	<h1 style="text-align: center;">Notice of Customer on Unwithdrawn Cargoes Policies and Procedures</h1>		<b>Document Number:</b>  2P-OPS-09.13
	<b>Department:</b> F2 Logistics Philippines Inc.-Operations	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1

## Scope

This document covers the policies and procedures in preparation of cargo monitoring report up to sending notices to consignee for final disposition.

## Definition of Terms

ADC – Asset Disposal Committee

MMD – Materials Management Department

FCL – full container load

LCL – less container load

## Ownership

The Assistant Operations Manager/ Operations Manager/ Senior Operations Manager/ Operations Head/ Assistant Vice President (AVP) – Operations is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


## Objective

To ensure all unwithdrawn cargoes are monitored and disposes properly.

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## Policies


1. Operations In-Charge shall provide updated warehouse inventory report with aging to Customer Experience religiously.
2. Customer Experience/Operations In-charge shall inform customers/consignees of their incoming cargoes
3. 2-day free storage upon arrival of cargo at the warehouse
  - 3 days, 1st notice
  - 15 days, 2nd notice
  - 30 days, final notice
4. A storage fee per cbm/day will be charged after 2days upon arrival at the warehouse.
5. If no update from customer, turnover to ADC for disposal.

Note: Asset Disposal Committee: Sales/Customer Experience/MMD/Operations/Claims

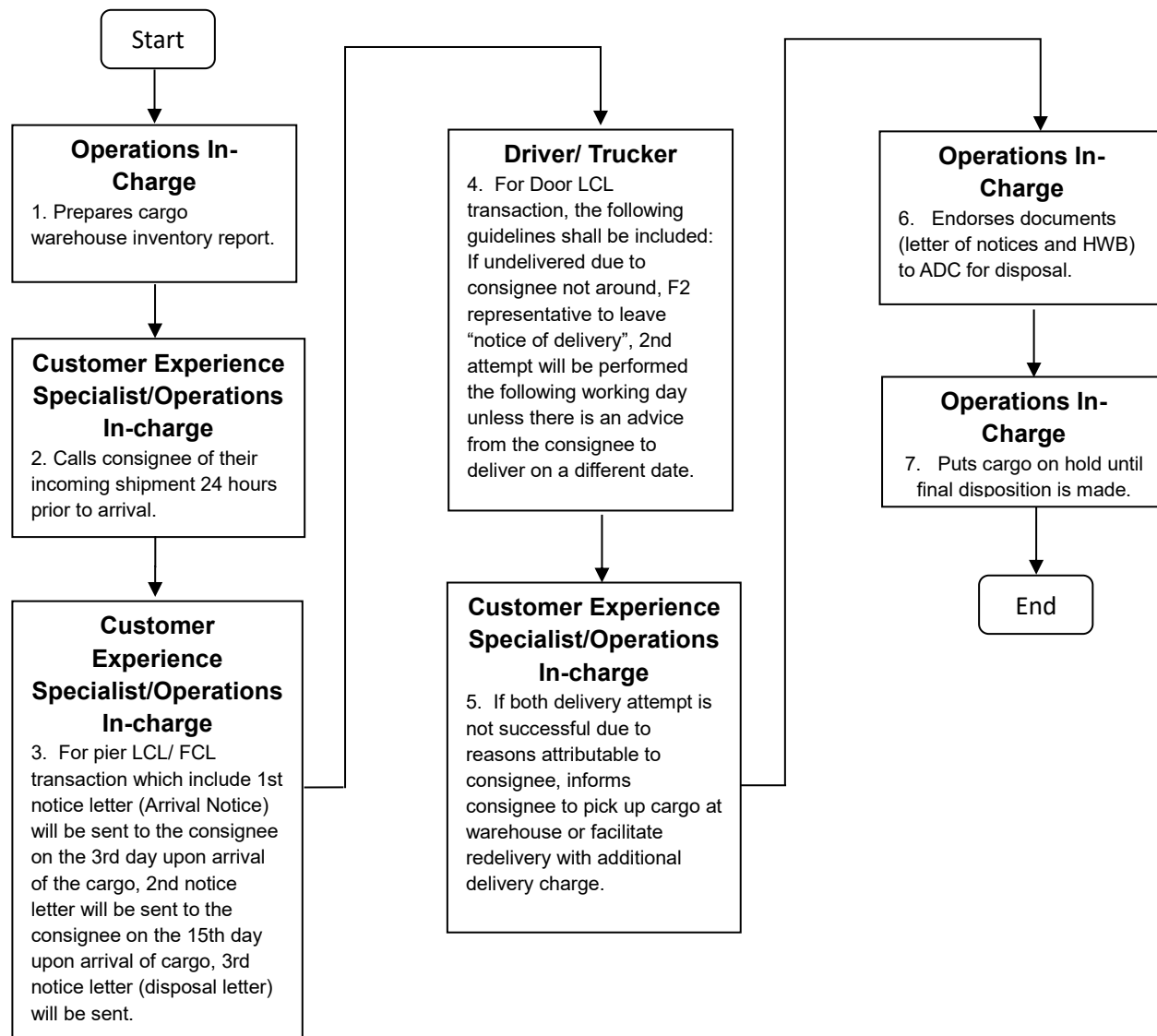
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## Procedures



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