



## AIR PROCEDURES

### 1. How to fill Air Shipment Documents (AWB: Air Way Bill)

#### 1.1 MAWB: Master Air Way Bill

- Document Identification: Carrier Number
- Shipper's Name and Address: Origin station name and address
- Consignee's Name and Address:
  - Integral Chile S.p.A.
  - Vitacura 2939 Of. 2203 Las Condes, Santiago de Chile
  - RUT: 96.630.500-2
  - Phone (56-2) 2430-2400 / (56-2) 2371-7221
  - At. Mr. Jesus Gonzalez
  - Email: [air.manager@integralchile.com](mailto:air.manager@integralchile.com)
  
- Issuing Carrier's Agent Name and City: Origin Station Name
- Agent IATA Code: Origin Station IATA Code
- Airport of Departure: Name of Departure Airport
  - If Transshipment: state Second Carrier and Second Airport
- To: Name of Chilean Destination City
- By First Carrier: name of the First Carrier
- Airport of Destination: Name of Chilean Destination Airport (Most of the time is Santiago)
- Notify / Accounting Information:
  - HAWB's identification, included in the consolidation
  - Any other important information
- Currency: Origin Currency or US\$
- Declared Value for Carriage: state NVD (do not state "Ad Valorem")
- Declared Value for Customs: state NCV (do not state "Ad Valorem")
- Amount of Insurance: NIL
- Airfreight and Additional Charges: state if they are prepaid or collect
- Handling Information: documents attached
- Number of Pieces: always state total pieces
- Gross Weight: always state total gross weight
- Chargeable weight: if, it should be stated
- Rate and Total Charges: value in origin's currency or US\$
- Nature and Quantity of Goods (include dimensions or volume):
  - It must state "Consolidated Cargo as per attached Cargo Manifest"

#### 1.2 HAWB: House Air Way Bill

- Document Identification: MAWB Number and origin station house number
- Shipper's Name and Address: export's full style
- Consignee's Name and Address: buyer's full style or commercial bank
- Issuing Carrier's Agent Name and City: Origin Agent Station name, address and phone
- Agent IATA Code: Origin Agent Station IATA code
- Airport of Departure: Name of Departure Airport
  - If Transshipment: state Second Carrier and Second Airport
- To: Name of Chilean Destination City
- By First Carrier: name of the First Carrier
- Airport of Destination: Name of Chilean Destination Airport (Most of the time is Santiago)
- Notify / Accounting Information: any important information (PP or CC, Incoterm, third party to be

- Notified purchase order or supplier / consignee reference)
- Currency: USD or Origin Currency
- Declared Value for Carriage: state NVD (do not state "Ad Valorem")
- Declared Value for Customs: state NCV (do not state " Ad Valorem")
- Amount of Insurance: NIL
- Airfreight and Additional Charges: state if they are prepaid or collect
- Handling Information: documents attached, states final destination if it is different than destination Airport
- Number of Pieces: always state total pieces
- Gross Weight: always state total gross weight
- Chargeable Weight: if, it should be stated
- Dimensions: always must be included
- Rate and Total Charges: value in US\$ or origin's currency
- Nature and Quantity of Goods (include dimensions or volume): kind of merchandise as per invoice and package description

## 2.IMPORTANT NOTES to be considered:

- **Pre-Alert in advance 24 WORKINGS hours before flight arrival, including**
    - + MAWB, HAWBs, Cargo Manifest, Commercial Invoice
    - + Insurance, origin certificate and other if proceed
- Pre-Alert must be sent to Mr. Jesus Gonzalez, email [air.manager@integralchile.com](mailto:air.manager@integralchile.com)

## WARNINGS:

24 hours before departure from airport of origin, documents must be received in Chile in order be checked they come without errors.

According Chilean Customs, all air shipments must be registered prior arriving SCL Airport in ISIDORA (Chilean Customs Automated Manifest System).

In case we fail to do it, means, wrong documents issue or missed ISIDORA registration, the Chilean Customs penalty will be in relation to the merchandize value, with a minimum of U\$ 250.00 but they could reach levels of thousands of US Dollars.

Any appeal must be cursed through a lawyer service staff.  
Fine and lawyers fees are for the account of agent at origin.  
This is a mandatory rule.

For all the above, we ask you to send us the pre-alert and documents (MAWB, Cargo Manifest & HAWB) 24 hours before flight departure to avoid any penalty, considering that it must be received from Monday to Friday during Chilean working hours

( 09:00 to 17:00 ).

Please be sure to send your information on time.

- **Documents required to come with Air Import Shipments**
  - + Two original MAWB for consignee plus at least one copy
  - + Two original HAWB for consignee plus at least one copy
  - + Three Cargo Manifest copies, one of them must be attached to MAWB, outside the document Pouch.
- MAWB
  - + To issue three original MAWB identified as 1/3, 2/3 and 3/3
  - + MAWB must come prepaid or collect, it depends of the country
    - If MAWB comes collect at IATA rate, airline will charge to us the rate as shown in the MAWB, independent of negotiated rate
  - + Total pieces quantity must be the same than the total pieces quantity of all HAWBs

- + Total gross weight must be the same than the total gross weight of all HAWBs
- + Transshipments allowed previous confirmation and only if permitted by Letter of Credit
- + Transit permitted
- HAWB
  - + To issue three original HAWB identified as 1/3, 2/3 and 3/3
  - + Always is needed a company or natural person as Import Entity in Chile.
  - + HAWB must show airfreights and charges.
  - + Do not issue HAWBs "As Agreed", they are not acceptable by Chilean Custom due to duties and Taxes are paid over CIF amount.  
However, you need to issue them in that way, you must inform us airfreights and charges split, in Order we can amend HAWB before to be delivered to consignee, all of this even if HAWB is prepaid.
  - + If HAWB is issued "Ad Valorem", any claim would be paid over that value instead of limit of responsibility stated in HAWB
  - + Transshipments allowed previous confirmation and only if permitted by Letter of Credit
  - + Transit permitted

CARGO MANIFEST MUST INCLUDE:

- + Origin and destination airport
- + MAWB and HAWBs number
- + Consignee name
- + Quantity of pieces per HAWB
- + Gross weight per HAWB
- + Clear goods description per each HAWB
- COMMERCIAL INVOICE
  - + Commercial Invoice duly valued stating sale's Incoterm and Harmonized Code
- INSURANCE CERTIFICATE
  - + Insurance certificate showing premium paid if it was issued at origin
- ORIGIN CERTIFICATE
  - + If proceed, according Free Foreign Trade Treatment
- WOOD PACKING
  - + Sealed woods packing under WPM international regulation (in Spanish NIMF 15)
- LABELS
  - + Labels in bulks must include at least following information:
    - Name of the Airline or FFWD
    - MAWB number
    - HAWB number
    - Pieces quantity
    - Destination