



TG LOGISTICS (BD) LTD.

STANDARD OPERATING PROCEDURES FOR AIR EXPORT TO BANGLADESH

A) MAWB :

1. SHIPPER : OVERSEAS AGENT NAME & FULL ADDRESS
2. CONSIGNEE: IF DESTINATION SHAHJALAL INTERNATIONAL AIRPORT, DHAKA (DAC)

TG LOGISTICS (BD) LTD. (AIN # 101-15-3-759)
PLOT NO. 30/A (5TH FLOOR), ROAD NO. 4, SECTOR NO.3,
UTTARA, DHAKA-1230, BANGLADESH.
PIC : RUBEL/ARIF : +8801709915116/+8801709915110
E-mail: air@tgl-bd.com

B) HAWB :

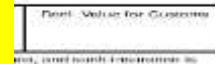
1. SHIPPER : ACTUAL SHIPPER OR AS PER OUR SHIPPING INSTRUCTIONS
2. CONSIGNEE: ACTUAL CONSIGNEE OR AS PER OUR SHIPPING INSTRUCTIONS

**** If Shipment under Letter of Credit: Consignee will be Bank & Notify will be Actual Consignee ****

*****BIN (Business Identification Number) Requirements:**

- 1. MUST mention BIN # for both Cnee & Notify separately with details.**
- 2. For Bank Cnee, need to mention Bank BIN # in Cnee column & Ultimate Cnee BIN # in Notify**

MUST MENTION DECLARED VALUE FOR CUSTOMS IN HAWB COLUMN



C) MAWB must be Freight Prepaid as per Bangladesh Central Bank rules & regulation. D) HAWB can be Freight Prepaid/ Collect. If we need to collect the freight from consignee, Please provide us Debit Note in order to collect same from consignee before issue D/O.

E) Chargeable weight should be same in MAWB & HAWB .

F) On the Column of each MAWB nature & Quantity of Goods should read – CONSOL Shipment. G) Must receive Pre-alert along with all relevant docs at least 1 Working Day prior of flight arrives at Dhaka Air Port.

As per Bangladesh Customs & GHA regulation the below documents are required for smooth releasing of the Shipment.

- A) HAWB ORIGINAL 2 (FOR CONSIGNEE), B) HAWB COPY 4 (DELIVERY RECEIPT) C) MAWB ORIGINAL 2 (FOR CONSIGNEE), D) MAWB COPY 4 (DELIVERY RECEIPT)
- E) CARGO MANIFEST F) PACKING LIST G) INVOICE H) Certificate (If any).

MUST BE HAWB/MAWB DATA FHL/IGM UPDATE TO DHAKA CUSTOMS BY CONCERN CARRIER,

Send all shipping docs / Pre-alert to our group e-mail: air@tgl-bd.com