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|  <b>F2 GLOBAL LOGISTICS</b><br><small>LET'S MOVE. NOW.</small> | <h1>Import - Brokerage</h1> <h2>Quality Plan</h2> |   | <b>Document Number:</b><br><br><b>QP-GL-11.03</b> |
|  | <b>F2 Global Philippines, Inc.</b>                | <b>Effective Date:</b><br><b>October 30, 2017</b> | <b>Revision No</b><br><b>1</b>                    |

| QUALITY PLAN- IMPORT BROKERAGE                              |  |                              |   |                       |  |   |
|---|--|------------------------------|---|-----------------------|--|---|
| Key Support Service<br>Process Name                         | Item to be<br>Controlled   | Dimension                    | Standard  | Person<br>Responsible | Control Methodology  | Procedure Code or<br>Other Type of Docs   |
| Brokerage Request   | Shipping documents<br>(BL, Invoice, Packing<br>List, Permits if any) | Accuracy and<br>Completeness | Ensure that all shipping<br>documents are complete and<br>aligned with pertinent<br>government rules and<br>regulation  | Operations            | checking and validation of<br>shipping documents                               | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Completion of Original<br>Documents                         | Shipping documents<br>(BL, Invoice, Packing<br>List, Permits if any) | Accuracy and<br>Completeness | Ensure that all shipping<br>documents are complete and<br>aligned with pertinent<br>government rules and<br>regulation  | Operations            | checking and validation of<br>shipping documents                               | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Computation of Duties and<br>Taxes                          | Shipping documents<br>(BL, Invoice, Packing<br>List, Permits if any) | Accuracy                     | Ensure that computation of<br>duties and taxes are accurate.<br><br>Computation shall be aligned<br>with Philippine Tariff and<br>Customs Law Rules and<br>Regulations. | Operations            | Sending of estimated<br>computation of duties and<br>taxes to customer         | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Lodgement/ Preparation of<br>Entries                        | Shipping documents<br>(BL, Invoice, Packing<br>List, Permits if any) | Accuracy                     | Ensure that encoding of<br>customer details are accurate<br>and on time   | Operations            | Checking and Reviewing of all<br>customer details to be encoded<br>in the VASP | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Endorsement of Bill of<br>Lading/ Pick-up of Airway<br>Bill | Payment Request  | Accuracy and<br>Timeliness   | Payment Request shall be<br>process upon receiving of<br>billing invoice  | Operations            | Monitors Payment Request<br>movement   | Payment Request<br><br>2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05                          |
| BOC Processing  | Settlement of<br>duties and taxes<br>(SSDT)                          | Accuracy and<br>completeness | Ensure that SSDT is tallied with<br>the estimated computation of<br>duties and taxes  | Operations            | Checking and Validation of<br>Computed duties and taxes                        | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Payment of Arrastre,<br>Warehouse, Storage                  | Payment Request  | Accuracy and<br>Timeliness   | Payment Request shall be<br>process upon receiving of<br>billing invoice  | Operations            | Monitors Payment Request<br>movement   | Payment Request<br><br>2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05                          |
| Booking of Truck(s)   | Booking to Trucker   | Accuracy and<br>timeliness   | Booking to trucker shall be one<br>(1) day prior to required time<br>of customer (Sea)  | Operations            | Checking and Monitoring of<br>confirmation                                     | Booking request<br><br>2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05                          |
| Warehouse/ CY Releasing                                     | Cargo  | Timeliness                   | Ensure that the cargo is<br>released on time<br>*based on customer<br>requirements  | Operations            | Checking and Monitoring of<br>Cargo Status                                     | Warehouse<br>Report/ Official<br>Receipt<br><br>2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05 |
| Delivery to Customer  | Cargo  | Timeliness                   | Ensure that the cargo will be<br>delivered based on Customer<br>Requirements  | Operations            | Checking and Monitoring of<br>cargo status                                     | 2P-GL-09.03<br>2P-GL-09.04<br>2P-GL-09.05   |
| Billing   | Billing Invoice  | Accuracy and<br>completeness | Documents in the Job Folder<br>shall be required to be<br>completed prior the<br>preparation of billing invoice.  | Finance               | A checklist is available to<br>ensure the completion of the<br>documents       | Job Folder<br><br>2P-GL-03.01   |
| Collection  | Official Receipt   | Accuracy and<br>completeness | Ensure all official receipt<br>issued are posted through the<br>Financial Management System<br>(FMS) on a daily basis to update<br>accounts receivables.                | Finance               | Checking and Validation of<br>Official Receipt                                 | Job Folder<br><br>2P-GL-03.02   |

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

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