensure that the end of the left bar is blocking the right door of the container.

Another positioning of the safety seal is on the left blocking bar of the right door of the container:



- The following seal position is considered incorrect and is not accepted:



**IMPORTANT NOTE:** before placing the security seal please ensure that the doors were properly closed.

## NAUTICA

### MSC MEDITERRANEAN SHIPPING COMPANY

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 T: 1 809 381 1006 E: [DOM-info@msc.com](mailto:DOM-info@msc.com)

[msc.com](http://msc.com)

Page 8 of 11



Náutica is a self-management system developed locally with the intention of meeting the needs and requests automatically and electronically. It is easily accessible and does not require any software installation, since it works on an online platform.



QUE NADATE DETENGA  
**REALIZA TUS  
PAGOS ONLINE**  
DONDE QUIERAS QUE ESTÉS

Disponble en nuestra plataforma local **Nautica**

Para más información contáctenos:  
DO344-DosdqFreightCashier@msc.com  
DOM-customer-service@msc.com



Through Nautica, you can:

- Generate account statements.
- Generate invoices
- Send payment receipts.
- Equipment release requests.
- Generate BL Copies.
- Pay your bills

Once you obtain the access credentials with our Customer service department, you can access the system through <https://nauticams.com>

## CERTIFICATIONS

MSC Mediterranean Shipping Company Dominicana, SRL, is certified under BASC, OEA, ISO9001 and 3R certifications. With the purpose of security and compliance, we need to fulfill and keep formal records of our customers. If your company is not yet registered, we appreciate you complete the form available in the following link and send it back by e-mail to [dom-sales@msc.com](mailto:dom-sales@msc.com), while we invite you to learn more about these certification at web page <https://www.msc.com/dom/help-centre/basc-aeo-certificates-for-compliance>



### Política de Calidad, Seguridad, Salud y Medio Ambiente

En MSC Mediterranean Shipping Company Dominicana SRL., nos comprometemos a ofrecer soluciones logísticas integrales de carácter sostenible; defendemos la continuidad de nuestra actividad de manera responsable, entendiendo que somos una parte esencial de la cadena logística de distribución de mercancías. Implementamos un sistema de gestión de calidad, seguridad y medio ambiente basado en la mejora continua, lo que nos permite conocer y analizar constantemente los procesos de nuestra organización y su contexto, reduciendo progresivamente el impacto ambiental que nuestras acciones pudiesen generar.

Los objetivos medioambientales que nos proponemos están encaminados a:

- **Conservación de los recursos naturales:** reducción del consumo energético, papel, consumibles y uso racional del agua.
- **Mejorar la gestión de residuos:** disminución en la producción de residuos generados por empleado; promover la correcta separación de los mismos incentivando el reciclaje y realizar la disposición final estos, acorde con las normativas medioambientales y responsabilidad.
- **Control de emisiones de gases:** reducción de emisiones de CO2 a la atmósfera.
- **Asegurar, depurar y utilizar a proveedores con buen comportamiento** hacia el medio ambiente.

Asimismo, reiteramos nuestro firme compromiso de cumplir con la legislación medioambiental vigente en nuestro país. Promovemos la formación, comunicación, concientización y mejora continua en los procesos medioambientales con nuestros empleados y asociados de negocios; llevamos indicadores que nos permiten conocer el impacto de nuestras acciones y fomentamos las buenas prácticas a nuestros asociados de negocios, clientes y proveedores.

### Misión

Proveer soluciones de transporte marítimo y terrestre internacional de calidad, desde y hacia distintos lugares del mundo, donde MSC Mediterranean Shipping Company Dominicana SRL sea una representación comercial en República Dominicana de Mediterranean Shipping Company Geneva SA, organización privada de transporte marítimo global de carga contenerizada seca y refrigerada.

### Visión

Ofrecer un servicio de carácter íntegro, sostenible, confiable e innovador; desarrollando permanentemente herramientas útiles bajo los estándares tecnológicos, de seguridad y respetando al medio ambiente, apuntando siempre al bienestar y profesionalismo de nuestros empleados como recurso indispensable e invaluable que nos permita ser líderes en servicio al cliente.

### Valores

- Alta profesionalidad.
- Liderazgo.
- Calidad.
- Pasión.
- Integridad.
- Respeto.
- Confianza.

MEDITERRANEAN SHIPPING COMPANY



