

## **SAFETY GUIDELINES for the SHIPPERS**

We discourage the overloading of the boxes ( "BUNTIS NA KAHON") for it will be susceptible to pilferage and damaging to the contents of the box.

Supporting additional cardboard at the bottom and / or sides, and on the top of the box is recommended for boxes weighing more than 50 kilos.

Liquid items in plastic bottles must be packed in an upright position with supporting tape on its cork. Do not load the bottles in a lying position in order to avoid the bottles being pressed down by the weight of other items or other boxes for this may cause leakage and liquid to be spilled inside the box affecting other items.

Fragile items, like plates and drinking glasses, must be properly wrapped in bubble sheets as carefully as possible or a soft and thick board for protection purposes must be used. These items must be loaded in an upright position with a divider in between and they must also be protected against weight pressure from above, as the breakable bottled items.

Knives must be packed in their holders and other items with sharp edges or tip must be properly covered to avoid harmful accidents during handling or damage to other items inside the box or to the box itself.

Glass, like table tops and full body size mirrors, must be supported by wooden structure and/ or plywood. A bubble sheet may be enough depending on the size and thickness of the glass and the mirror, especially if the mirror has a wooden frame support.

A "Fragile" carton marking is also important for boxes loaded with breakable items mentioned above.

Canned goods must be put in a smaller box or loaded alternately with clothes and any available cardboard to protect both the canned goods and the clothes. The canned goods must be loaded at the bottom of the box.

Please fill in the Export/Shipper's Declaration form clearly and carefully, especially the full name of the consignee, number of the house or street, subdivision or town, city and province, and telephone and mobile phone number/s. The nearest corner street or familiar landmark will be a great help for those areas with only generalized addresses.

Please write down the complete contents of the box ensuring every listed item is loaded in the box.

The shipper must use 2 pieces of SECURITY SEAL supplied by Cargotranz for application to the top and bottom of the box. The shipper shall sign his/her name in the bottom and upper SEAL of the box. After signing the SEAL, a transparent tape should be applied to protect the signature and support the SEAL.

Each box shall also be strapped with polyvinyl while boxes for Visayas and Mindanao shall also be wrapped in white sack to cover it.

If the box is received with its seal and security signature intact, it means that the box was never opened during the voyage and Cargotranz shall not be liable for any claim of missing items.

A picture of the actual consignee and the delivered box will be taken by us.

Please refer to the back of your Export / Shipper's Declaration form to see items prohibited by the Bureau of Customs.