

21 June, 2016

## New procedure related to Taiwan Advance Manifest System

Dear NCA Customers

As Taiwan Advance Manifest System will become effective from **1<sup>st</sup> July, 2016**. Advance electronic data of all shipments bound for Taiwan will be required.

NCA would like to inform you of its new procedure to ensure smooth implementation of the new regulations

### **1. Date of implementation**

All NCA flights to Taiwan (TPE) are to be regulated from **1<sup>st</sup> July, 2016**.

(the 1<sup>st</sup> flight is KZ5241/01Jul'16 from NRT)

### **2. Basic Taiwan Customs requirements**

All information related to air cargo brought into Taiwan (Including transit cargo in Taiwan) will be required to be transmitted electronically to Taiwan Customs.

NCA is responsible for the transmission of complete set of information at Master Air Waybill (MAWB) level for non-consolidated shipments.

NCA is also responsible for transmission of complete set of information at both MAWB level and House Air Waybill (HAWB) level for consolidated shipments.

All the consolidator exclusively possesses HAWB information, NCA needs to be disclosed and presented by the consolidator with complete and accurate HAWB information that is required by Taiwan Customs.

Detailed HAWB information must include the following.

- HAWB number
- Three letter code of the airport of origin
- Three letter code of the airport of destination
- Precise description of the goods.
- Number of pieces
- Weight
- Complete name and address of the original shipper
- Complete name and address of the ultimate consignee.

### 3. Options to submit HAWB information.

#### (1)EDI with FHL messages.

This is the preferred method of NCA, which has a connection with EDI vender. The message must be received electronically prior to document acceptance. Some venders such as TRAXON provide web option for forwarders who do not have EDI connection.

#### (2)Manual entry based on presented document.

If your computer cannot send FHL messages, NCA will offer manual entry. In this case, NCA may set earlier cut off time for acceptance depends on each station's situation. (Please ask NCA sales representative)

Attached request sheet need to be completed and submitted with the MAWB at the time of acceptance.

If the accurate and complete information is not available by the specified timing, NCA reserves a right to refuse acceptance of the shipment or offload the shipment.

Whichever method you choose, following documents need to be attached to the MAWB at the time of acceptance.

- ①Copy of the detailed consolidation manifest (or copy of each HAWB)
- ②Consolidation manifests for each ULD, if the shipment is built-up on several ULDS by shipper.

### 4. Cost measure

Since the implementation of the new regulation will increase our costs, NCA is forced to share part of the additional costs with our customers.

New miscellaneous charges with two levels based on the way to acquire HAWB information will be implemented.

Options to submit HAWB information	The transaction charge per MAWB and/or HAWB (*)	The code in Other Charge box
1)EDI with FHL message	145 円 (ex Japan)	CG
2)Manual entry based on presented document	600 円 (ex Japan)	CC

**Remark\* : For customers outside Japan, please contact your local NCA sales office.**

- 1) Charge should be inserted on the MAWB other charge box with the code "CG". If you transmit FWB, "CG" followed by the amount should be entered in the other charge line of the FWB.
- 2) Charge should be inserted on the MAWB other charge box with the code "CC".

## **5. Information on the documents**

### **(1) Shipper information:**

For consolidated shipment, the identity of the consolidator is sufficient at the MAWB level but the name and address of the actual shipper must be provided on House Manifest.

For non-consolidated shipment, the name and address of the original shipper must be provided.

### **(2) Consignee information:**

For consolidated shipment, the identity of the container station of broker is sufficient at the MAWB level but the name and address of the actual consignee must be provided on a House manifest.

For non-consolidated. Shipment, the name and address of the ultimate consignee must be provided.

### **(3) Cargo description**

For consolidated shipment, the description of “Consolidation as per attached manifest” should be indicated in the “nature and Quantity of Goods” box of the MAWB but precise description of the goods must be provided in the HAWB level.

For non-consolidated shipment, a precise description must be provided. The column for “Good Description” should not be filled in with any meaningless numbers, marks or general terms such as:

① Meaningless numbers and marks: 0, 1, 11, A, AB, %, \$, #, @, etc.

② General terms: PARTS, SAMPLE, ACCESSORY, etc.

(Please refer to “Examples of Goods Descriptions Accepted or not Accepted” in Appendix Table..)

### **(4) Number of pieces**

Total number of pieces tendered must be shown in the “No of Pieces” box of the MAWB.

## **6. Information on the EDI messages**

### **(1) Origin & Destination**

Origin & Destination in the FHL should correspond to those in the FWB.

### **(2) Shipper & Consignee information**

FWB: For the consolidated shipment, the consolidator & the broker’s name and address, and for the non-consolidated shipment, original shipper & ultimate consignee’s name and address should be contained.

FHL: Original shipper & ultimate consignee’s name and address at the HAWB level should be contained.

### **(3) Cargo Description**

FWB: For the consolidated shipment, “Consolidation”, and for the non-consolidated shipment, a precise description should be indicated in the “Rate description” line.

FHL: A precise description should be indicated in the "HBS" line. Since the "HBS" line can accommodate just 15 characters, the first 15 characters of the cargo description should be entered in the "HBS" line and full description should be entered in the "TXT/" line.

(4)Number of piece

FWB: Number of piece tendered should be entered in the "Air Waybill consignment details" line.

FHL: Number of piece tendered should be entered in the "MBI" line.

**7. Airlines responsibility**

NCA is responsible for transmitting the information on the bases of what NCA believes to be true or correct, the shippers are ultimately responsible for completeness and correctness of the information. Therefore forwarders will be liable to NCA for any loss or expense NCA racked up due to incorrectness or incompleteness of provided information.

**8. Confidentially of cargo information**

NCA will only use the cargo information for transportation purpose.

NCA must maintain cargo information confidential unless requests from Taiwan officials or other officials.

Thank you very much for your attention and continued support on NCA.

Sincerely,

To: Nippon Cargo Airlines Co., Ltd

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Request Sheet for manual HAWB data input to Taiwan Customs**

We request NCA to do manual HAWB data input for Taiwan Advance Manifest System.

1. Master AWB Number: **933-** \_\_\_\_\_

2. Booked Flight Number: **KZ** \_\_\_\_\_

3. Number of House AWB: \_\_\_\_\_

We have confirmed that attached House Manifest contains necessary information for Taiwan Customs requirement and total number of House AWB.

Sign: \_\_\_\_\_

**ATTENTION**

Please make sure you sign in part lined above.

You are kindly requested to complete and attach this sheet to Master AWB.

NCA may set earlier cut off time for acceptance depends on each station's situation.

## Appendix Table

### Examples of Goods Descriptions Accepted or not Accepted

Not Acceptable	Acceptable
Apparel Wearing Apparel Ladies' Apparel Men's Apparel	Clothing Shoes Footwear Jewelry (may include watches)
Appliances	Kitchen Appliances Industrial Appliances Heat Pump
Auto parts Parts	New Auto parts Used Auto parts
Caps	Baseball Caps Blasting Caps Bottle Caps Hub Caps
Chemicals, hazardous Chemicals, non-hazardous	Actual Chemical Name (not brand name)
Electronic Goods Electronics	Computers Consumer Electronics, Telephones Electronic Toys(can include Gameboys, Game Cubes, Dancing Elmo Doll etc.) Personal/Household Electronics (i.e. PDA's VCR's, TV's)
Equipment	industrial Equipment, Oil Well Equipment Automotive Equipment, Poultry Equipment etc.
Flooring	Wood Flooring, Plastic Flooring, Carpet, Ceramic Tile, Marble Flooring
Foodstuffs	Oranges Fish Packaged Rice, Packaged Grain, Bulk Grain
Iron	Iron Pipes, Steel Pipes
Steel	Iron Building Material, Steel Building Material
Leather Articles	Saddles Leather Handbags Leather Jackets, Shoes
Machinery	Metal Working Machinery Cigarette Making Machinery

Machines	Sewing Machines Printing Machines
Pipes	Plastic Pipes PVC Pipes Steel Pipes Copper Pipes
Plastic Goods	Plastic Kitchenware, Plastic Houseware, Industrial Plastics Toys, New/Used Auto Parts
Polyurethane	Polyurethane Threads Polyurethane Medical Gloves
	Personal Effects Household Goods.
Rubber Articles	Rubber Hoses Tires Toys Rubber Conveyor Belts
Rods	Welding Rods Rebar Aluminum Rods Reactor Rods
Scrap	Plastic Scrap Aluminum Scrap Iron Scrap
STC (Said to Contain) General Cargo FAK (Freight of All Kinds) "No Description"	
Tiles	Ceramic Tiles Marble Tiles
Tools	Hand Tools Power Tools Industrial Tools