

Shipping - Import - Export Technical Manual

INTRODUCTION

This manual is provided simply as reference to help Exhibitors and Sponsors -minimize shipping, import and export issues when bringing into Japan.

Each Exhibitor or Sponsor must make their own arrangements for permanent or temporary admittance of goods.

All expenses connected with these arrangements are the responsibility of the Exhibitor or Sponsor.

The Organizers do not assume any responsibility or liability over related expenses, or taxes, of materials held in customs and not cleared in due time.

We strongly recommend Exhibitors seek the advice of KSA International Inc. for shipment of goods in order to avoid delays at Customs, and non-clearance of goods.

It is the Exhibitors' responsibility to ensure that their exhibits are covered by adequate insurance for shipment during the show, re-packing and re-export from the Exhibition.

Inquiries regarding costs, temporary importation of exhibits and documentation should be directed to:



1st Tokyo Branch

7-4-25 Akasaka, Minato-ku, Tokyo

107-0052, JAPAN

HP : <http://www.ksa.co.jp/en/>

TEL : +(81)-3-3505-8674

FAX : +(81)-3-3505-9710

E-mail : mice-logistics@ksa.co.jp

ATTN: Oga, Hazuki (Ms.) / Fujiwara, Koki (Mr.)

1 FORWARDING SERVICES

1.1 Basic services provided by KSA International Inc.

- 1 Pick up the consignment at the arrival airport/seaport
- 2 Consignment entry and/or Temporary Import customs declaration
- 3 Delivery of the consignments to your exhibition booth in the site
- 4 Storage of empty packages at KSA warehouse, if necessary
- 5 Delivery of empty packages to your booth (after the event)
- 6 Pick up and removal of the consignments from your booth
- 7 Reshipping and export customs procedures
- 8 Transportation of the consignments to the departing airport/seaport

KSA International Inc. recommends "Door to Door Transport Service" to all International Exhibitors, using our global network service. An appropriate service rate and service package is presented to all International Exhibitors who prefer "Door to Door Transport Service". Please contact KSA International Inc. for information regarding service packages and costing.

1.2 Customs Formalities to be applied for exhibitors

- 1 Consumption Import Entry (Dutiable Entry)

Consumption entry will be applied for any items of which you will not reship after your exhibition. Once the shipment is cleared with payment of customs duty and/or Import Consumption Tax, it is at your discretion whether you use the shipment up, dispose of it, or give it away at the exhibition site or after the fair.

There are some items which Customs allows to be duty free.

Printed items such as company brochures and sales promotion leaflets are duty free. However, please note import consumption tax will be levied on these items.

Needless to say, duty paid items can be shipped back if company so prefers and we can assist in regular export formalities.

-2 Temporary Import Entry (Duty exemption Entry)

2-1. ATA Carnet

Please note that we recommends using ATA Carnet for the entry of any items just for the exhibition. If you have any questions, please contact us in advance.

In the case of Air shipment

ATA Carnet normally travels with the cargo (shipper lodges it with the carrier and the carrier delivers it to the appointed broker at the destination).

In the case of Ocean shipment

ATA Carnet is usually couriered to the custom broker at the destination just after the ship has sailed out.

Please attach your Power of Attorney Letter of ATA Carnet, and allow us to sign the document so that we can proceed arrangements without your presence.

2-2. Temporary Import

(Duty exemption entry under the condition of reshipping after the event)

On behalf of each exhibitors, we set our own surety bond with customs.

The bond fee is included in our flat service charge just in case we entry Customs.

Those exhibitors who would like to apply for these procedures are requested to ship items back to a destination outside Japan after the exhibition.

It is very important to ensure consistency between import items and export items; therefore, an invoice with serial numbers written on it is required.

2 SERVICE CHARGES AND FEES

2-1. Inbound Handling Services

- 1 By Ocean, per shipment,
applicable to LCL cargo, services and fees including
 - ① Transportation to KSA bonded warehouse, from Tokyo Port
 - ② Warehouse-in & -warehouse-out services
 - ③ Storage at KSA warehouse
 - ④ Delivery to your booth
- ※ Use of heavy machine for delivery/set-up will induce extra costs
- ※ Additional cost (30%) will be charged after 10p.m.

JPY25,000- per 1cbm
(Minimum charge:JPY30,000-)

In the case of FCL(Full Container Load) shipment by ocean,
or larger or heavier items, in order for you to obtain more specific rate,
please consult our representative.

- 2 By Air, per shipment, services and fees including
 - ① Transportation to KSA bonded warehouse, from Narita airport
 - ② Warehouse-in & warehouse-out services
 - ③ Storage at KSA warehouse
 - ④ Delivery to your booth
- ※ Use of heavy machinery for delivery/set-up will induce extra costs
- ※ Additional cost (30%) will be charged after 10p.m.

JPY200- per 1kg
(Minimum charge:JPY30,000-)

2-2. Inbound Customs formalities

- 1 Temporary Import JPY11,800- per entry
- 2 ATA Carnet JPY7,800- per Carnet
- 3 Consumption (Permanent entr JPY11,800- per entry

HS code (Trariff code / Customs code) is required for all cargo
on export and import in Japan for each goods type.
In case of import declaration, once entry means up to two HS codes.

2-3. Empty Shipping Packages Handling

- ① Pick up and removal from your booth
- ② Transportation to KSA warehouse
- ③ Warehouse-in & warehouse-out services
- ④ Storage at KSA warehouse
- ⑤ Delivery to your booth after the exhibition

JPY4,500- per 50kg
(Minimum charge:JPY5,000-)

2-4. Outbound Handling Services

-1 By Ocean, per shipment, applicable to LCL cargo, services and fees including closing of the cover/top of the shipping container, if necessary

- ① Pick up and removal of the exhibition from your booth
- ※ Use of heavy machinery for delivery/set-up will induce extra costs
- ※ Additional cost (30%) will be charged after 10p.m.
- ② Transportation to KSA warehouse
- ③ Warehouse-in & warehouse-out services
- ④ Transportation to Tokyo Port

JPY25,000- per 1cbm
(Minimum charge:JPY30,000-)

-2 By Air, per shipment, services and fees including

- ① Pick up and removal of the exhibition from your booth
- ※ Use of heavy machinery for delivery/set-up will induce extra costs
- ※ Additional cost (30%) will be charged after 10p.m.
- ② Transportation to KSA warehouse
- ③ Warehouse-in & warehouse-out services
- ④ Transportation to Narita airport

JPY200- per 1kg
(Minimum charge:JPY30,000-)

2-5. Outbound Customs formalities

- 1 Export on the clearing temporary Import JPY5,900- per entry
- 2 ATA Carnet JPY4,200- per carnet
- 3 Export Regular Declaration JPY5,900- per entry

HS code (Tariff code / Customs code) is required for all cargo on export and import in Japan for each goods type.

In case of export declaration, once entry means up to three HS codes.

2-6. On-Site Labor (requests must be made in advance)

- 1 Labor fee (unpacking, set-up, etc...)

JPY4,000- per psn/hrs

JPY10,000- per psn/3hrs

2-7. Ttransport for small packages (KSA warehouse ~ the booth)

We also have a service for delivery of the small packages that have been sent to us by courier with customs clearance service.

Please make sure all courier charges, including duty and tax are prepaid.

If you use our service, please ship to our warehouse.

We will store your packages and deliver them to your booth on time.

We also provide a service the same as above for domestic exhibitors, available at your request.

2-8. Required Application Form and Charges

If you have import items not approved for Japanese Pharmaceutical Affairs Laws, you must acquire a permit for temporary import from Health, Labour and Welfare Ministry. For this Permission, you need the following documents.

- Import Report (Declaration for importation)	2 copies
- Catalog about your products	each items
- Request for Exhibition from Secretariat	1 copy
- Exhibition Application Form	1 copy
- Invoice(copy)	1 copy
- AWB(copy) or B/L(copy)	1 copy

JPY50,000- for 5 items

JPY5,000- for additional each item

(Minimum charge:JPY50,000-)

The above documents are available in Japanese only.

We will support all formalities for you. Our service includes:

- Preparation of all application documents necessary according to Japanese Pharmaceutical Affairs Laws
- Application to the Health, Labor and Welfare Ministry for temporary import

There are several procedures depend on the content or quantity of the cargo. We will provide information regarding this to you individually as necessary.

3 REMINDERS

3-1. At cost factors

- 1 Airport terminal fee and/or Seaport CFS charges or similar
- 2 Newly prepared packing materials and packages
- 3 Disposal of booth or packing materials etc. if requested
- 4 Special equipment charge for equipment such as cranes or heavy duty folk lift etc.
- 5 If unpacking/repacking labor at the site is requested, the exhibitor must submit a request from to KSA in advance.

3-2. Documentation for Japanese Pharmaceutical Affairs Laws

For any items subject to Japanese Pharmaceutical Affairs Laws, you need to apply to Health, Labour and Welfare Ministry for temporary imported permit, before Import Customs Entry.

We perform special documentation for limited use of the exhibition purpose which usually takes a number of days to clear the competent authority. For this reason, we suggest that you do not include any pharmaceutical items in your shipment.

If you need to include any pharmaceutical items, please contact KSA in advance.

3-3. Instruction for unapproved items for Japanese Pharmaceutical Affairs Laws

For pharmaceutical companies wishing to display a drug, machines or equipment, etc which is not approved in Japan, the company should adhere to the below law requirements. Additionally, for medical device or medical equipment companies

- 1 This exhibition is held under the jurisdiction of laws of Japan. This means that items approved overseas will still need to be displayed in the manner complying with Japanese Pharmaceutical Affairs Laws.
- 2 This is a temporary approval for display (only) from Health, Labour and Welfare Ministry. It is forbidden to sell or distribute to a third person in this exhibition.
- 3 In this exhibition, you must display a sign reading "This product is not for sales. Approval for Pharmaceutical Affairs of Japan is pending" near the unapproved items.

Example:

<p>This product is not for sale. Approval for Pharmaceutical Affairs of Japan is pending. 薬事法未承認のため、販売、授与できません。</p>

- 4 Regarding unapproved products, the following actions must be taken immediately after the exhibition.
 - Disposal with regulated formalities as stipulated by the Health, Labor and Welfare Ministry.
 - Export from Japan to third countries.
- ※ If you discard products without the regulated formalities individually, make sure to take them out of Japan by hand-carried baggage, or export them from Japan by courier, otherwise you will be punished for an infraction of Japanese Pharmaceutical Affairs Laws.

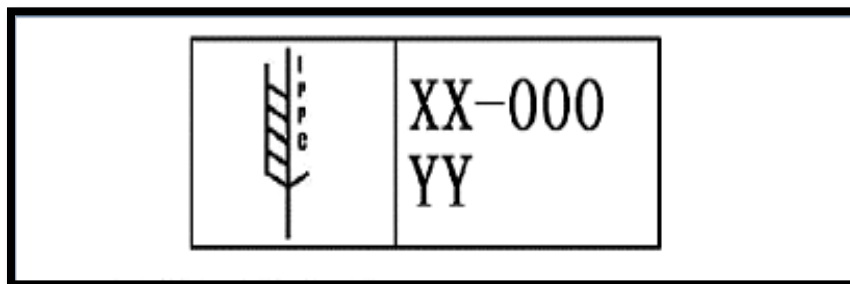
3-4. Fumigation requirements

New wood packing material regulations with effect from April 1, 2007.

With effect from 1st April, 2007, fumigation must be arranged in the country of origin before shipment to Japan for all wood packing materials (WPM). This includes wooden block cases/crates, wooden pallets, wooden frames, wooden drums, chocks & stow-wood, cross-ties and so on.

To ensure WPM is properly treated either by Heat Treatment (HT) or Methyl Bromide (MB), the following information must be marked or stamped on the outside packing.

- ① IPPC Logo
- ② ISO country code (XX)
- ③ Unique number assigned to the company (with carries out the fumigation procedure) by the national plant protection organization. (000)
- ④ Fumigation method either HT-Heat Treatment or MB-Methyl Bromide. (YY)



3-5. Shipping notification & Pre-advice

Once shipments have been made, please advise to us by E-mail (mice-logistics@ksa.co.jp) the following details.

- ① Number of packages
- ② Volume & Weight
- ③ Dates of departure and arrival
- ④ Sea freight : Name of vessel, Ocean B/L number
- ⑤ Airfreight : Flight number, AWB number

3-6. Food items

Regardless of the quantity or volume, we recommend that you do not include any food items in your shipment as there will be other procedures involved. If you would like to bring in food items, you may carry these with you as personal belongings up to certain amount.

3-7. Import duty and Import consumption tax

They will not be levied on Temporary Import shipment, but will be levied on the CIF value of the goods under the Consumption (Permanent) Entry.

3-8. Insurance

Round trip type cargo insurance including exhibition period should be covered by each exhibitor.

4 NECESSARY CONDITION

4-1. Arriving Deadlines

-1 Air Shipment to Narita airport

Cargo unapproved by Japanese Pharmaceutical Affairs Laws 27 Sep. 2017

General cargo

4 Oct. 2017

-2 Ocean Shipment to Tokyo Port

Cargo unapproved by Japanese Pharmaceutical Affairs Laws 20 Sep. 2017

General cargo

27 Sep. 2017

-3 Small Packages

Only general cargo

6 Oct. 2017

All shipments must have their freight charge 'prepaid'.

Shipments arriving after the deadline will incur extra charges due to the special handling required.

Please contact us if the shipment will arrive after the deadline.

4-2. Shipping Marks

In order to expedite clearance through Japanese Customs, please attach the following shipping label to the outside of all shipping containers or packages.

[WCLC 2017]	
Booth No. :	Your booth No.
To :	Exhibitor's name
C/No. 1-up :	Each number 1 to ...on shipping container
MADE IN :	Country of origin

4-3. Shipping Documents

Please consign all shipping documents.
(Air Waybills / Ocean B/Ls and Invoice / Packing List)

Consignee:

KSA International Inc.
7-4-25, Akasaka, Minato-ku, Tokyo, Japan
107-0052
Phone : +(81)-3-3505-8674
FAX : +(81)-3-3505-9710

And "Notify Party" on these documents:
Same as Consignee

4-4. Necessary Documents

The following documents will be required to complete customs formalities.

- ① Air Waybill and/or Ocean B/L for each shipment
- ② Invoice prepared in English, showing specific commodity names, not brand name, known in general name and value (US\$ or Euro) for Customs purpose only
- ③ Packing List (when there are plural numbers of packages)
- ④ Pictures, drawings and any supporting materials to explain the goods, their use, function etc. in English, if available.

5-5. Delivery address for small packages sent by courier

Shimamura Transportation Warehouse Co., Ltd
C/o KSA International Inc.
1-9-15, Matsue, Edogawa-ku, Tokyo
132-0025 Japan
TEL : +81-3-3656-2121
Fax : +81-3-3652-5810

※ Please call KSA +(81)-3-3504-8674

5 TERMS OF PAYMENT

5-1. Deposit by wire transfer

- 1 Please make payment in advance according to a list of charges.
- 2 The cost of transportation will be computed by inputting the quantity of goods into the attached file.
- 3 Please arrange the payment to the bank account prior to the exhibition.
- 4 Please e-mail us description of your exhibition items and a copy of our quotation.
- 5 **You will receive 5% discount on the quoted price if you make full payment one week advance of the payment deadline.**
- 6 We will arrange a refund of the discounted amount 12 days after the exhibition ends.

<BANK INFORMATION>

Account Name : **KSA International, Inc.**

Bank : **BANK OF MITSUBISHI-TOKYO UFJ
SAIIN BRANCH**

A/C No : **9000777**

Swift Code **BOTKJPJT**

5-2. Attention

- 1 Exhibitions goods cannot be transferred without confirmation of the payment.
- 2 If you have any questions about payment, please contact us at the contact us at the contact information below.
E-mail : mice-logistics@ksa.co.jp
TEL : +(81)-3-3505-8674