 F2 GLOBAL LOGISTICS <small>LET'S MOVE. NOW.</small>	<h1 style="text-align: center;">Brokerage Procedure</h1> <h2 style="text-align: center;">Policies and Procedures</h2>	Document Number: 2P-GL-09.04
	Department: Operations	Effective Date: November 25, 2025
		Revision No 7

Scope

This document covers the policies and procedures in import and export transactions including preparation of import permits, import declaration, export permit and export declaration. This document applies to transactions with brokerage requirements.

Ownership

The Brokerage Manager /Declarant In-charge is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Definition of Terms

HBL	House Bill of Lading
HAWB	House Airway Bill of Lading
MBL	Master Bill of Lading
MAWB	Master Airway Bill of Lading
VASP	Value Added Service Provider
VGM	Verified Gross Mass


Incoterms

EXW	Ex-Works (named place)
FCA	Free Carrier (named place of delivery)
FAS	Free Alongside Ship (named port of shipment)
FOB	Free Onboard (named port of shipment)
CPT	Carriage Paid To (named place of destination)
CFR	Cost and Freight (named port of destination)
CIF	Cost, Insurance and Freight (named port of destination)
CIP	Carriage and Insurance Paid to (named place of destination)
DAT	Delivered at Terminal (named terminal at port or place of destination)
DAP	Delivered at Place (named place of destination)

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DDP Delivery Duty Paid (named place of destination)


Policies

1. Estimated computation of the Duties and Taxes shall be sent to the customer prior shipment arrival. Computation shall be aligned with Philippine Tariff and Customs Law Rules and Regulations or Customs Modernization and Tariff Act.
2. The import permit shall be prepared before the arrival of cargo (Transshipment)
3. Every transaction shall include the following:
 - For Import Transactions:
 - Import Declaration
 - Lodgement Entry
 - Import Permit
 - For Export Transactions:
 - Export Declaration
 - Lodgement Entry (as per customer's requirement)
 - Export Permit
4. Value Added Service Provider (VASP) that should be used for shall be based on the requirements of the customer.
 - CDEC
 - E-Konek
 - Intercommerce
5. CXS In-charge shall turn over the Job Folder to Operations Assistant /Declarant In-Charge
 - Booking confirmation (Sea)
 - Invoice & Packing List
 - Pre-cut Airway bill (Air)

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6. Cargoes and documents shall arrive at the Airline three (3) hours prior to scheduled departure and two (2) days for shipping line.
 - For Sea:
 - Export Declaration
 - Invoice & Packing List
 - Permits (Government Agencies Compliance)
 - For Air:
 - Master Airway Bill
 - House Airway Bill
 - Invoice
 - Packing List
 - Transfer Manifest
 - Permits (Government Agencies Compliance)
7. For export shipments, Customs Representative shall ensure that details in the transfer manifest (Actual weight) and Airway Bill (AWB) for air is tallied.
8. For export shipments, Customer shall provide completely the Pickup details to CXS In-charge:
 - Pick up Location
 - Pick Up Time
 - Truck type
 - Cargo details
 - Contact person in delivery address
9. Customer Experience Specialist In-charge shall prepare the Job Instruction as attachment to all request made for payment. Any charges to be paid shall be supported by JI.
10. Declarant In-Charge/Operations Assistant to send truck details to customer prior delivery.
 - Driver's name
 - Plate Number

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- Type of Truck
- Mobile number

11. Transport Coordinator shall deploy F2 owned trucks first before subcontracted truckers.


12. For Export shipments, VGM Ruling shall be observed for pick-up of container for sea freight and Airlines ruling on the allowable weight discrepancy of 3.4kgs on the packing list versus actual.

- In case of Shut-out / Off Load, Customer Experience Specialist In-charge shall coordinate with Customer. Upon approval of the Customer, Customer Experience Specialist In-charge shall rebook the cargo/container. *Refer to 2Ps of Departure of Cargoes for Door-to-Door Services, Departure of Cargoes for Door to Port and Port to Port Services*

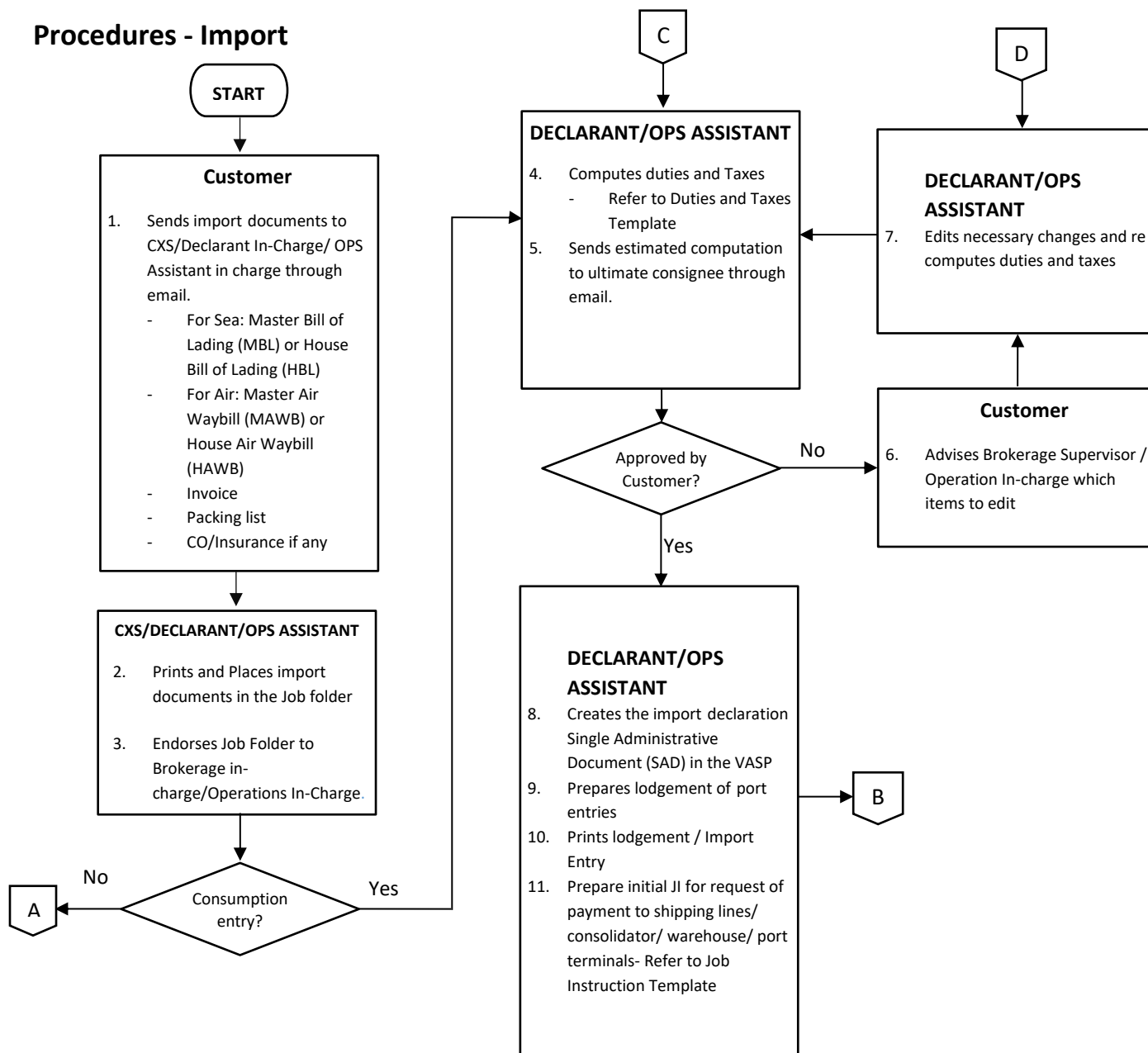
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Procedures - Import

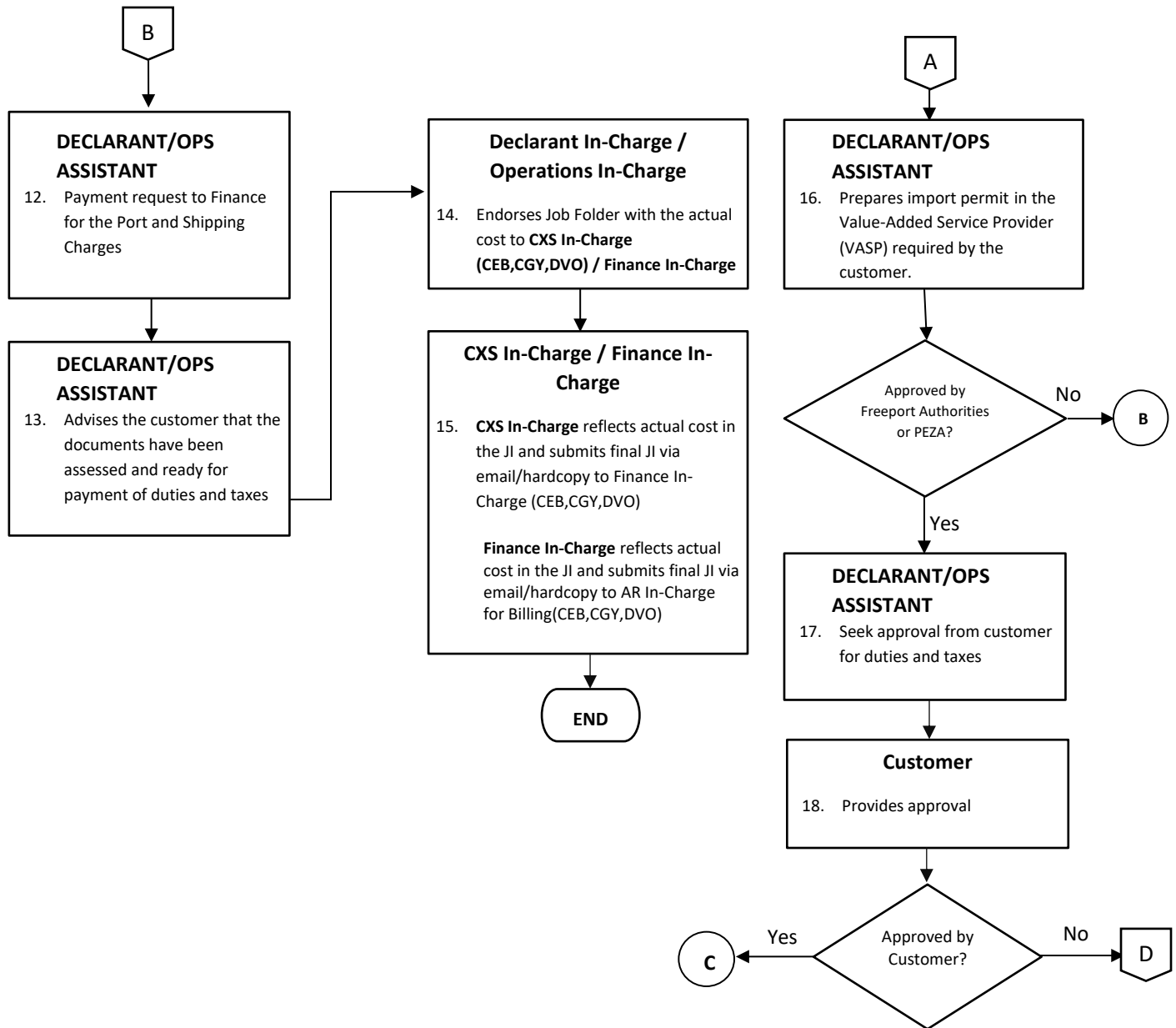


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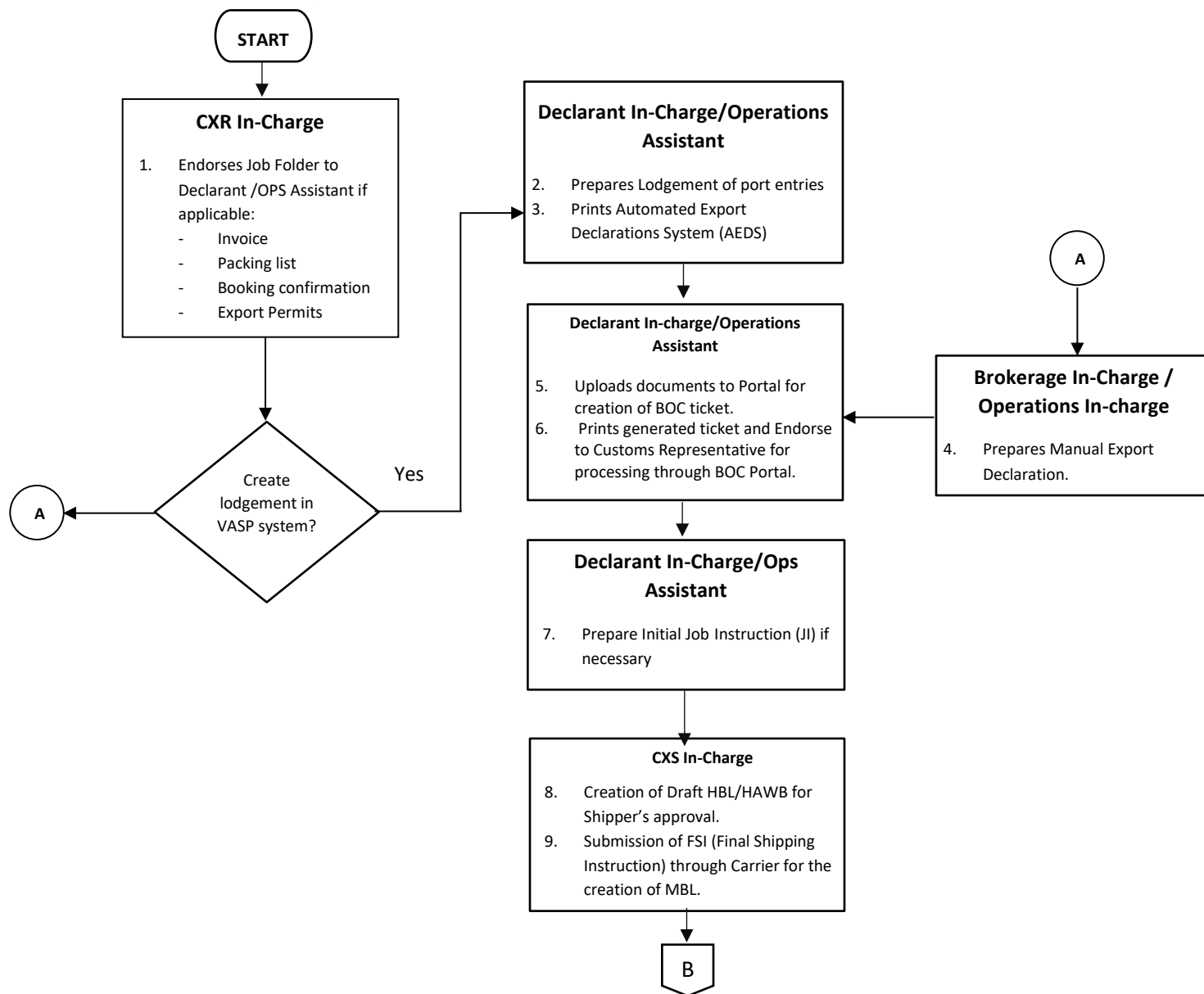
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Procedures - Export

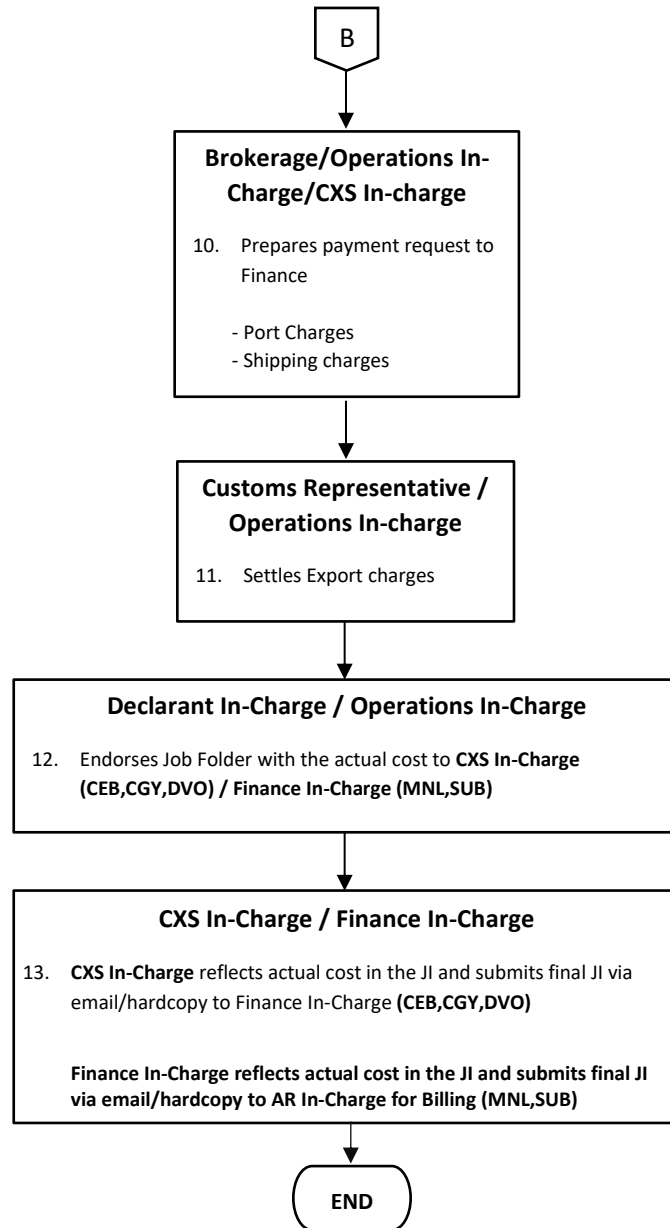


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