

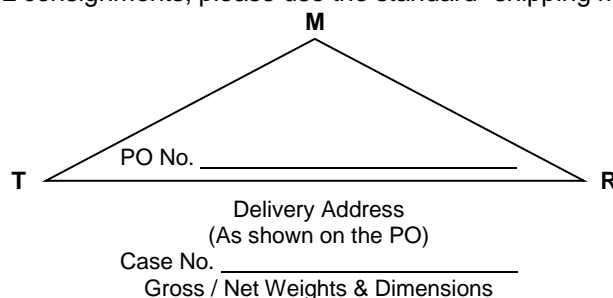
SHIPPING, INSPECTION AND PACKING INSTRUCTIONS

1. Inspection and Release for Delivery

- 1.1 The MTR Corporation Limited (MTRCL) reserves the right to request Test Results, Quality Documentation or to conduct an inspection of all or any of the items, manufactured in the European, African and North American continents, at the manufacturer's premises prior to packing.
- 1.2 The supplier is required to notify the MTRCL Contracts Manager - Europe by completing a Request for Inspection and Dispatch Form (see **Appendix 1**) and returning it by Email to ukoffice@mtrcuk.co.uk or in writing to:
- MTR Corporation Limited - European Office
Suite 5, Eleven Arches House,
Leicester Road, Rugby
Warwickshire CV21 1FD
England
- Tel No.: (44) 01788 820100 Fax No.: (44) 01788 567370 Email: ukoffice@mtrcuk.co.uk
- 1.3 It is the responsibility of the supplier to arrange for the MTRCL's authorised representative to gain access to the works to carry out the inspection.
- 1.4 The supplier shall ensure that adequate Inspection facilities and test equipment are made available at the Inspection site.
- 1.5 Following satisfactory inspection a "UK Dispatch Authority" certificate will be issued by the MTRCL Contracts Manager - Europe or his authorised representative.
- 1.6 No shipment is to be arranged without prior approval from the MTRCL Contracts Manager - Europe or his authorised representative.

2. Shipping Marks

- 2.1 For all MTRCL consignments, please use the standard "shipping marks" as below:



- 2.2. The marks must be stencilled in a conspicuous position on at least two sides of the outer packaging, in a contrasting colour.
- 2.3. The designated PO No. must be shown inside the triangle.
- 2.4. Gross Weight, Net Weight, Dimensions and Case No. must be shown.

3. Name of Consignee and Delivery Address on the Airway Bill or Bill of Lading

3.1 For all MTRCL shipments, please mark the Consignee's name and address on the document as:

MTR Corporation Limited
MTR Headquarters Building
Telford Plaza, Kowloon Bay
Hong Kong

If the **delivery address is different from the Consignee's address** according to the PO, supplier should then clearly write and indicate the delivery address on the document.

3.2 For those shipments that are not under MTRCL's PO or Contract, please confirm with your client the consignee and delivery address respectively before the shipment.

4. Consolidation and Packaging

4.1 Consolidation of MTRCL orders into one consignment will be much appreciated. However, NO shipment consolidation is allowed for orders with different delivery locations or urgent requirement.

4.2 The supplier shall ensure that the goods are adequately packed in accordance with recognised international shipping standard against condensation, water ingress and rough handling. In general the packing should include an internal waterproof barrier where the items are placed in an hermetically sealed, evacuated aluminum laminated film or high density polythene bag containing the required amount of silica gel followed by an external package made of close boarded (certified insect free) timber crate lined with bitumen impregnated paper. Environmental friendly or recycled materials should be used wherever practicable.

4.3 In case of small and loose material or parts, it must be packed in PVC or plastic bags with waterproof function before crated into box or package. If possible, transparent bags are preferred for visual inspection purpose.

5. MTRCL Nominated Freight Forwarders

5.1 MTRCL has appointed his own freight forwarders. For shipments where freight cost is to be borne by the Corporation, suppliers should contact the following nearby Freight Forwarders for shipment arrangement. Other unauthorized arrangement will not be accepted unless agreed by the MTRCL in writing. And goods so arranged by the supplier will either be rejected or if we accepted, its related forwarding charges will deem to be borne by the supplier.

5.2 Air Freight and Sea Freight – represented by Toll Global Forwarding (Hong Kong) Ltd (Toll Global) and its worldwide agents. Please refer to **Appendix 2** for detailed contact information.

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5.3 Courier – represented by TNT Express Worldwide (HK) Ltd (TNT) and its worldwide agents. Supplier should fill up the "**MTRCL Overseas Courier Order Placement Form**" (see **Appendix 3**) for parcel collection placement and send the completed form to TNT via email to Elaine.Chan@tnt.com with a subject heading of "**MTRCL Overseas Courier Order Placement**" for easy identification.

6. Freight Mode of Transport

Unless specified in MTRCL PO or agreed by the Corporation, supplier should follow the following guidelines for freight mode selection if the shipment freight cost is to be borne by MTRCL:

6.1 Air Parcel Post

For small items and documents, air parcel post may be preferred if the air parcel postage is considered lower than the courier service.

6.2 Courier (Economy Express Service)

For consignment weighing at or **BELOW 100 kg chargeable weight**. Please also see 5.3 above.

- 6.3 Air Freight
For consignment weighing **BETWEEN 100 kg and 200 kg chargeable weight**. Please also see 5.2 above.
- 6.4 Sea Freight
For consignment weighing **OVER 200 kg chargeable weight**. Please also see 5.2 above.
- 6.5 Urgent Air Freight
In **URGENT** cases, upon our written request or confirmation, airborne goods or consignment **OVER 200 kg chargeable weight** is allowed. Please also see 5.2 above.

7. Shipping Advice and Documents

- 7.1 Supplier is requested to provide a full set of shipping document (see below) to Toll Global (or its agents) or TNT while departure of the shipment.
- 7.2 Shipping document include but not limited to the following:
- (a) Airway Bill or Bill of Lading,
 - (b) Proforma / Sale Invoice, and
 - (c) Packing List.

Note: PO No., Contract No. and Discrepancy Report (DR) No. if any, should be printed on these documents.

- 7.3 Supplier should send shipping document (see above) together with shipment details to MTRCL by fax or email after the cargo collection by the shipping agent. The shipment details should include:
- (a) Bill of Lading No., Airway Bill No. or Courier Tracking No.
 - (b) Name of Carrier / Vessel, Flight No. or Voyage
 - (c) E.T.D and E.T.A. H.K.
 - (d) Shipping Port and Country Name
 - (e) Consignment Value
 - (f) Goods Description, MTRCL PO No., Contract No. and DR No. if any

- 7.4 For shipments where freight cost is borne by the supplier, released Bill of Lading is recommended. Supplier should ensure that at least one original Bill of Lading must reach our shipping team before the vessel arrival in Hong Kong. Supplier will deem to be responsible for any overdue warehouse cost that was caused by late or misplacement of the Bill of Lading.

- 7.5 Please address all shipping documents / correspondences and all other shipping enquires to:

System & Logistics Team
Procurement & Contracts Department
MTR Corporation Limited
20/F, MTR Headquarters Building
Telford Plaza, Kowloon Bay
Hong Kong
(Attention: Ms Sally Tang)

Tel No.: (852) 2993 4316

Fax No.: (852) 2993 7713

Email: spstang@mtr.com.hk

< END >

MTR Corporation Limited
香港鐵路有限公司



Request for Inspection & Dispatch Form

The Supplier shall complete the top section of this form when materials are ready for inspection at the point of manufacture and Email to the European Office of the MTR Corporation. Certificates of Conformity or test Results should be provided as attachments.

Email: ukoffice@mtrcuk.co.uk

Supplier:		Manufacturer:	
Address:		Address:	
Contact:		Contact:	
Tel:		Tel:	
Email:		Email:	

MTR PO No.	MTR line No	Description/Supplier Part No	Qty	Discrepancy No. (If Applicable)	For MTR Office Use		
					Value	UKDA	Ref.
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10

For MTR Office use

Date Received:		Validation Requirement:	
Responsible Engineer:			

MTR Action Record

Ref.	Date	Detail	Initials

Engineer's Approval

Status		Signed		Dated	
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MTRCL Freight Forwarder Address Information for both Air and Sea Freight

	Contact Person	Tel No.	Email Address:
<u>Australia :</u>			
Toll Global Forwarding - Sydney 293 COWARD STREET MASCOT NSW 2020	Christine Slojewski (Air) Jennifer Wang (Sea)	61-2 8071 6429 61-2 8071 6420	Christine.Slojewski@tollgroup.com Jennifer.Wang@tollgroup.com
Toll Global Forwarding - Melbourne 115-121 South Centre Rd, Melbourne Airport VIC 3045 Australia PO Box 1042, Tullamarine VIC 3043 Australia	Andrew Bakker (Air) Amber Lamanda (Air) Jess Dovey (Sea)	61-3 9355 7337 61-3 9335 7413 61-3 9335 7383	andrew.bakker@tollgroup.com amber.lamanda@tollgroup.com Jessica.Dovey@tollgroup.com
Toll Global Forwarding - Brisbane Level 1, 16 Terrace Place Murrarie QLD4172	Amanda Buckley (Air & Sea)	61-7 3137 5000	Amanda.Buckley@tollgroup.com
<u>AUSTRIA</u>			
ABC European Air & Sea Cargo Distribution Transport GmbH Duilestrasse 16-18 A-6020 Innsbruck, Austria Flughafenstrasse 1 Frachtzentrum Terminal 5 A-4063 Hörsching, Austria Airportstraße A-2401 Fischamend, Austria	Hans-Peter Scherzer (Airfreight) Robby Bosma (Airfreight) Mario Benne	43-5 9888 16022 43-7221 63998 43-2232 798 11206	Hans-Peter.Scherzer@abc-airsea.com robby.bosma@abc-airsea.com mario.benne@abc-airsea.com
<u>BELGIUM</u>			
Toll Global Forwarding (Netherlands) BV Leisteen 1, 2132 ME Hoofddorp, The Netherlands van Maasdijkweg 15, 3088 EC Rotterdam, The Netherlands	Solaiman Akoudad (Air) Stephen Keijzer	31-20 6543 123 31-10 2833 741	Solaiman.Akoudad@tollgroup.com Stephen.Keijzer@tollgroup.com
<u>CANADA</u>			
Toll Global Forwarding (Canada) Limited 6465 Northam Drive Mississauga, ON L4V 1J2, Canada	Anthony Romans (Sea & Air) Amy Fok	905-672 1477 (ext 242) 905-672 1477 (ext 225)	anthony.romans@tollgroup.com amy.fok@tollgroup.com
<u>CHINA</u>			
Toll Global Forwarding (China) Limited - Shanghai Wangjiao Plaza, 22nd Floor, 175 East Yan An Road, Shanghai 200002, P.R. China	Bin Jiang (Sea) Eleven Chen (Air)	86-21 2327 9000 86-21 2327 9083	bin.jiang@tollgroup.com Eleven.Chen@tollgroup.com
Toll Global Forwarding (China) Limited - Tianjin Unit A & B 10F, PingAn Mansion, No.59 Machang Road, Hexi District, Tianjin 300203, P.R.China	Doris Teng (Sea)	86-21 2330 5636	doris.teng@tollgroup.com
<u>DENMARK</u>			
Toll Global Forwarding - Denmark Veiengevej 100 DK-8240 Risskov (Arhus), Denmark	Torben Lund (Sea)	45-72 62 8008	Torben.Lund@tollgroup.com
<u>FRANCE</u>			
Toll Global Forwarding (France) SAS 190 rue des Chardonnerets, BP64051 95972 Roissy CDG, France	Cherif Ouanes (Air) Mustafa Gezer (Sea) Nicolas Monnet (Sea)	33-1 4863 1407 33-1 4863 1495 33-1 4863 9053	Cherif.Ouanes@tollgroup.com Mustafa.Gezer@tollgroup.com Nicolas.Monnet@tollgroup.com
<u>GERMANY</u>			
Toll Global Forwarding (Germany) GmbH [Frankfurt] Cargo City South, Bldg. 567A, 60549 Frankfurt, Germany [Stuttgart] Cargo Center South, Bldg. 605-5, 70629 Stuttgart, [Hanover] Nordstr. 15 30855 Langenhagen, Germany [Hamburg] Burchardstrasse 14, D-20095 Hamburg, Germany	Christopher Braun (Air) Susan Castaneto (Air) Michael Maser (Air) Dominic Kuez (Air) Nadine Kubicki (Air) Brian William Anna Eirich	46-69 6986 897 16 46-69 6986 897 11 49-711 948 5279 49-711 948 5271 49-511 977 2176 49-40 415 3625 49-40 415 3620	christopher.braun@tollgroup.com susan.castaneto@tollgroup.com Michael.Maser@tollgroup.com dominic.kuez@tollgroup.com nadine.kubicki@tollgroup.com brian.williams2@tollgroup.com Anna.Eirich@tollgroup.com

MTRCL Freight Forwarder Address Information for both Air and Sea Freight

HOLLAND

Toll Global Forwarding (Netherlands) B.V.

Van Massdijkweg 15 3088 EC Rotterdam
The Netherlands

Joost Jacobi (Air)
Solaiman Akoudad (Air)
Stephen Keijzer (Sea)

31-20 6543 100
31-20 6543 100
31-10 2833 741

joost.jacobi@tollgroup.com
Solaiman.Akoudad@tollgroup.com
stephen.keijzer@tollgroup.com

HUNGARY

Bellville Rodair International Kft.

Europolis Park, Budapest Aerozone, Lorinci u. 59, Vecses, H-2220,
Budapest

Gyorgy Kozak (Air)
Zsuzsanna Szilad (Air)

Susan Gasparly (Sea)

36-29 887 500
36-29 887 500

36-18 827 200

gyorgy.kozak@bellvillerodair.com
gyorgy.kozak@bellvillerodair.com

susan.gasparly@bellvillerodair.com

Ireland

Toll Global Forwarding (Ireland) Limited

Unit C3A Airport Business Park, Cloghran, Swords, Co. Dublin ,
Republic of Ireland

Brenda O'Mara

353-1844 4811

Brendan.OMara@tollgroup.com

INDIA

Toll Global Forwarding (India) Pvt Ltd

Chennai No:395,2nd Floor, Anna Salai,Teynampet,Chennai - 600
018,Tamilnadu, India.

Prakash Mani (Sea)
Victor Miranda (Air)

91-44 44971261
91-44 44971272

prakash.mani@tollgroup.com
Victor.Miranda@tollgroup.com

ITALY

Toll Global Forwarding Italia S.P.A.

Via. G Di Vittorio, 8/10 20060 Liscate (MI), Italy

Carlo Tini (Air)
Alessandro Raimondo (Sea)

39-02 84189012
39-02 84189001

Carlo.Tini@tollgroup.com
Alessandro.Raimondo@tollgroup.com

JAPAN

Mitsubishi Logistics Corp. (Tokyo)

International Transport Division
Haneda Maintenance Center 2F
1-8-2, Hanedakuko, Ota-Ku, Tokyo

Ms. H. Mizushima (Air)
Mr. T. Demizu

81-3 5708 6643
81-3 5708 6643

mizushima@mitsubishi-logistics.co.jp
demizu@mitsubishi-logistics.co.jp

Mitsubishi Logistics Corp. (Kansai)

12th Floor, Osaka Dia Building,
6-5-20, Noda, Fukushima-Ku, Osaka, 553-0005 Japan

Tomoshige Kimura (Air)

81-72 456 5752

t-kimura@mitsubishi-logistics.co.jp

Toll Express Japan Co., Ltd

Ark Hills South Tower 3F 1-4-5,
Roppongi, Minato-ku, Tokyo 106 0032, Japan

Emiko Ishida (Sea)
Sayuri Tokizawa (Sea)

81-3 3588 6731

emiko.ishida@tollgroup.com
sayuri.tokizawa@tollgroup.com

KOREA

Toll Global Logistics

Rm 801, Cygnus Building #7 Mugyo-doing, Jung-gu
Seoul 100-170, Korea

Alicia Jieun Lee

82-2 2179 2224

Jieun.Lee@tollgroup.com

MALAYSIA

Toll Global Forwarding (Malaysia) Sdn Bhd

B-8-1, 8th Floor, North Tower (Tower B), BBT One The Towers,
Lebuhr Batu Nilam 2, Bandar Bukit Tinggi, 41200 Klang, Selangor,
Malaysia.

Azilah Hanim Binti
Abdullah (Sea)

603-3325 1125

Azilah.Abdullah@tollgroup.com

Lot D-6, Malaysia Airline Freight Forwarding Complex,
KLIA FCZ Southern Zone, Kuala Lumpur Int'l Airport,
64000 Sepang, Selangor, Malaysia

Hafni Fikry Bin Jilani (Air)

603-8787 3558

hafni.fikry@tollgroup.com

SINGAPORE

Toll Global Forwarding (Singapore) Pte. Limited

No 7 Airline Road, #01-30 Cargo Agent Building E
Singapore 819834

Vincent Chan (Air)

65-6549 0899

vincent.chan@tollgroup.com

No. 41 Changi South Ave 2, #04-01 Ghim Li Building
Singapore 486153

Seetha Davi Menon (Sea)

65-6542 7733

seetha.menon@tollgroup.com

MTRCL Freight Forwarder Address Information for both Air and Sea Freight

SLOVAKIA

ABC European Air & Sea Cargo Distribution SR spol s r.o.
Kopcianska 92 SK-852 03 Bratislava | Slovakia

Jaroslav Poss (Air)
Dana Engelova (Sea)

421-2 68242 215
421-2 68242 388

jaroslav.poss@abc-airsea.com
dana.engelova@abc-airsea.com

SPAIN

Cargo Flores, S.A.
Tarragona 149-157, 6º 2ª - 08014 Barcelona Spain

Inigo Santander (Air)
Gloria Rull (Sea)

34-93 229 0369
34-93 229 0369

isantander@cargofores.com
grull@cargofores.com

SWITZERLAND

NOVA Traffic Ltd
Schaffhauserstrasse 115 8302 Kloten Switzerland
P.O. Box 265 8058 Zurich-Airport Switzerland

Jasmin Troyon (Air)
Irene Schroeter (Sea)

41-44 800 7115
41-44 800 7111

jasmin.troyon@novatrafic.ch
Irene.Schroeter@novatrafic.ch

SWEDEN

Toll Global Forwarding AB
Stigbergsliden 5, P.O. Box 12177, SE-402 42 Gothenburg, Sweden

Hakan Lunden
Patrik Bech (Sea)

46-31 704 2813
46-31 704 2838

hakan.lunden@tollgroup.com
Patrik.Bech@tollgroup.com

TAIWAN

Toll Global Forwarding (Taiwan) Limited
6F, 301 Sec 2, Tiding Blvd, Taipei 11493 Taiwan

Airel Tsang

886-2 8752 0151

ariel.tsang@tollgroup.com

UNITED KINGDOM

Toll Global Forwarding (UK) Limited - Manchester
Unit 7 Building 311, World Freight Terminal,
Manchester Airport, England Manchester Airport,
England M90 5TE, UK

Adam Green (Air)
Beverly Moor (Sea)

44-161 499 6620
44-161 499 6645

adam.green@tollgroup.com
Beverly.Moore@tollgroup.com

Toll Global Forwarding (UK) Limited - Bristol
Richmond House, Avonmouth Way, Bristol, England, BS11 8DE

Jason De Witt

44-117 316 7930

Jason.deWitt@tollgroup.com

Toll Global Forwarding (UK) Limited - Heathrow, London
647 River Gardens North Feltham Trading Estate Feltham,
Middlesex, TW14 0RB, UK

Andy Gates (Air)

44-208 751 7060

andy.gates@tollgroup.com

Toll Global Forwarding (UK) Limited - Basidon
Roman Road, Mountnessing Brentwood, Essex CM15 0UG

Wendy Stevens (Sea)
Jane McCafferty (Sea)

44-127 735 1500
44-127 735 1522

Wendy.Stevens@tollgroup.com
Jane.McCafferty@tollgroup.com

U.S.A

Toll Global Forwarding (USA) Inc - Atlanta
5192 Southridge Parkway Suite 100C Atlanta, Georgia 30349

Wendy Bradford (Sea)

1-404 477 0471

wendy.bradford2@tollgroup.com

Toll Global Forwarding (USA) Inc - Chicago
1371 North Wood Dale Road Wood Dale IL 60191 US
1226 Michael Drive, Suite D, Wood Dale Illinois, 30191 US

Doris Kot (Sea)
Andrew Hurcombe (Air)
Dien Truong (Air)

630-595 5080 (Ext 33)
630-595 5080 (Ext 118)
630-595 5080 (Ext. 34)

doris.kot@tollgroup.com
Andrew.Hurcombe@tollgroup.com
Dien.Truong@tollgroup.com

Toll Global Forwarding (USA) Inc - Pennsylvania
850 Calcon Hook Road Bay 6 & 7 Sharon Hill
PA 19079

Chris Lee (Air)

1-855 266 7879 (Ext. 3162)

Christopher.lee@tollgroup.com

Toll Global Forwarding (USA) Inc - Los Angeles
800 HINDRY AVE., UNIT B-D INGLEWOOD, CA 90301

Chadel Linayao (Air)
Reginald Reyes (Sea)

1-310 338 8888 (Ext 5004)
1-626 3632 400 (Ext. 145)

Chadel.LINAYAO@tollgroup.com
reginald.reyes@tollgroup.com

Toll Global Forwarding (USA) Inc - New York
150-15 183rd Street Springfield Gardens NY 11413 US

Anny Wong (Sea)
Alex Law (Air)

1-718 723 2333 (Ext. 3132)
1-718 723 2333 (Ext. 3111)

Anny.WONG@tollgroup.com
Alex.Law@tollgroup.com

To: TNT Express Worldwide (HK) Ltd
(By Email: Elaine.Chan@tnt.com)

MTRCL Overseas Courier Order Placement Form
(For consignment weighing at or BELOW 100 kg chargeable weight)

MTRCL Account No.	000162133
Shipper Company Name	
Parcel Collection Address	
Contact Person	
E-mail address	
Contact Phone No.	
Approx. Weight & Size for Collection	
No. of Pieces	
Item Description	
Parcel Ready Date & Time	
MTRCL PO No.	
Delivery Address	