

ECONOMIC COMMISSION FOR EUROPE

**UNITED NATIONS LAYOUT KEY
FOR TRADE DOCUMENTS**

GUIDELINES FOR APPLICATION

***INFORMATIVE ANNEX
TO RECOMMENDATION 1***



**UNITED NATIONS
New York and Geneva, 2002**

**United Nations Layout Key for Trade Documents
Guidelines for Application**

Informative Annex to Recommendation No. 1, adopted by the
United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

ECE/TRADE/270

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Foreword

I am pleased to introduce a completely revised and expanded edition of the *Guidelines for Application of the United Nations Layout Key for Trade Documents*. This publication, which includes an extensive Appendix with illustrations of forms for several sectors based on the UN Layout Key (UNLK), also takes into account the relationship between “paper documents” and their electronic counterparts.

Since its introduction in 1973 as the UNECE Recommendation No 1, the United Nations Layout Key for Trade Documents has provided Governments, organizations and the business community with a basis for a standard and aligned design of documents used in trade and transport. This has led to a major improvement in the standardization of trade documents in many countries throughout the world.

Most international organizations re-designed their relevant documents on the basis of the UNLK. Moreover, private companies created aligned series of documents which could be prepared using reproduction techniques that enabled the issue in one operation (“one run”) of all the documents needed for a trade transaction. The consequent reductions in time and cost for the paperwork involved in moving goods in trade have been significant.

However, the flexibility allowed in the application of the UNLK resulted in documents looking very different, as they reflected the particular data requirements in the various documents concerned. Although they still remained within the *pro forma* framework of the UNLK, doubts were sometimes expressed whether or not they could still be regarded as aligned to the UNLK.

The first edition of the *Guidelines for the Application of the United Nations Lay Key when Designing Trade Documents*, issued in 1984, was designed to address these issues. Developments and experience since then have drawn renewed attention to the need for these *Guidelines* and have indicated a requirement for updating and reissue of the document in an expanded and more comprehensive form. The current publication is designed to address these requirements.

I hope that this publication will offer a useful aid to all parties engaged in the creation and preparation of trade documents and that this important process continues to reduce the cost and enhance the flow of international trade.



Paolo Garonna
Acting Executive Secretary
Economic Commission for Europe

INTRODUCTION

In November 1984 the UN/ECE Working Party on Trade Facilitation issued “Guidelines for the application of the United Nations Layout Key when designing trade documents”, as document TRADE/WP.4/INF.93. These Guidelines were the result of extensive deliberations within the Working Party and they took into account all known trade documents which at the time had been aligned to the Layout Key. The formal status of the various documents was referred to and the data elements used in them indicated. Practical advice was given regarding particular features and problems relevant for the designing of forms within the framework of an aligned series of trade documents.

The term “Guidelines” was chosen because the contents were not suitable for a formal Recommendation, as they referred to several documents that were already subject of separate recommendations (Rec No 6 “Invoice Layout Key”, Rec No 11 “Multimodal Dangerous Goods Form” and Rec No 22 “Standard Layout Key for Shipping Instructions) or international agreements (Bills of Lading, Rail and Road Consignment Notes, Air Waybill, etc).

In the ongoing work on revising all UNECE/FAL Recommendations, it was suggested that Recommendation No 1 on the United Nations Layout Key for Trade Documents should be revised to incorporate the various aligned documents referred to above, and include models for some commercial documents (Enquiry, Offer, Order, Despatch Advice, etc). The delegation of Romania put forward proposals for such forms.

Following discussion within the ITPWG, however, it was agreed to re-design the “Guidelines” document and to re-issue it as an Annex to Recommendation No 1, expanding its contents to include the commercial documents mentioned above. It was also agreed to include illustrations of aligned forms and to refer to equivalent electronic applications.

The resulting document was agreed within the ITPWG and approved by UN/CEFACT at its Seventh session held in March 2001.

The following Member States participated in the Seventh UN/CEFACT session in March 2001:

Australia, Austria, Belgium, Brazil, Bulgaria, Canada, China, Cuba, Czech Republic, Denmark, Finland, France, Germany, Hungary, Iceland, India, Iran (Islamic Republic of), Ireland, Israel, Italy, Japan, Lithuania, Luxembourg, Malta, Mauritius, Netherlands, Nigeria, Norway, Philippines, Poland, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Senegal, Slovakia, Slovenia, Spain, Sweden, Turkey, Ukraine, United Kingdom of Great Britain and Northern Ireland, United States of America, Venezuela and Yugoslavia.

The following intergovernmental organizations participated: Bank for International Settlements (BIS), Danube Commission (CD), European Free Trade Association (EFTA), European Organization for Nuclear Research (CERN), League of Arab States, and World Customs Organization (WCO).

The following United Nations bodies, regional commissions and specialized agencies were also represented: International Telecommunication Union (ITU), United Nations Commission on International Trade Law (UNCITRAL), United Nations Conference on Trade and Development (UNCTAD), United Nations Economic and Social Commission for Asia and the Pacific (ESCAP), United Nations Economic and Social Commission for Western Asia (ESCWA), United Nations Institute for Training and Research (UNITAR), and the Universal Postal Union (UPU).

The following non-governmental organizations participated: European Electronic Messaging Association (EEMA), International Article Numbering Association (EAN), International Association of Ports and Harbours (IAPH), International Chamber of Commerce (ICC), International Multimodal Transport Association (IMMTA) and the International Organization for Standardization (ISO).

Observers present at the invitation of the secretariat included representatives of the Electronic Commerce Europe Association (ECEA), the Global Commerce Initiative (GCI), Organisation for the Advancement of Structured Information Standards (OASIS), REDTOO AG, the Taipei EDIFACT Committee, and Webforce International.

I UNITED NATIONS LAYOUT KEY

1. Recommendation No 1 “United Nations Layout Key for Trade Documents”, to which this document forms an Annex, was adopted by the UN/ECE Working Party on Facilitation of International Trade Procedures in 1973. A detailed account of the creation of the Layout Key (hereafter referred to as the “UNLK”) is given in the text of the Recommendation and can be summarized as follows:

2. In October 1963, it was agreed that a model form prepared within the Working Party could be used as a layout key for the simplification and standardisation of documents used in export trade.

3. During the period 1963 to 1969, decisions or recommendations to align various internationally-established documents to the UNLK were taken by a number of international organisations responsible for banking, Customs, freight forwarding and postal services, and for transport by sea, rail and road. In several UN/ECE member countries aligned series of forms based on the UNLK were introduced.

4. Progress in the field of automatic data processing and data transmission had caused concern that the UNLK might not prove suitable for such

applications. After thorough study it was confirmed, however, that it was indeed suitable for such applications as well as for more traditional methods, and it was felt that it would be both justified and appropriate to recommend it as a common basis for the presentation of documents for international trade, whether these documents were to be processed by automated or by traditional, non-automated methods.

5. In consequence, the Working Party in 1973 agreed to adopt a formal Recommendation, confirming the original Layout Key adopted in 1963 and recommending that Governments and interested organizations pursue their efforts to align all documents used in external trade with that Layout Key. In 1978, the UN/ECE Committee on the Development of Trade noted with satisfaction “that the Layout Key for trade documents agreed by ECE experts in 1963, and formally recommended by the Working Party on Facilitation of International Trade Procedures in 1973, had reached a level of world-wide acceptance that made it feasible and desirable to refer to it as the “United Nations Layout Key for Trade Documents”. In 1979 the Recommendation was issued as a United Nations sales publication.

II TERMINOLOGY

6. Some terms specified in Recommendation 1 and relevant for these guidelines are listed below, with the source of the definition indicated within brackets. “ECE” means that the definition originates within the UN/ECE; “ISO” or “ISO DP” means that it has been adopted or proposed for adoption as an international standard; the number is that of the corresponding ISO Standard or Draft Proposal.

A sizes: a series of trimmed paper sizes as specified in ISO 216-1974 (ISO DP 6760). Note: These are paper sizes in which the relationship of the longer side to the shorter side of the trimmer paper is equal to the ratio between the diagonal and the side of a square.

Address field: an area on a form or envelope reserved for a name and/or address (ISO DP 6760).

Character: a member of a set of elements that is used for the representation, organization, or control of data (ISO/IEC 2382-4-1999; 04.01.01).

Character spacing (“Pitch”): distance between corresponding points of the stroke center lines of adjacent characters on the same line (ISO DP 6760). Note: Width space for office machines.

Code:

- Code (Coding scheme) A collection of rules that map the elements of a first set onto the elements of a second set (ISO/IEC 2382-4-1999; 04.02.01).

- Code (Code element): The result of applying a code to an element of a coded set (ISO/IEC 2382-4-1999; 04.02.04)

Code box: an area, within a data field, designated for a coded data entry (ECE; ISO DP 6760).

Coded data entry: a data entry expressed in code (ECE).

Column: a field designed for the recording of data in vertical sequence (ISO DP 6760).

Data: a reinterpretable representation of information in a formalized manner suitable for communication, interpretation or processing by humans or automatic means (ISO 2382-1; 01.01.02).

Data carrier: a data medium that is designed for storage and/or transportation of data (ISO DP 6760).

Data element: a unit of data that, in a certain context, is considered indivisible (ISO 2382-4-1999; 04.07.01).

Data entry: data entered on a data carrier (ECE; ISO DP 7670).

Data field: an area designated for a specified data entry (ECE).

Descriptive data entry: a data entry expressed in plain language or in an abbreviated manner (ISO DP 6760).

Document: a data carrier and the data recorded on it, that is generally permanent and that can be read by man or machine (ECE; ISO DP 6760)

Document name: the title of a document expressed in plain language (ECE; ISO DP 6760).

Field code: a field identifier expressed in code (ECE).

Field heading: a field identifier expressed in plain language, full or abbreviated (ECE; ISO DP 6760).

Field identifier: a text or code specifying the nature of the data in a data field (ISO DP 6760).

Form: a data carrier designed to carry a visible record of data entries (ECE; ISO DP 6760).

Forms design sheet: an application of a layout chart, intended as an aid for the placing of rules and other preprinted matter in the designing of forms containing margin indicators and a network of lines indicating the location of printed rules (ECE; cf. ISO 3535-1977).

Image area: a predetermined area within which information can be entered for subsequent reproduction, storage or transmission (ISO DP 6760).

ISO-sizes: paper sizes specified in ISO 216-1975 (ISO DP 6760; cf A-sizes).

Layout chart: a sheet provided with scales and other indicators conforming to the characteristics of the majority of character printing machines in general office and data processing use (ECE; ISO 3535-1977).

Layout key: a pro-forma document used for indicating spaces reserved for certain statements appearing in documents in an integrated system (ECE; ISO 6422-1985).

Line spacing: the distance between two adjacent baselines (ECE; ISO DP 6760).

Margin: the space between an edge of the form and its adjacent image area (ISO DP 6760).

Master: document prepared for the purpose of producing other documents, by duplicating or copying its data, completely or in relevant parts (ECE).

One run method: the use of a reproduction process to transfer all or part of the information recorded on a master on one or more forms constituting an aligned series (ECE; ISO DP 6760).

Ordinal data entry: data entry intended for identification of an individual document or an item, or for classification and sorting, but not as a quantity for calculation (ECE).

Quantitative data entry: numerical data entry which can be used as a quantity for calculation (ECE).

Top margin: a margin along the upper edge of the form (ISO DP 6760).

III GENERAL DESIGN PRINCIPLES OF THE UNITED NATIONS LAYOUT KEY

7. The UNLK is intended specifically as a basis for the designing of aligned series of forms employing a master document in a reprographic one-run method of document preparation; it can also be applied for the layout of visual display presentations in electronic data applications.

8. Generally, the design of the UNLK is based on the "box design" principle. Care has been taken to place recipient addresses in an area acceptable to postal

authorities for use with window envelopes. In placing the other data elements included in the UNLK, consideration has been given to arguments of a technical, legal, commercial, administrative and practical nature put forward by the various interested parties consulted. An area for "free disposal" in the lower part of the format is intended to cater for more particular needs in individual applications.

9. When designing forms on the basis of the UNLK, certain principles should be observed. Data elements

specified in the UNLK should be placed in the corresponding space in the form under design, whereas such elements *not specified* in the UNLK should be placed in the “free disposal” area.

10. Data elements specified in the UNLK but *not required* in the form under design can be disregarded and the corresponding space used for other purposes in the same way as the “free disposal” area; however, the use of that area may be subject to particular design considerations if the form is to be included in a aligned series or otherwise used in a one-run application.

11. Before any “in-house” documents can be included in a reproducible master at company level, the designer needs to take into account, and place in their proper locations, all relevant items appearing in any international, sectoral or national layout key or standard form which would apply to the aligned series under design. Only such annotations, stamps and similar entries, which are made after the initial

one-run completion of the form, can be placed without these considerations.

12. If any free space is used for the *expansion* of other data fields, it should be borne in mind that this may create problems for trading partners whose automated office procedures are based on aligned documents. If they receive documents containing data fields larger than those set out in the UNLK or in related data standards, they may be unable to accommodate the corresponding data entries in their own systems; in that case, appropriate measures should be taken for coordination between trading partners concerned.

13. The field identifiers in the UNLK indicate the general nature of the information to be contained in the data fields. The data fields can be further subdivided, observing certain practices which have emerged in the development of various international documents.

IV UNITED NATIONS SYSTEM OF ALIGNED TRADE DOCUMENTS

14. Part X of the recommendation on the UNLK contains an account of the United Nations System of Aligned Trade Documents which describes how the UNLK serves as the basis for the creation of subsidiary international and national layout keys, internationally or nationally established standard forms and – ultimately - aligned masters and forms used at company level.

15. These basic concepts in the field of alignment of documents were agreed upon within the Working Party and such terms as “layout key”, “master” and “one-run method” are now well-established and defined (see paragraph 6). For the purpose of describing the system, the following terminology has been adopted (in all cases, it is assumed that the terms refer to documents which present field headings in accordance with the UNLK):

International specialized or sectoral layout keys: Intergovernmental or non-governmental standards (mainly optional) which direct the layout of further data elements common to the special application or sector for which the layout key is intended. They serve as the basis for the design suitable for use in a one-run system.

Aligned international standard forms: Internationally established forms (mostly mandatory) which direct the layout of further data

elements required in relevant treaties, conventions, protocols and similar agreements. These forms do not, in principle, permit any deviation in design. Models of standard forms are often included in such agreements and are named in accordance with the documentary function which they fulfil.

National layout keys: Nationally recommended standards (mandatory or voluntary) which, taking into account relevant specialized and sectoral layout keys and standard forms, direct the layout of any further nationally required data elements with a view to establishing national aligned series of trade documents.

National masters: Nationally recommended standards (mandatory or voluntary) which, taking into account relevant specialized and sectoral layout keys and standard forms, include further required data elements. They serve as the basis for aligned series of trade documents; copies of masters can be used directly for the production of documents: such copies are called “master forms”.

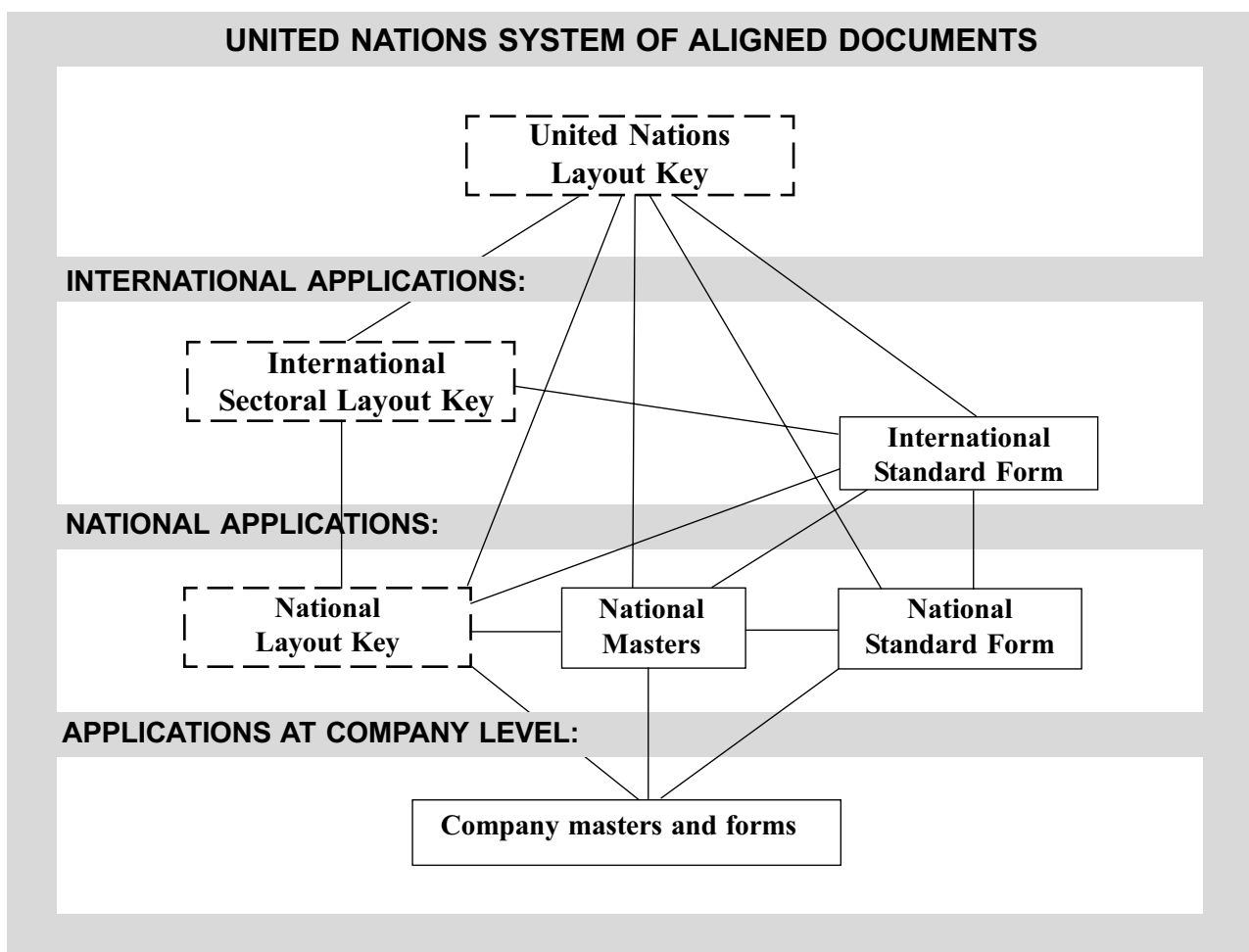
Aligned national standard forms: Nationally standardized forms, which are adapted to the needs of the relevant country. They are often based both on national layout keys/masters and on specialized or sectoral layout keys and are designed for use within an aligned series of trade documents.

Aligned company masters and forms: Masters established by individual companies using the one-run method for completion of trade documents, and all relevant forms needed for a trade transaction – other than mandatory international and national standard forms – adapted to the particular needs of the company concerned, with pre-printed company names and logotype, etc.

16. The “derived” layout keys, masters and forms defined above can be successfully aligned only if certain rules are observed, taking into account a hierarchic structure of interdependence and relations on a number of levels, which are presented graphically in the illustration reproduced below. (In

the illustration, interrupted border lines (—) depict layout keys, which serve as the basis for the design of forms but cannot themselves be used as operational documents, whereas a full line indicates national masters, to be used for the completion of forms, and standard or other aligned forms to be used as operational documents.)

17. In principle, no form can be designed without taking into account the existence of a layout key, master or standard form at a higher level; conversely, it would be possible for a company to design an aligned form directly on the basis of the UNLK if there were no applicable mandatory layout keys, masters or standard forms at the intermediate levels.



18. A characteristic of “derived” layout keys is that they may specify data elements of the UNLK in greater detail or add data elements but still offer flexibility in their implementation. To this category would also belong such *agreed* or *recommended layouts* which specify forms’ designs derived from layout keys, suggesting a location and wording for any data elements added to the basic layout key and required for the particular function which the

document is intended to fulfil, but which still maintain certain flexibility, as described in each case.

19. For *standard or prescribed forms*, the exact layout and data content are laid down by international agreements or conventions, with little or no possibility for deviation. A characteristic feature is that these forms, in some cases only after adding some pre-printed identification details, can be used directly as they are for completion with data entries.

V APPLICATION IN PARTICULAR SECTORS

20. The following sectors or specialized application areas have been identified as being relevant for the establishment of sectoral alignment guidelines:

A Commercial transaction sector: Includes documents applied between commercial parties in the production, sale and purchase phases of a transaction;

B Payment sector: Includes documents related to the requirements of banks to ensure payment;

C Transport and related services: Includes documents relevant to the physical international transport of goods, including insurance

Sub-divided into:

C 1 Forwarding and cargo handling (“Intermediary services”)

C 2 Transport

C 3 Insurance

D Official controls: Includes documents relevant to government authorities to control the international goods flows.

21. A common layout of presentation of the guidelines is followed for each of these sectors, starting with a brief account defining the sector and the documentary functions concerned, specifying whether international sectoral layout keys or standard forms exist and listing the data elements appearing in these documents, with an indication as to whether they are identical to or common with those of the UNLK, or additional for the sector.

Whenever relevant, the data elements are identified by reference to the United Nations Trade Data Elements Directory (UNTDDED), using UNTDED numeric identifiers (four digit tags). An account is given of any particular alignment considerations that should be observed, and of problems encountered. Guidance on solutions is given, as appropriate, and as agreed within UN/ECE Group of Experts No. 2: Procedures and Documentation.

A Commercial transaction sector

1. Documents covered

This sector includes all documents exchanged between partners in international trade for the invitation to tender, through the exchange between offerer (prospective seller) and offeree (prospective buyer) to the conclusion of a contract. The relevant identified documentary functions in this sector are usually separated into two areas related to the originators of the documents, namely the buyer and the seller; contract documents are common to both but are referred to the sales area since they are often prepared by the seller.

The Commercial Invoice is not included since it is not part of the contractual documentation but, rather, a subsequent demand for payment on the basis of a fulfilled contract. The Commercial Invoice is important – not only in its function as defined but also in other procedures, e.g. the determination of Customs Value. For this reason, and also taking into account its widespread and independent use regardless of the contractual situation, the Commercial Invoice is the subject of a separate Recommendation (No.6), listed under section 2 below, for reference only.

The relevant documentary functions can be categorized as being related either to *purchase* (Enquiry, Order), to *sale* (Offer/Quotation; Acknowledgement of order; Proforma invoice), or to both (Contract).

2. Existing international sectoral layout keys

Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)

Layout Key recommended by the ECE, aligned to the UNLK.

3. Existing international standard forms

None. However, models for some of the most common forms, aligned with the UNLK, have been prepared and are illustrated in section 6. They include:

210 Enquiry/Request for quote/Offer invitation

310 Offer/Quotation

220 Order

320 Acknowledgement of order/Pro forma invoice)

351 Despatch Advice

4. Data elements included

For practical reasons, the data elements in the documents referred to above appear in three separate columns: *purchase* (P), *sale* (S) and *contracts* (C). An “x” indicates that the data element is commonly required in the particular category of documents; when placed within brackets it means that the data element may be quoted. There may be individual variations between documents within the category, for detailed information regarding the occurrence and status of data elements, section 7 of the *Trade Data Elements Directory* should be consulted.

UNTDDED tag P S C

4.1 Identical with the UNLK

Document date	2006	x	x	x
Consignee	3132	x	x	x
Delivery address	3144	(x)	(x)	(x)
Transport details	8012	x	x	x
Buyer (if other than consignee)	3002		x	x
Country of origin	3238		x	x
Country of destination	3216	x	x	x
Place of issue	3410	x	x	x
Terms of delivery	4052	x	x	x
Terms of payment	4276	x	x	x
Authentication	4426	x	x	x
Shipping marks	7102	x	x	x
Number of packages	7224		x	x
Description of goods	7002		x	x

<i>(continued)</i>	UNTDDED tag	P	S	C
Type of packages	7064		x	x
Commodity No.	7357	(x)	(x)	(x)
4.2 Synonymous with the UNLK				
Contract No.	1296	(x)	(x)	(x)
Contract date	2326	(x)	(x)	(x)
Seller	3346		x	x
4.3 Additional to the UNLK				
Order No.	1022			x
Order date	2010			x
Time of delivery	2138			x
Order amount	5060	x		
Unit price	5110	x	x	x
Offer amount	5210		x	
Contract amount	5390			x
Quantity		x	x	x
Buyer's authentication		x		x
Seller's authentication		x	x	
Statements as to general conditions				x

5. Particular alignment consideration or problems

The establishment of a contract in international trade involves the exchange of documents created in different countries where national masters or layout keys may have been introduced for exports as well as for imports, and where a layout conflict may arise when aligned documents from one country's export series are confronted with those from another country's import series.

It is generally accepted practice, also put forward within the ISO, to place the name of the issuer of a document in the top left-hand corner of the document concerned. In the initial stage of a trade transaction, a party (prospective buyer) approaches one or more other parties (prospective sellers) asking for price quotations. This is often done by letter, but a form may have been designed for this specific purpose.

Although it may not be possible, or even justified, to introduce a one-run system at this preliminary stage of a trade transaction, alignment of the forms involved offers many benefits of a general nature, such as easier comparison of those documents which have been aligned to the same basic layout.

However, strict adherence to the UNLK by inserting names of parties at a stage before a contract has been

concluded may create undesirable deviations from the general documentation standards of practices applied in the country concerned. The substitution of names of parties – such as “Issuer of tender invitation”, “Offerer” and “Supplier” – in the corresponding places in the Layout Key illustrates this.

It may therefore have to be accepted that the documents issued prior to the establishment of a contract, either as a separate document or through the issue of Confirmation of Order, may show the name of the same party in different places, depending on the function of the document. The exception is the name of the consignee, which should always appear in its allotted place according to the Layout Key.

6. Forms referred to in this section and illustrated in Appendix II.

- Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)
- 210 Enquiry/Request for quote/Offer invitation
- 310 Offer/Quotation
- 220 Order
- 320 (Acknowledgement of order/Proforma invoice)
- 351 Despatch Advice

B Payment sector

1. Documents covered

This sector includes documents exchanged between partners in international trade and their banks, and between banks, for payments related to commercial transactions. The main documentary functions can be categorized as follows:

- *Instructions (or applications) from customers to banks* concerning a payment to be effected: Instructions for bank transfer; Application for banker's draft; Application for banker's guarantee; Collection order; Documentary credit application; Documents presentation form.

- *Advice or information from banks to customers or to beneficiaries of payments*: Collection payment advice; Documentary credit payment, acceptance or negotiation advices; Documentary credit; Banker's guarantee.

Information exchange between banks.

It should be borne in mind that alignment (for inclusion of a document in an aligned series and completion using one-run systems) is of interest mainly for those documents that are prepared by a bank's customer and relate to a particular shipment.

2. Existing international sectoral layout keys

Collection order (ICC)

Layout keys recommended by the ICC, aligned to the UNLK

Documentary credit application (ICC)

Layout key recommended by the ICC, aligned to the UNLK

Documentary credit (ICC)

Layout key recommended by the ICC, aligned to the UNLK to the extent relevant; it should be borne in mind that Documentary credits are not issued by traders and are therefore not included in one-run systems.

3. Existing international standard forms

None.

4. Data elements included

(A= Documentary credit application; C= Documentary credit; O= Collection Order)

4.1 Identical with the UNLK

	UNTTED tag	A	C	O
Document date	2006		x	
Place of issue	3410		x	
Transport details	8012			x

4.2 Synonymous with the UNLK

Number	1172	x		
Advising bank's reference number		x		
Applicant	3132/3002	x	x	
Beneficiary	3336/3030	x	x	
Principal	3336/3030			x
Reference, principal	1472	x		
Drawee/Consignee	3132			x
Drawee if not consignee	3002			x
Goods (brief desc. Without excessive detail)	7002			x
Goods (=7002 Goods description)			x	
FOB/C&F/CIF/other terms	2138	x		
Name, stamp and authorized signature of applicant	4426	x		
Place, date and authentication of principal	3410/4426			x

(continued)

UNTDED tag A C O

4.3 Additional to the UNLK
Documentation, references

Documents to be presented by the beneficiary			x	
Documents				x
<i>Dates</i>				
Date of this application		x		
Date and Place of expiry (of the credit)	2210/3212	x	x	
<i>Parties, addresses, places</i>				
Name of issuing bank	3320	x	x	
Advising bank	3190		x	
Remitting bank				x
Collecting bank to be issued				x
Drafts drawn on			x	x
Credit to be available (with)		x		
Credit available with	3242		x	
Domicile				x
Shipment/dispatch/taking in charge from/at	3214	x	x	
For transportation to	3258	x	x	
<i>Conditions, instructions</i>				
Tenor	4302			x
Transferable credit	4340	x		
Collection instructions				x
Confirmation requested/not requested	4320	x		
Partial shipments allowed/not allowed	4360	x	x	
Transshipment allowed/not allowed	4380	x	x	
Credit available for payment/acceptance/ negotiation		x	x	
Credit available against/presentation of documents...and your/beneficiary's drafts			x	x
Shipment/dispatch/taking in charge not later than		x		
Documents to be presented by the Beneficiary		x		
Documents to be presented within ...days			x	x
Additional conditions		x		
Additional instructions				x
Insurance covered by us	4210	x		
<i>Amount</i>	5450	x	x	x

5. Particular alignment considerations or problems

The documents belonging to the first category mentioned above are obvious candidates for inclusion in one-run systems. Although most banks provide their own (non-aligned) forms for banking instructions, traders frequently design aligned versions for their one-way systems, including instructions of their choice. However, banks usually transmit these instructions in the form of a Collection order, to their correspondents and in some cases the practice is merely to pass on the document received from a client with certain additional notations. This is an argument for alignment also of the bank-to-bank Collection orders, and for the introduction of standard forms suitable for inclusion in national aligned series of trade documents; it is the main reason behind the ICC project to recommend layout keys for the purpose. Similar reasoning applies to the Application for documentary credits for which the ICC has already recommended a layout key.

Only few of the UNLK data elements are required in these forms, which include a large number of payment-related additional data elements. This means that, in most cases, additional entries need to be made *after* the initial reproduction process. To a large extent, these additional entries take the form of validations of check-box alternatives.

An alignment conflict may arise with regard to some bank-to-bank documents, particularly those which are established on the basis of aligned documents received from clients.

It would seem logical to adhere strictly to the UNLK, e.g. in the designing of forms for Documentary credits, on the basis of the aligned form Documentary credit application.

However, this would result in the name of the beneficiary being shown where the issuing bank would expect to print its own name, in accordance with general practice, and concern has been expressed that this might cause confusion in inter-bank relations where this general practice prevails. Moreover, the applicant's name might appear in different positions, depending on whether he is buyer as well as consignee.

Experience may result in reconsideration of these anomalies; in the meantime, designers should be aware of the possible implications for their aligned series.

6. Forms referred to in this section and illustrated in Appendix II.

- Documentary credit application (ICC)
- Documentary credit (ICC)

C Transport and related services

C.1 Forwarding and cargo-handling (“Intermediary services”)

1. Documents covered

This sector covers documents required in the procedures incidental to the transport and related to the interface between trading partners and carriers, i.e. those related to forwarding and handling of goods moving in international trade, including activities in terminals, warehouses and ports and payment for such intermediary services. The most important documentary functions can be categorized as follows:

- *instructions from customers to forwarders*: Forwarding instructions;
- *goods receipts*: Forwarder’s certificate of receipt; Forwarder’s warehouse receipt; Dock receipt; Warehouse (shed) receipt;
- *advice documents*: Forwarder’s advice to import agent; Forwarder’s advice to exporter;
- *authorizations and instructions*: Delivery order; Handling order; Gate pass;
- *administrative documents*: Forwarder’s invoice; Port charges documents.

In some cases, several functions are covered by a joint document set, e.g. a Shipping Note, provided by the consignor or his agent to the carrier.

2. Existing international sectoral layout keys

Layout Key for Standard Consignment Instructions (UN/ECE Rec 22).

3. Existing international standard forms

Forwarding instructions - FFI (FIATA)

Model form established by FIATA, aligned to the UNLK.

Forwarder’s certificate of receipt – FCR (FIATA)

Model form established by FIATA, aligned to the UNLK.

Forwarder’s warehouse receipt – FWR (FIATA)

Model form established by FIATA, aligned to the UNLK.

4. Data elements included

4.1 Identical to the UNLK

UNTDDED tag

Consignor	3336
Consignee	3132
Notify party	3180
Country of origin	3238
Country of destination	3216
Terms of delivery	4052
Number of packages	7224
Description of goods	7002
Types of packages	7064
Gross weight	6292
Net weight	6160
Cube	6322
Place of issue	3430
Date of issue	2006
Authentication	4426

4.2 Synonymous with the UNLK

Supplier, Shipper, Sender	3336/3030
Consigned to order of	3132
Exporter’s reference No.; Booking reference; Port account No.; References	2006/1472

(continued)

UNTDDED tag

4.3 Additional to the UNLK*Documentation*

List of attachments	1346
Number of original Bills of Lading	1067

Dates

Receiving date	2126
Date of delivery	2138

Parties, places

Forwarder, Forwarding agent;	
Import Agent	3170
Warehouse depositor	3004
Warehouse keeper; Shed operator;	
Berth operator; Terminal operator;	
Cargo handling organization;	
Port administration	3022
Carrier	3126
Freight charges and costs payable to	3274
Berth, Dock, Shed, Warehouse	3156
Place of receipt	3302
Place/Port of loading	3230
Place/Port of discharge	3414
Place of delivery	3246
Place of transshipment	3424

Transport details

Identification of means of transport	8212
Transport information	8012

Goods details

Dangerous goods details	7254
-------------------------	------

Amounts and charges

Amount	5082
Value insured	5011

Clauses, conditions, instructions

Payment instructions	
Acceptance of goods	4432
Sender's instructions, formalities to be completed, number and nature of documents to be supplied, etc.	4284
Conditions of warehousing	4352

5. Particular alignment considerations or problems

Freight forwarders often create their own aligned one-run systems, which may lead to conflicts with the systems used by their clients. For example, forwarders sometimes design Forwarding instructions as reproducible masters, which clients are asked to fill in and the forwarder, after completion with additional entries, uses in his own one-run system for reproduction of the documents required.

In addition to the procedural aspect of this practice, the design problem could be serious, bearing in mind that usually a number of forwarders are individually serving a large number of different clients. It would therefore be advisable for forwarders to agree on a common layout, the pertinent features of which could be reflected in a national layout key or master.

Similar considerations apply to other documents used for intermediary services. In many cases, it is possible to include these documents in the aligned series used by exporters and importers and to combine functions in sets of forms, of which integral parts serve various purposes in the procedures for cargo handling, port clearance, goods acceptance, etc. In most cases, local conditions vary to such an extent that any layout keys or standard forms need to be established on a local or, possibly, on a national basis.

Shipping instructions issued by consignors are equivalent to Forwarding instructions; when separate forms are used, they should be aligned to each other.

The UNLK provides no space for the name of the Freight forwarder. In some applications where it suffices to indicate name (and place) of the forwarder, this is placed in the lower part of the consignor (Exporter) field. Otherwise, the right-hand address field can be used, as the name of the Buyer is of no interest to the forwarder and the Buyer field is consequently not used in forwarding documents.

Most forwarding instructions include indications of the various documents which are appended to the instructions, such as Customs entries, certificates of origin, commercial invoices, transport documents, etc. These are often placed in a field in the lower left-hand part of the area for free disposal in the UNLK; it is usual to design this field in the form of a grid with columns indicating the types of documents and horizontal fields showing the recipients and how many copies are to be distributed to each of them.

6. Forms referred to in this section and illustrated in Appendix II.

- Layout Key for Standard Consignment Instructions (UN/ECE/FAL Rec 22)
- FIATA Forwarding instructions - FFI (FIATA)
- Forwarder's Certificate of Receipt – FCR (FIATA)
- FIATA Warehouse Receipt – FWR (FIATA)

C.2 Transport

1. Documents covered

This sector includes documents required for the transport of goods moving in international trade; those which are related to local, transport (cartage) and services connected with transport are dealt with elsewhere. The documentary functions in the field of transport can be categorized as follows:

- *contract documents*: constituting or evidencing a contract of carriage, such as Universal (multipurpose) transport documents, Sea waybills (Liner waybills, Ocean waybills, River waybills), Bills of lading, Rail and Road consignment notes, Air waybills, Despatch notes for post parcels, Multimodal (combined) transport documents. Through bills of lading;
- *receipt document*: acknowledging receipt of goods for carriage; Mate's receipt, Acceptance certificates (waterways), Duplicate rail and road consignment notes; Certificate of transport;
- *contents documents*: listing goods in transport units or means of transport; Cargo and Freight manifests, Bordereau, Container manifest (Unit packing list);
- *administrative and legal documents*: Road list; Discharge report, Freight invoice; Letter of indemnity;
- *notification documents*: Booking confirmation, Calling forward notice, Arrival notice, Notices of circumstances preventing delivery or transport, Delivery notice.

2. Existing international sectoral layout keys

Standard Bill of Lading (International Chamber of Shipping) Layout key recommended by the ICS and applicable for direct and through bills of lading and sea waybills, and for combined transport bills of lading (although it should be noted that the latter deviate from UNLK and cannot be used in shipper-operated one-run systems).

Standard Cargo and Freight Manifests (International Chamber of Shipping) Layout keys recommended by the ICS, size ISO A3L, applicable to cargo and freight manifests, incorporating the image area and layout of the IMO Cargo Declaration (size ISO A4), partly aligned with Standard Bill of Lading.

3. Existing international standard forms

International Rail Consignment Note (CIM Convention)

Mandatory form, aligned to the UNLK.

International Road Consignment Note (CMR Convention)

Recommended form, aligned to the UNLK.

Universal Air Waybill (IATA)

Mandatory form adopted by IATA, aligned to the UNLK.

Despatch Note for post parcels (World Post Convention)

Mandatory form laid down in the World Post Convention, aligned to the UNLK, size ISO a5L.

Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)

Standard form established by FIATA, aligned to the UNLK.

Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)

Standard form established by FIATA, aligned to the UNLK.

Forwarders Certificate of Transport (FIATA - FCT)

Standard form established by FIATA, aligned to the UNLK.

Shippers Intermodal Weight Certificate (FIATA - SIC)

Standard form established by FIATA, aligned to the UNLK.

4. Data elements included

4.1 Identical to the UNLK

	UNTDED tag	Sea	Rail	Road	Air	Post	Mult
Consignee	3132	x	x	x	x	x	x
Notify address	3180	x					x
Shipping marks; container number	7102	x					x
Number of packages	7224	x	x	x		x	x
Type of packages	7064	x	x	x		x	x
Description of goods	7002	x	x	x	x	x	x
Gross weight	6292	x	x	x	x	x	x
Place of issue	3420	x	x	x	x		x
Document date	2416	x	x	x	x		
Authentication	4426	x	x	x	x		x

4.2 Synonymous with the UNLK

Consigned to order of						x	
Shipper, sender	3336	x	x	x	x	x	x
B/L No. Sender's ref	1472	x	x	x	x	x	x
Place of delivery of goods	3246			x			x
Marks and numbers	7102	(x)	x				x
Handling information	7102					x	
Measurement, cubage, volume	6322	x		x	x		x

4.3 Additional to the UNLK

Transport details

Carrier name	3126	x		x			
Carrier identification	3127				x		
Place of receipt by pre-carrier	3302	x					
Port of loading	3230	x					
Airport of departure	3214				x		
Port of discharge	3414	x					
Place of delivery by on-carrier	3358	x					
Requested routing	3074		x		x		
Destination station	3048		x				
Airport of destination	3258				x		
Pre-carriage by	8428	x					
Vessel	8122		x				

Details of freight and charges

Freight from	3090		x				
Freight to	3102		x				
Tariffs and routes requested	4120		x				
Freight rate	5126				x		
Tariff applied	5430		x				
Commodity item No.	7108				x		
Chargeable weight, kg	6030		x				
Tariff distance, km	6110		x				

<i>(continued)</i>	UNTDDED tag	Sea	Rail	Road	Air	Post	Mult
Rate of exchange	5402				x		
Instructions as to payment for carriage	4350			x			
To be paid by	3472				x		
Carriage charges, consignee	5202			x			
Carriage charges, sender	5176			x			
Deductions	5254			x	x		
Deductions, sender	5312			x			
Supplementary charges, consignee	5120			x			
Supplementary charges, sender	5002			x			
Other charges, amount	5208				x		
Other charges, collect	5410				x		
Other charges, consignee	5246			x			
Other charges, prepaid	5158				x		
Other charges, sender	5322			x			
Currency	6344	x			x		
Cash on delivery amount	5017		x	x			

5. Particular alignment considerations or problems

Among transport documents, the Bill of Lading was the first to be aligned to the UNLK; the ICS Standard Bill of lading was introduced at the same time as the original ECE Layout key, in 1963. The Standard Bill of lading was designed with a view to enabling inclusion of bill of lading forms in one-run systems operated by consignors/shippers. Problems in this respect arise mainly when shipping lines deviate from the very precise print specification given in the ICS Recommendation.

However, attention is drawn to the fact that the 1978 version of the ICS Recommendation contains a layout key for “Combined Transport Bill of Lading” which creates problems in consignor-based systems, owing to the relatively large fields set aside for “Place of acceptance” and “Place of delivery” in an area which in most aligned series is used for other purposes.

Transport documents carry relatively few UNLK elements but include a large number of additional data elements, most of them related to the calculation of freight charges. This practice of calculating freight costs on the document, however,

effectively prevents the rationalization of these documents, since methods of calculation differ according to mode of transport.

(The problem mainly affects documents for air, rail and road transport, as in maritime transport this custom has largely disappeared and freights are calculated and accounted for on separate documents.)

The possibilities of including transport documents – other than those for maritime transport – in one-run systems are limited owing to the existence of complex international standard forms, made up as sets of forms, which may not be separated at the completion stage.

Some particular, potential design problems have been identified in aligning transport documents to the UNLK. One example relates to bills of lading where the field for transport details is lower than that of the UNLK, the reason being that the top quarter of the UNLK field is intended for domestic surface transport. Instead of leaving a framed-in, empty field in the Standard bill of lading, the lower limitation of the field for “Notify address” has been omitted. This

is mainly for aesthetic reasons, although consignors who do not use master-based one-run systems obviously might use the “added” space as an extension of the “Notify address” field.

The breakdown of the field for transport details differs between modes of transport. Bills of lading specify the elements needed to determine the liability under the conditions of carriage, such as ports of loading and discharge, name of vessel, etc. Air waybills specify airport of departure and of destination, flight number and date, etc. The result is that there is no common solution for all transport documents which would make it possible to complete these documents from one master. This has consequences also for documents in other sectors where transport details are required. However, this problem will have to be solved before a Universal Transport Document can be introduced, and possible solutions are presently being studied and tested by practical application in some countries.

6. Forms referred to in this section and illustrated in Appendix II.

- Standard Bill of Lading (International Chamber of Shipping)
- International Rail Consignment Note (CIM Convention)
- International Road Consignment Note (CMR Convention)
- Universal Air Waybill (IATA)
- Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)
- Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)
- Forwarders Certificate of Transport (FIATA - FCT)
- Shippers Intermodal Weight Certificate (FIATA - SIC)

C.3 Insurance

1. Documents covered

This sector includes the documents required for insurance of goods moving in international trade, including the payment of insurance premiums. The main documentary functions can be categorized as follows:

- *Insurance agreements.* Insurance contract; Insurance policy; Insurance certificate;
- *Notification documents:* Insurance notice; Cover note; and
- *Administrative documents:* Premium notice; Insurer's invoice.

The most important of these is the *Insurance certificate*, which is a document issued to the insured

certifying that insurance has been effected and that a policy has been issued. Such a certificate is used primarily when goods are insured under the terms of a floating or an open policy; it is usually not considered to be valid in Court without the policy itself. The Insurance certificate is widely used to save time and labour; it is often prepared by the insured, with the insurer's agreement, and is usually valid even without the insurer's endorsement.

2. Existing international sectoral layout keys

None.

3. Existing international standard forms

None.

4. Data elements included

4.1 Identical to the UNLK

UNTDDED tag

Transport details	8012
Shipping marks	7102
Number of packages	7224
Type of packages	7064
Description of goods	7002
Gross weight	6292
Date of issue	2006
Place of issue	3410
Authentication	4426

4.2 Synonymous with the UNLK

Insured	3136
References	1004/1472

4.3 Additional to the UNLK

Insurer	3070
Value insured (in letters)	5010
Value insured (in figures)	5011
Insurance conditions	4112
Agent at destination	3430
Average adjuster	3360
Other particulars	
Insurance conditions	4112
Agent at destination	3430
Average adjuster	3360
Other particulars	

5. Particular alignment considerations or problems

Usually, but not always, the consignor/exporter is the insured party; hence, according to current practice, the more general term “Insured” should be used in the field for Consignor/Exporter of the UNLK.

The number usually given to Insurance certificates should be placed in the reference field of the UNLK.

For facts regarding transport which are required by the insurer, a “Transport details” field can be provided in accordance with the UNLK. Examples are information on means of transport, date of shipment and the date when the insurer’s responsibility commences, transshipment, loading and delivery points. If the space is to be sub-divided, the layout should be based on that of the transport document concerned, e.g. the ICS Standard Bill of Lading.

The “Value insured” should preferably be placed at the bottom of the field for “Terms and conditions” of the UNLK, i.e. in the space L 23/24, P 45-80. If the “Value insured” is required in letters also, this can be inserted in the space immediately above the value figures. If preferred, however, the “Value insured” can be placed at the bottom of the goods description area.

In conjunction with details about “Shipping marks”, it is desirable to indicate the type of load unit and packaging, since such data are useful for insurance purposes. They should be placed in accordance with the UNLK.

In addition to “Gross weight”, in certain cases, it is essential to know the volume of the goods insured, particularly in the case of liquids (e.g. wine).

Provided that an appropriate measure unit specifier is used (litres, cubic meters, etc.) this information can be given in the “Gross weight” field.

Most insurance certificates in current use include information on “Insurance conditions”, “Agent at destination” and “Average adjuster”. For these items, and for other particulars, optional space is available in the “Free disposal” area of the UNLK.

As regards “Insurance conditions”, only very brief reference should be made to the general conditions of contract under which the Certificate has been issued or the wording of the specific conditions pertaining to the operation in question. It is therefore unnecessary to reproduce all the clauses of the insurance policy on the Certificate.

The two address indications of “Agent of destination” and “Average adjuster” may be placed either under each other or side by side, depending on space requirements for the insurance conditions or the need for a field for other particulars.

The space which in the UNLK is reserved for “Consignee” and “Modify address” may be used, either for these particulars if required, or for the name of the beneficiary of the insurance if different from the insured. It may be headed “Other particulars”.

6. Form referred to in this section and illustrated in Appendix II.

- Insurance Policy

D Official controls sector

1. Documents covered

This sector includes documents required for the control of goods moving in international trade, conducted by various official bodies in exporting, importing and transit countries. These controls are required for a number of purposes, which can be categorized as follows:

- *Collection of Customs duties and taxes, safeguarding of revenue*: Customs Goods declarations for export, home use, warehousing, transit, etc.; Single Administrative Documents; Cargo declarations; Customs invoice; Tax declarations for value-added tax, etc.; Transit bond-notes;
- *Quantitative restrictions on exports and imports*: Applications for export or import licence; export and import licences;
- *Controls and restrictions regarding exchange*: Exchange control declaration; Application for exchange allocation; Foreign exchange permit;
- *Sanitary, veterinary and plant controls*: Phytosanitary, Sanitary and Veterinary certificates, and applications for such certificates;
- *Controls of quality and product standards*: Goods control and inspection certificates and applications for such certificates; Regional appellation certificates;
- *Granting of preferential treatment for goods of certain origin*: Certificates of origin and applications for such certificates; GSP Certificate; Declarations of origin;
- *Restrictions imposed to safeguard public security, cultural heritage, etc.*: Dangerous goods declaration;
- *Collection of foreign trade statistics*: Statistical documents for export and import;

Consular invoices are still required in some countries; it is sometimes asserted that they belong to one of the categories mentioned above.

2. Existing international sectoral layout keys

Goods declaration for home use (Kyoto Convention) Layout key established by the Customs Co-operation Council and appended to Annex B1 of the Kyoto Convention.

Goods declaration for export (Kyoto Convention) Layout key established by the Customs Co-operation Council and appended to Annex C1 of the Kyoto Convention;

Goods declaration for transit (Kyoto Convention)

Layout key established by the Customs Co-operation Council and appended to Annex E1 of the Kyoto Convention, also appended to Annex I to the Convention on International Multimodal Transport of Goods, Geneva 1980.

Phytosanitary certificate (Plant Protection Convention) Model form laid down in the International Plant Protection Convention, Paris 1951.

Certificate of origin (Kyoto Convention) Layout key established by the Customs Co-operation Council and appended to Annex D2 of the Kyoto Convention.

Dangerous goods declaration (UN/ECE/FAL Rec.11) Layout key recommended by ECE, aligned to UNLK.

3. Existing international standard forms

Cargo declaration (IMO FAL Convention)

Model form recommended by IMO for use under Standard 2.3 of the IMO Convention on Facilitation of International Maritime Traffic (London, 1965).

GSP Certificate (UNCTAD) Mandatory form established under the UNCTAD Generalized System of Preferences.

Single Administrative Document (SAD) Document used within the European Union for import, export, and transit procedures.

4. Data elements included

(E/I = Export and import entries; Tr = Transit entries; Or = Certificates of origin; GSP = GSP Certificates; FAO = Phytosanitary certificates; IMO = IMO Cargo declarations)

	UNTTED tag	E/I	Tr	Or	GSP	FAO	IMO
4.1 Identical to the UNLK							
Reference No.	1472	x	x	x	x	x	x
Consignor/Exporter	3336	x	x	x	x	x	x
Consignee	3132		x	x		x	
Delivery address	3246		x				
Country whence consigned	3220		x	x			
Country of origin	3238	x		x			
Country of destination	3216		x	x			
Number of packages	7224	x	x	x	x	x	x
Type of packages	7064	x	x	x	x	x	x
Description of goods	7002	x	x	x	x		x
Commodity number	7357		x				
Gross weight	6292	x	x	x	x		x
Customs value	5032	x					
Place of issue	3410	x	x	x	x	x	
Date of issue	2416	x	x	x	x	x	
4.2 Synonymous with the UNLK							
Importer; Goods consigned to	3132		x		x		
Place of origin	3238					x	
Marks and numbers	7102		x	x	x	x	x
Distinguishing marks	7102					x	
Name of produce	7002					x	
Tariff heading	7357		x				
Net weight; quantity; quantity declared	6160		x			x	
Measurement	6322						x
4.3 Additional to the UNLK							
<i>Documentation, references</i>							
Documents attached	1346		x				
Import licence No.	1106		x				
Export licence No.	1208		x				
Manifest No.	1188		x				
Transport document No.	1188		x				
Invoice date	2376		x	x			
Invoice number	1334		x	x			
<i>Parties</i>							
Declarant	3140	x	x				
Bank		x					
Official issuing body			x		x		
<i>Transport details</i>							
Itinerary	3050		x				
Identification of means of transport	8212	x	x				
Vessel	8122		x				

5. Particular alignment considerations or problems

Application forms are often required by the bodies competent to issue licences and certificates. Sometimes, the licences and certificates are issued simply by endorsement of the application form, which then assumes the function of the official licence or certificate document. In other cases, the competent body issues a separate, official document on the basis of the data contained in the application. The application, or one copy of a dual-function application form, is always retained and filed by the competent body.

Considerable time and cost saving is possible if the competent body is prepared to accept and endorse separate licence or certificate forms filled in by the applicants.

As at least two copies are needed, and provided that the application and licence/certificate forms are aligned, there are certain advantages in using separate forms for the Application and for the Licence/Certificate. First, the authority of the official document is enhanced if it carries the title Licence or Certificate rather than the title "Application for...".

Secondly, the application form has some space for the formal application text and for data intended for use by the competent body in evaluating the case; it would not be appropriate for these data to appear also in the official document. In consequence, the space made free in the official document can be used for other purposes, e.g. for the formal certification which will thus be superimposed on the corresponding field in the application form.

6. Forms referred to in this section and illustrated in Appendix II.

- Dangerous goods declaration (UN/ECE/FAL Rec.11)
- Goods declaration for home use (Kyoto Convention)
- Goods declaration for export (Kyoto Convention)
- Goods declaration for transit (Kyoto Convention)
- Certificate of origin (Kyoto Convention)
- GSP Certificate (UNCTAD)
- Single Administrative Document (SAD)

VI EXAMPLE OF AN ALIGNED SERIES OF TRADE DOCUMENTS

The examples of aligned forms included in this Part have been designed within the UN/ECE secretariat with a view to illustrate the possible design of an aligned series of export documents, based on a Master and intended to be completed by the “one-run” method. Depending on the reproduction method to be used, a suitable selection, or “masking” system, will have to be designed, in order to enable the copying from the Master of data relevant for a particular document, while omitting data not needed.

The following forms designs are included in this Part:

- Master
- Offer
- Acknowledgement of Order
- Invoice
- Dispatch Advice
- Banking Instructions
- Forwarding Instructions

MASTER

Sender		Invoice date		Invoice No.			
		Our order date		Our order No.			
Agent in place of shipping		Your order date		Your order No.			
Consignee		Buyer (if other than consignee)					
Notify address		Country of origin		Country of destination			
		Domestic carriage by		from		Terms of delivery	
Pre-carriage by		from		Time of delivery			
Main-carriage by		Port of loading		Terms of payment			
On-carriage from		Final destination		Insurance value			
Shipping marks, container Nr.		Number and kind of packages: goods description		Commodity No.		Insurance	
						<input type="checkbox"/> covered by us	
Quantity ordered		Item/Art. No.		Article		Quantity delivered	
						Unit price	
Freight payment		Docs. attached		Costs		Included above	
				Not incl. above		Packing	
Doc. sent to		Banker		Buyer		Rec. spec. below	
Invoice		Orig.		Copy		Orig.	
Bill of lading						<input type="checkbox"/> Invoice copy	
Ins. policy						<input type="checkbox"/> Invoice specific.	
Certificate of origin						<input type="checkbox"/> Freight doc.	
Additional receiver of documents						<input type="checkbox"/>	
Name of bank				Freight to be paid at		Total invoice amount	
Other information				No. of original Bs/L			

UN/ECE 06-02-01 GR/br form_020.ppt6.5

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

OFFER

Offer date

Offer No.

Your enquiry date

Your enquiry No.

Consignee / Delivery address

Offer to (if other than consignee)

Transport details

Terms of delivery

Time of delivery

Terms of payment

Quantity	Item/Art. No.	Article	Unit price	Total amount

UN/ECE 06-02-01 GR/br form_310,pm6.5

Referring to your enquiry we have the pleasure of offering the above mentioned articles at prices and terms as stated herein.

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

ACKNOWLEDGEMENT OF ORDER

Our order date

Our order No.

Your order date

Your order No.

Consignee

Buyer (if other than consignee)

Notify address

Country of origin

Country of destination

Consignement by

from

Terms of delivery

Time of delivery

Terms of payment

Transhipment at

Final destination

Shipping marks, container Nr.		Number and kind of packages: goods description		Commodity No.	Net weight	Value
					Gross weight	Cube
Quantity ordered	Item/Art. No.	Article			Unit price	Total amount

We acknowledge the receipt of your order and have the pleasure of confirming it at the prices and terms stated above.

UN/ECE 06-02-01 GR/br form_320.ppt6.5

INVOICE

Invoice date

Invoice No.

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

Our order date

Our order No.

Your order date

Your order No.

Consignee

Buyer (if other than consignee)

Notify address

Country of origin

Country of destination

Domestic carriage by from

Terms of delivery

Pre-carriage by from

Time of delivery

Main-carriage by Port of loading

Terms of payment

On-carriage from Final destination

Insurance value

Shipping marks, container Nr.		Number and kind of packages: goods description		Commodity No.	Quantity	Value
					Gross weight	Cube
Quantity ordered	Item/Art. No.	Article		Quantity delivered	Unit price	Total amount
				Costs	Included above	Not incl. above
				Packing		
				Freight		
				Insurance		
				Total invoice amount		

Certified true and correct

UN/EDC 06-02-01 GR/br form_330.pm6.5

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

Consignee

Buyer (if other than consignee)

Notify address

Domestic carriage by from

Pre-carriage by from Time of delivery

Main-carriage by Port of loading

On-carriage from Final destination

Shipping marks, container Nr.	Number and kind of packages: goods description	Quantity	Cube
		Gross weight	

Documents are sent to

	Banker		Buyer		Rec. spec. below	
	Orig.	Copy	Orig.	Copy	Orig.	Copy
Invoice						
Bill of Lading						
Ins.policy						
Cert.of origin						

Additional receiver of documents

Name of bank

Other information

The above mentioned goods have been dispatched to you and we have the pleasure of enclosing the documents listed here covering this consignment.

We hope that the goods will reach you in good order and turn out to your satisfaction.

UN/EDC 06-02-01 GR/br form_340.pml6.5

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

Consignee

Drawee (if other than consignee)

Consignement by _____ from _____

Transhipment at _____ Final destination _____

Shipping marks, container Nr.	Number and kind of packages: goods description	Commodity No.

- With protest for non-payment
- Without protest for non-payment
- Documents on payment
- Documents on acceptance
- Your expenses to be collected from drawee
-

The following documents are enclosed:

	Orig.	Copy
Invoice		
Bill of Lading		
Ins.policy		
Cert. of origin		

Name of bank

Other information

Kindly render your account to our bank.

UN/ECE 06-02-01 GR/br form_410.ppt6.5

FORWARDING INSTRUCTIONS

Shipper (Exporter)

Date of issue

Reference No.

**GENERAL SUPPLIES COMPANY LTD.
NORTHBURY**

Consignee of goods

Buyer (if other than consignee)

Notify address

Domestic carriage by

from

Pre-carriage by

from

Main-carriage by

Port of loading

Transshipment at

Final destination

Shipping marks, container Nr.	Number and kind of packages: goods description	Commodity No.	Quantity	Value
			Gross weight	Cube

Kindly dispatch the goods in accordance with these instructions. The following documents are enclosed:

- Export declaration
- Invoice copy
- Invoice specification
-
-

Freight payable at (in Bs/L)
No. of original Bs/L

UN/EDCE 06-02-01 GR/br form_610.ppt6.5

VII APPLICATION IN ELECTRONIC DOCUMENTS

The UNLK was a prerequisite for the creation of aligned series of trade documents. It allowed the application of new document processing techniques as the one run system and this led to a reduction of transaction costs and time. Even if paper is still the most used medium for trade documents, electronic trade documents are now more and more common. What is then the link between paper and electronic documents?

The creation of the UNLK began with a study of the data requirements in trade, as they could be recorded from the traditional paper documents. Data requirements were normally satisfied through text entered into boxes with headings. On the basis of the study of a number of representative documents a list of the most common "boxes" was agreed upon and laid out on an A-4 size paper, following certain design rules.

The resulting Layout Key provided a series of what we now call standard data elements with related representations and a standard sequence for their presentation. At the time the only possible way to transmit these data was on paper by mail.

When, during the 1970s, computers and electronic transmission methods came into use, the data standardisation based on the UNLK could be applied through agreed data standards as issued in the Trade Data Elements and the Trade Data Interchange Directories.

More recent Electronic Data Interchange standards such as UN/EDIFACT provide stable protocols suitable to describe the semantic content of trade documents. Communication and Information Technology increasingly manages the supply chain. Moreover, new concepts for electronic document description, such as XML, are emerging and enjoy increasing support.

Electronic trade documents can reduce shortcomings of traditional, paper-based documents and offer new opportunities to the trading community. They can integrate into electronic data processing environments, facilitate the distribution of documents and allow new methods for authentication and encoding. With related software they provide build-in support of code lists, verify completeness and consistency of data and facilitate

the translation of documents. In conjunction with mobile communication they will allow new, flexible and decentralized concepts in managing and controlling the transport and warehousing of goods.

Despite their advantages the use of electronic trade documents is still limited. The main reason is the lack of a suitable electronic document standard. Prerequisite for the exchange of electronic UN/EDIFACT documents is that all receiving parties have beforehand agreed on the exact configuration of the message and have installed and configured UN/EDIFACT processing software. As for XML documents, no international agreed message standard exists. This situation is not compatible with the reality of international supply chains, which require the collaboration of numerous actors, many of which never establish direct contact. Thus electronic documents currently are mainly exchanged within the same organizational unit or between closely linked trading partners. Another limiting factor is the lack of an international agreement on best practice when using electronic documents. Especially when interacting with regulatory authorities it is often unclear whether electronic document meet the required documentary functions and what are the obligations of the parties in the interchange.

The UNLK, intended to align paper documents, cannot be directly applied to electronic documents. But it can give guidance by addressing aspects of content and rendering. The data elements of electronic documents should be derived from the UNTDED or another, publicly accessible repository and should be provided with speaking tags. The semantic description of data elements in electronic documents is more precise and thus more restrictive than in the paper counterpart. In combination with enforced integrity checks this will restrict the business scenarios in which the electronic document is applicable. The designers of electronic trade documents will therefore have to trade off between the degree of semantic content of the electronic document and the requirement of a broad field of application. Although the precise formatting requirements defined in ISO 3535 are not mandatory, the adoption to new storage and display devices should preserve the original aspect of the paper document, including the sequence and the grouping of its boxes were possible.

APPENDIX I

DEFINITIONS AND DESCRIPTIONS OF DOCUMENT NAMES

Introduction

In 1982 the UN/ECE Working Party on Facilitation of International Trade Procedures adopted a list of names of trade documents, with numeric identifiers and descriptions of their functions. The list was published in document TRADE/WP.4/INF.84 in the series of Trade Facilitation Information documents issued jointly by UN/ECE and UNCTAD.

The background for this list goes back to 1966 when it was first issued as part of the “ECE Guide on Simplification and Standardization of External Trade Documents”. It was revised in 1981 before final adoption in 1982.

The principles for inclusion of document names in the list were that the documents were in current use in international trade, that they were used for trade in goods rather than in services and that they were related to individual consignments rather than to consolidated documents covering entire cargoes or loads of means of transport.

Another principle was to use generic rather than specific names to represent document functions, with the exception of such specific documents with global or very widespread application which would justify explicit recognition in the list. More detailed explanations are given in document TRADE/WP.4/INF.84.

The documents in the list were grouped in the following nine application areas:

- 1 Production
- 2 Purchase
- 3 Sale
- 4 Payment - Banking
- 5 Insurance
- 6 Intermediary services
- 7 Transport
- 8 Exit regulations
- 9 Entry and transit regulations

The documents were referred to the different areas taking into account the place or time of issue or

validation rather than the place and occasion of their use or application.

For every document function included in the list, a three-digit numeric code (tag) was allocated, the first digit indicating the group to which the document had been referred. For specific application regimes a reference was added (e.g. 720-CIM for rail consignment notes established under the CIM Convention).

The descriptions of the functions of the documents *either* were agreed within the Working Party *or* were obtained from other sources which are indicated by reference to the relevant Convention (or similar) or the originator of the description. The reference “UN/ECE/FAL” thus indicates that the description has been formally adopted within the ECE facilitation bodies.

The following codes are used as source indications in cases when a full reference is not given:

BIMCO Baltic and International Maritime Council

CCC Customs Co-operation Council (now World Customs Organization)

CCC Glossary Customs Co-operation Council Glossary

FIATA International Federation of Freight Forwarders Associations.

GIT Glossary of the ECE Inland Transport Committee (ME/TRANS/D.40)

IATA International Air Transport Association

ICC International Chamber of Commerce

IMO International Maritime Organisation

IMO-FAL Convention on Facilitation of International Maritime Traffic 1965

UNCTAD United Nations Conference on Trade and Development

UPU Universal Postal Union

Names and descriptions of documents

The following document descriptions apply to the forms referred to in the Guidelines.

1. Production

105 Purchase order: Document issued within an enterprise to initiate the purchase of articles or materials required for the production or manufacture of goods to be offered for sale or otherwise supplied to customers. (UN/ECE/FAL)

110 Manufacturing instructions: Document issued within an enterprise to initiate the manufacture of goods to be offered for sale or otherwise supplied to customers. (UN/ECE/FAL)

120 Stores requisition: Document issued within an enterprise ordering the taking out of stock of goods ordered by a customer. (UN/ECE/FAL)

130 Invoicing data sheet: Document issued within an enterprise containing data about the goods sold, to be used as the basis for the preparation of a commercial invoice. (UN/ECE/FAL)

140 Packing instructions: Document issued within an enterprise giving instructions on how goods are to be packed. (UN/ECE/FAL)

141 Packing list: Document specifying the distribution of goods in individual packages. (UN/ECE/FAL)

150 Internal transport order: Document giving instructions about the transport of goods within an enterprise. (UN/ECE/FAL)

190 Statistical and other administrative internal documents: Documents issued within an enterprise for the purpose of collection of production and other internal statistics, and for other administrative purposes. (UN/ECE/FAL)

2. Purchase

210 Enquiry: Document issued by a party interested in the purchase of goods specified therein and indicating particulars, desirable conditions regarding delivery terms, etc., addressed to a prospective supplier with a view to obtaining an offer. (UN/ECE/FAL)

215 Letter of intent: Document by means of which a buyer informs a seller that the buyer has accepted an offer in principle and intends to enter into contractual negotiations. (UN/ECE/FAL)

220 Order: Document by means of which a buyer initiates a transaction with a seller involving the supply of goods as specified, according to conditions set out in an offer, or otherwise known to the buyer. (UN/ECE/FAL)

240 Delivery instructions: Document issued by a buyer giving instructions regarding the details of the delivery of goods ordered. (UN/ECE/FAL)

245 Delivery release: Document issued by a buyer releasing the despatch of goods after receipt of a ready for despatch advise from the seller. (UN/ECE/FAL)

3. Sale

310 Offer/Quotation: Document which, with a view to concluding a contract, sets out the conditions under which the goods are offered. (UN/ECE/FAL)

315 Contract: Document evidencing an agreement between the seller and the buyer for the supply of goods; its effects are equivalent to those of an Order followed by an Acknowledgement of order. (UN/ECE/FAL)

320 Acknowledgement of order: Document acknowledging an undertaking to fulfil an order and confirming conditions or acceptance of conditions. (UN/ECE/FAL)

325 Proforma invoice: Document serving as a preliminary invoice, containing - on the whole - the same information as the final invoice, but not actually claiming payment. (UN/ECE/FAL)

330 Request for delivery instructions: Document issued by a supplier requesting instructions from the buyer regarding the details of the delivery of goods ordered. (UN/ECE/FAL)

335 Booking request: Document issued by a supplier to a carrier requesting space to be reserved for a specified consignment, indicating desirable conveyance, despatch time, etc. (UN/ECE/FAL)

340 Shipping instructions: Document advising details of cargo and exporter's requirements for its physical movement. (UN/ECE/FAL)

343 Cartage order (local transport): Document giving instructions regarding local transport of goods, e.g. from the premises of an enterprise to those of a carrier undertaking further transport. (UN/ECE/FAL)

345 Ready for despatch advice: Document issued by a supplier informing a buyer that goods ordered are ready for despatch. (UN/ECE/FAL)

350 Despatch order: Document issued by a supplier initiating the despatch of goods to a buyer (consignee.) (UN/ECE/FAL)

351 Despatch advice: Document by means of which the seller or consignor informs the consignee about the despatch of goods. (UN/ECE/FAL)

370 Advice of distribution of documents: Document in which the party responsible for the issue of a set of trade documents specifies the various recipients of originals and copies of these documents, with an indication of the number of copies distributed to each of them. (UN/ECE/FAL)

380 Commercial invoice: Document claiming payment for goods supplied under conditions agreed between seller and buyer. (UN/ECE/FAL)

4. Payment - Banking

409 Instructions for bank transfer: Document containing instructions from a customer to his bank to pay an amount in a specified currency to a nominated party in another country by a method either specified (e.g. teletransmission, air mail) or left to the discretion of the bank. (UN/ECE/FAL)

447 Collection order: Document whereby a bank is instructed (or requested) to handle financial and/or commercial documents in order to obtain acceptance and/or payment, or to deliver documents on such other terms and conditions as may be specified. (ICC Uniform Rules for Collections)

450 Payment order: Document containing information needed to initiate the payment. It may cover the financial settlement for one or more commercial trade transactions. A payment order is an instruction to the ordered bank to arrange for the payment of one specified amount to the beneficiary. (UN/ECE/FAL)

460 Documentary credit application: Document whereby a bank is requested to issue a documentary credit. (UN/ECE/FAL)

465 Documentary credit: Document in which a bank states that it has issued a documentary credit under which the beneficiary is to obtain payment, acceptance or negotiation on compliance with certain terms and conditions and against presentation of stipulated documents and such drafts as may be specified. The credit may or may not be confirmed by another bank. (UN/ECE/FAL)

5. Insurance

520 Insurance certificate: Document issued to the insured certifying that insurance has been effected and that a policy has been issued. Such a certificate for a particular cargo is primarily used when goods are insured under the terms of a floating or an open policy; at the request of the insured it can be exchanged for a policy. (UN/ECE/FAL)

530 Insurance policy: Document issued by the insurer evidencing an agreement to insure and containing the conditions of the agreement concluded whereby the insurer undertakes for a specific fee to indemnify the insured for the losses arising out of the perils and accidents specified in the contract. (UN/ECE/FAL)

575 Insurer's invoice: Document issued by an insurer specifying the cost of an insurance which has been effected and claiming payment therefore. (UN/ECE/FAL)

580 Cover note: Document issued by an insurer (insurance broker, agent, etc.) to notify the insured that his insurance have been carried out. (UN/ECE/FAL)

6. Intermediary services

610 Forwarding instructions (FIATA-FFI): Document issued by a consignor to a freight forwarder, giving instructions regarding the action to be taken by the freight forwarder for the forwarding of goods described therein. (UN/ECE/FAL)

621 Freight Forwarder's advice to import agent: Document issued by a freight forwarder in an exporting country advising his counterpart in an importing country about the forwarding of goods described therein. (UN/ECE/FAL)

622 Freight Forwarder's advice to exporter: Document issued by a freight forwarder informing an exporter of the action taken in fulfillment of instructions received. (UN/ECE/FAL)

623 Freight Forwarder's invoice: Invoice issued by a freight forwarder specifying services rendered and costs incurred and claiming payment therefore. (UN/ECE/FAL)

624 Forwarder's certificate of receipt (FIATA-FCR): Non-negotiable document issued by a freight forwarder to certify that he has assumed control of a specified consignment, with irrevocable instructions to send it to the consignee indicated in the document or to hold it at his disposal. (UN/ECE/FAL)

630 Shipping note: Document provided by the shipper or his agent to the carrier, multimodal transport operator, terminal or other receiving authority, giving information about export consignments offered for transport, and providing for the necessary receipts and declarations of liability. (Sometimes a multipurpose cargo handling document also fulfilling the functions of documents 632, 633, 6540 and 655.) (UN/ECE/FAL)

631 Forwarder's warehouse receipt FIATA-FWR.: Document issued by a freight forwarder acting as Warehouse Keeper acknowledging receipt of goods placed in a warehouse, and stating or referring to the conditions which govern the warehousing and the release of goods. The document contains detailed provisions regarding the rights of holders-by-endorsement, transfer of ownership, etc. (UN/ECE/FAL)

632 Goods receipt: Document issued by a port, warehouse/shed, or terminal operator acknowledging receipt of goods specified therein on conditions stated or referred to in the document. (UN/ECE/FAL)

633 Port charges documents: Documents specifying services rendered, storage and handling costs, demurrage and other charges due to the owner of goods described therein. (UN/ECE/FAL)

640 Delivery order: Document issued by a party entitled to authorize the release of goods specified therein to a named consignee, to be retained by the custodian of the goods (UN/ECE/FAL).

650 Handling order: Document issued by a cargo handling organization (port administration, terminal operator, etc.) for the removal or other handling of goods under their care. (UN/ECE/FAL)

655 Gate pass: Document authorizing goods specified therein to be brought out of a fenced-in port or terminal area. (UN/ECE/FAL)

7. Transport

701 Universal (multipurpose) transport document: Document evidencing a contract of carriage covering the movement of goods by any mode of transport, or combination of modes, for national as well as international transport, under any applicable international convention or national law and under the conditions of carriage of any carrier or transport operator undertaking or arranging the transport referred to in the document. (UN/ECE/FAL)

702 Goods receipt, carriage: Document issued by a carrier or a carrier's agent, acknowledging receipt for carriage of goods specified therein on conditions stated or referred to in the document, enabling the carrier to issue a transport document. (UN/ECE/FAL)

710 Sea waybill: Non-negotiable document which evidences a contract for the carriage of goods by sea and the taking over of the goods by the carrier, and by which the carrier undertakes to deliver the goods to the consignee named in the document. (UN/ECE/FAL)

Remark: Synonymous with "straight" or "non-negotiable Bill of Lading" used in certain countries, e.g. Canada and the United States of America.

710 River waybill: Transport document issued by the carrier to the shipper of goods carried by river which evidences receipt of the goods for carriage and binds the carrier to surrender the goods to the consignee at the port of destination. (UN/ECE/FAL)

711 Bill of Lading: Document which evidences a contract of carrier by sea and the taking over or loading of goods by the carrier, and by which the carrier undertakes to deliver the goods against surrender of the document. A provision in the document that the goods are to be delivered to the order of a named person, or to order, or to bearer, constitutes such an undertaking. (United Nations Conference of the Carriage of Goods by Sea)

Remark: In certain countries, e.g. Canada and the United States of America, the term "Bill of lading" is used to represent a "negotiable Bill of lading"

711 Inland waterways Bill of lading: Negotiable transport document made out to a named person, to order or to bearer, signed by the carrier and handed to the sender after receipt of the goods. (UN/ECE/FAL)

713 Mate's receipt: Document issued by a ship's officer to acknowledge that a specified consignment has been received on board a vessel, and the apparent condition of the goods; enabling the carrier to issue a Bill of lading. (UN/ECE/FAL)

720 Rail consignment note (generic term): Transport document constituting a contract for the carriage of goods between the sender and the carrier (the railway).

Remark: For international rail traffic, this document must conform to the model prescribed by the international conventions concerning carriage of goods by rail, e.g. CIM Convention, SMGS Convention. (GIT)

730 Road consignment note: Transport document which evidences a contract between a carrier and a sender for the carriage of goods by road (generic term).

Remark: For international road traffic, this document must contain at least the particulars prescribed by the convention on the contract for the international carriage of goods by road. (CMR)

740 Air waybill: Document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s) and which is identified by the airline prefix issuing the document plus a serial. (IATA)

750 Despatch note (post parcels): Document which, according to Article 106 of the “Agreement concerning Postal Parcels” under the UPU convention, is to accompany post parcels. (UPU)

760 Multimodal/combined transport document (generic): A transport document used when more than one mode of transportation is involved in the movement of cargo. It is a contract of carriage and receipt of the cargo for a multimodal transport. It indicates the place where the responsible transport company in the move takes responsibility for the cargo, the place where the responsibility of this transport company in the move ends and the conveyances involved. (UN/ECE/FAL)

760-MTD Multimodal transport document: Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator, and an undertaking by him to deliver the goods in accordance with the terms of the contract. (International Convention on Multimodal Transport of Goods, not yet in force)

760-BIMCO Multimodal Transport Bill of Lading (MULTIDOC 95): Negotiable document evidencing a contract for the performance and/or procurement of performance of multimodal transport and delivery of goods, the taking in charge of the goods by the multimodal transport operator and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document is issued by the Baltic and International Maritime

Council, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents. (ICC Publication No 481)

760-FBL Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL): Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document can also be issued for uni-modal sea transport from port to port. The document is issued by FIATA, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents, ICC Publication No 481. (FIATA)

760-FWB Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB): Document which evidences a multimodal transport contract, the taking in charge of the goods by the multimodal transport operator, and an undertaking by him to deliver the goods in accordance with the terms of the contract. The document can also be issued for uni-modal sea transport from port to port. The document is issued by FIATA, subject to the UNCTAD/ICC Rules for Multimodal Transport Documents, ICC Publication No 481. (FIATA)

761 Through bill of lading: Bill of lading which evidences a contract of carriage from one place to another in separate stages of which at least one stage is a sea transit, and by which the issuing carrier accepts responsibility for the carriage as set forth in the through bill of lading. (UN/ECE/FAL)

763 Forwarder’s certificate of transport (FIATA-FCT): Document issued by a freight forwarder to certify that he has taken charge of a specified consignment for despatch and delivery in accordance with the consignor’s instructions, as indicated in the document, and that he accepts responsibility for delivery of the goods to the holder of the document through the intermediary of a delivery agent of his choice. The document is negotiable if issued “to order”. (FIATA)

770 Booking confirmation: Document issued by a carrier to confirm that space has been reserved for a consignment in means of transport. (UN/ECE/FAL)

775 Calling forward notice: Instructions for release or delivery of goods. (UN/ECE/FAL)

780 Freight invoice: Document issued by a transport operation specifying freight costs and charges incurred for a transport operation and stating conditions of payment. (UN/ECE/FAL)

781 Arrival notice (goods): Notification from the carrier to the consignee in writing, by telephone or by any other means (express letter, message, telegram, etc.) informing him that a consignment addressed to him is being or will shortly be held at his disposal at a specified point in the place of destination. (GIT)

782 Notice of circumstances preventing delivery (goods): Request made by the carrier to the sender, or, as the case may be, the consignee, for instructions as to the disposal of the consignment when circumstances prevent delivery and the return of the goods has not been requested by the consignor in the transport document. (GIT)

783 Notice of circumstances preventing transport (goods): Request made by the carrier to the sender, or, the consignee as the case may be, for instructions as to the disposal of the goods when circumstances prevent transport before departure or en route, after acceptance of the consignment concerned. (GIT)

784 Delivery notice (goods): Notification in writing, sent by the carrier to the sender, to inform him at his request of the actual date of delivery of the goods. (GIT)

785 Cargo manifest: Listing of goods comprising the cargo carried in a means of transport or in a transport-unit. The cargo manifest gives the commercial particulars of the goods, such as transport document numbers, consignors, consignees, shipping marks, number and kind of packages and descriptions and quantities of the goods. (CCC Glossary)

786 Freight manifest: Document containing the same information as a cargo manifest, and additional details on freight amounts, charges, etc. (UN/ECE/FAL)

787 Bordereau: Document used in road transport, listing the cargo carried on a road vehicle, often referring to appended copies of Road consignment note. (UN/ECE/FAL)

788 Container manifest (unit packing list): Document specifying the contents of particular freight containers or other transport units, prepared by the party responsible for their loading into the container or unit. (UN/ECE/FAL)

789 Shippers Intermodal Weight Certification (FIATA-SIC): Document issued by a shipper to a freight forwarder for certification of the gross weight to comply with weight restriction regulations in certain countries (eg. in the USA the Intermodal Safe Container Act 1992). (FIATA)

8. Exit regulations

810 Export licence application: Application for permission to export specified goods of a specified value to a specific destination. (UN/ECE/FAL)

811 Export licence: Document granting permission to export goods as detailed within a specific time. (UN/ECE/FAL)

812 Exchange control declaration, export: Document completed by an exporter/seller as a means whereby the competent body may control that the amount of foreign exchange accrued from a trade transaction is repatriated in accordance with the conditions of payment and exchange control regulations in force. (UN/ECE/FAL)

830 Goods declaration for exportation: Document by which goods are declared for export Customs clearance, conforming to the layout key set out in Appendix I to Annex C.1 to the Kyoto Convention, concerning outright exportation (CCC).

833 Cargo declaration: Generic term, sometimes referred to as Freight declaration, applied to the documents providing the particulars required by the Customs concerning the cargo (freight) carried by commercial means of transport. (CCC Glossary).

833-IMO Cargo declaration: Specific cargo declaration established in the Convention on Facilitation of International Maritime Traffic (London 1965) to be the basic document providing information relating to the cargo required by public authorities on (arrival or) departure of vessels. (IMO-FAL)

840 Application for goods control certificate: Document submitted to a competent body by party requesting a Goods control certificate to be issued in accordance with national or international standards, or conforming to legislation in the importing country, or as specified in the contract. (UN/ECE/FAL)

841 Goods control certificate: Document issued by a competent body evidencing the quality of the goods described therein, in accordance with national or international standards, or conforming to legislation in the importing country, or as specified in the contract. (UN/ECE/FAL)

850 Application for phytosanitary certificate: Document submitted to a competent body by party requesting a Phytosanitary certificate to be issued. (UN/ECE/FAL)

851 Phytosanitary certificate: Document issued by the competent body in the exporting country evidencing that plants, fruit, or vegetables are free from disease and fit for consumption and giving details on fumigation or other treatment to which they may have been subjected. (UN/ECE/FAL)

852 Sanitary certificate: Document issued by the competent authority in the exporting country evidencing that alimentary and animal products, including dead animals, are fit for human consumption, and giving details, when relevant, of controls undertaken. (UN/ECE/FAL)

853 Veterinary certificate: Document issued by the competent authority in the exporting country evidencing that live animals or birds are not infested or infected with disease, and giving details regarding their provenance, and of vaccinations and other treatment to which they have been subjected. (UN/ECE/FAL)

855 Application for inspection certificate: Document submitted to a competent body by a party requesting an Inspection certificate to be issued in accordance with national or international standards, or conforming to legislation in the country in which it is required, or as specified in the contract. (UN/ECE/FAL)

856 Inspection certificate: Document issued by a competent body evidencing that the goods described therein have been inspected in accordance with national or international standards, in conformity with legislation in the country in which the inspection is required, or as specified in the contract. (UN/ECE/FAL)

860 Certificate of origin, application for: Document submitted to a competent body by an interested party requesting a Certificate of origin to be issued in accordance with relevant criteria, and on the basis of evidence of the origin of the goods. (UN/ECE/FAL)

861 Certificate of origin (generic term): A specific document identifying goods, in which the authority or body authorized to issue it certifies expressly that the goods to which the certificate relates originate in a specific country. The word "country" may include a group of countries, a region or a part of a country. This certificate may also include a declaration by the manufacturer, producer, supplier, exporter or other competent person. (CCC Glossary)

861-CCC Certificate of origin: Specific form for certificate of origin laid down in Annex D.2 (concerning documentary evidence of origin) to the Kyoto Convention. (CCC Glossary)

861 GSP Certificate (UNCTAD): Specific form for certificate of origin for goods qualifying for preferential treatment under the Generalized System of Preferences (includes a combined Declaration of Origin and Certificate, Form A).

862 Declaration of origin: Appropriate statement as to the origin of the goods, made in connection with their exportation by the manufacturer, producer, supplier, exporter or other competent person on the Commercial Invoice or any other document relating to the goods. (CCC, Annex D.2, Kyoto Convention)

863 Regional appellation certificate: Certificate drawn up in accordance with the rules laid down by an authority or approved body, certifying that the goods described therein qualify for a designation specific to the given region (e.g. champagne, port wine, Parmesan cheese). (UN/ECE/FAL)

870 Consular invoice: Document to be prepared by an exporter in his country and presented to a diplomatic representation of the importing country for endorsement and subsequently to be presented by the importer in connection with the import of the goods described therein. (UN/ECE/FAL)

890 Dangerous goods declaration: Document issued by a consignor in accordance with applicable conventions or regulations, describing hazardous goods or materials for transport purposes, and stating that the latter have been packed and labelled in accordance with the provisions of the relevant conventions or regulations. (UN/ECE/FAL)

895 Statistical document, export: Document in which an exporter provides information about exported goods required by the body responsible for the collection of international trade statistics. (UN/ECE/FAL)

9. Entry and Transit regulations

910 Import licence, application for: Document in which an interested party applies to the competent body for authorization to import either a limited quantity of articles subject to import restrictions, or an unlimited quantity of such articles during a limited period, and specifies the kind of articles, their origin and value, etc. (UN/ECE/FAL)

911 Import licence: Document issued by the competent body in accordance with import regulations in force, by which authorization is granted to a named party to import either a limited quantity of designated articles or an unlimited quantity of such articles during a limited period, under conditions specified in the document. (UN/ECE/FAL)

925 Application for exchange allocation:

Document whereby an importer/buyer requests the competent body to allocate an amount of foreign exchange to be transferred to an exporter/seller in payment for goods. (UN/ECE/FAL)

926 Foreign exchange permit: Document issued by the competent body authorizing an importer/buyer to transfer an amount of foreign exchange to an exporter/seller in payment for goods. (UN/ECE/FAL)

927 Exchange control declaration (import):

Document completed by an importer/buyer as a means for the competent body to control that a trade transaction for which foreign exchange has been allocated has been executed and that money has been transferred in accordance with the conditions of payment and the exchange control regulations in force. (UN/ECE/FAL)

930 Goods declaration for home use: Document by which goods are declared for import Customs clearance according to Annex B.1 (concerning clearance for home use) to the Kyoto convention. (CCC)

931 Customs immediate release declaration:

Document issued by an importer notifying Customs that goods have been removed from an importing means of transport to the importer's premises under a Customs-approved arrangement for immediate release, or requesting authorization to do so. (UN/ECE/FAL)

932 Customs delivery note: Document whereby a Customs authority releases goods under its control to be placed at the disposal of the party concerned. Synonym: Customs release note. (UN/ECE/FAL)

933 Cargo declaration (arrival): Generic term, sometimes referred to as Freight declaration, applied to the documents providing the particulars required by the Customs concerning the cargo (freight) carried by commercial means of transport. (CCC Glossary)

933-IMO Cargo declaration (arrival): Specific cargo declaration established in the Convention on Facilitation of International Maritime Traffic (London 1965) to be the basic document providing information relating to the cargo required by public authorities on arrival (or departure) of vessels. (IMO-FAL)

934 Value declaration: Document in which a declarant (importer) states the invoice or other price (e.g. selling price, price of identical goods), and

specifies costs for freight, insurance and packing, etc., terms of delivery and payment, any relationship with the trading partner etc., for the purpose of determining the Customs value of goods imported. (UN/ECE/FAL)

935 Customs invoice: Document required by the Customs in an importing country in which an exporter states the invoice or other price (e.g. selling price, price of identical goods), and specifies costs for freight, insurance and packing, etc., terms of delivery and payment, for the purpose of determining the Customs value in the importing country of goods consigned to that country. (UN/ECE/FAL)

936 Customs declaration (post parcels): Document which, according to Article 106 of the "Agreement concerning Postal Parcels" under the UPU Convention, must accompany post parcels and in which the contents of such parcels are specified. (UPU)

937 Tax declaration (value added tax): Document in which an importer states the pertinent information required by the competent body for assessment of value-added tax. (UN/ECE/FAL)

950-CCC Goods declaration for Customs transit:

Document by which the sender declares goods for Customs transit according to Annex E.1 (concerning Customs transit) to the Kyoto Convention. (CCC)

950 TIR carnet: International Customs document (International Transit by Road), issued by a guaranteeing association approved by the Customs authorities, under the cover of which goods are carried, in most cases under Customs seal, in road vehicles and/or containers in compliance with the requirements of the Customs TIR Convention of the International Transport of Goods under cover of TIR Carnets. (TIR Convention)

955 ATA carnet: International Customs document (Admission Temporaire/Temporary Admission) which, issued under the terms of the ATA Convention (1961), incorporates an internationally valid guarantee and may be used, in lieu of national Customs documents and as security for import duties and taxes, to cover the temporary admission of goods and, where appropriate, the transit of goods. If accepted for controlling the temporary export and reimport of goods, international guarantee does not apply. (CCC Glossary)

955 Transit bond-note: National Customs document providing authority for goods to be conveyed in Customs transit without prior payment of import duties and taxes, generally containing all the particulars necessary for the assessment, where appropriate, of import duties and taxes, and an undertaking, covered by security, to produce the goods at the Customs office of destination with Customs seals intact. (CCC Glossary)

995 Statistical document, import: Document in which an importer provides information about imported goods required by the body responsible for the collection of international trade statistics. (UN/ECE/FAL)

APPENDIX II

ILLUSTRATIONS OF FORMS

Part V of the Informative Annex to the “Guidelines for the application of the United Nations Layout Key” specifies main sectors or specialized application areas, relevant for the establishment of sectoral alignment guidelines. Accounts are given for each sector, specifying their contents and including in each account a final paragraph 6, listing forms referred to in the Sector and illustrated in this Appendix.

A combined list of these forms is shown below. The illustrations of the forms have been either collected or prepared by the secretariat. It should be emphasized, however, that some of these forms are subject to change from time to time and that some of the illustrations, because of limitations in available technical resources, may not align correctly with the UNLK. Users should therefore take care to verify measurements before printing forms on the basis of these illustrations.

A Illustrations of forms referred to in the commercial transaction sector

- Layout Key for commercial invoices (UN/ECE/FAL/Rec No 6)
- Enquiry/Request for quote/Offer invitation
- Offer/Quotation
- Order (Acknowledgement of order/Pro forma invoice)
- Despatch Advice

B Illustrations of forms referred to in the payment sector

- Documentary credit application (ICC)
- Documentary credit (ICC)

C Illustrations of forms referred to in the transport related services sector

C. 1 Forwarding and cargo-handling (“Intermediary services”)

- Layout Key for Standard Consignment Instructions (UN/ECE/FAL Rec 22)
- FIATA Forwarding instructions - FFI (FIATA)
- Forwarder’s Certificate of Receipt – FCR (FIATA)
- FIATA Warehouse Receipt – FWR (FIATA)

C. 2 Transport

- Standard Bill of Lading (International Chamber of Shipping)
- International Rail Consignment Note (CIM Convention)
- International Road Consignment Note (CMR Convention)
- Universal Air Waybill (IATA)
- Negotiable FIATA Multimodal Transport Bill of Lading (FIATA-FBL)
- Non-negotiable FIATA Multimodal Transport Way Bill (FIATA-FWB)
- Forwarders Certificate of Transport (FIATA - FCT)
- Shippers Intermodal Weight Certificate (FIATA - SIC)

C. 3 Insurance

- Insurance Policy Form

D Official controls sector

- Dangerous goods declaration (UN/ECE/FAL Rec.11)
- Goods declaration for home use (Kyoto Convention)
- Goods declaration for export (Kyoto Convention)
- Goods declaration for transit (Kyoto Convention)
- Certificate of origin (Kyoto Convention)
- GSP Certificate (UNCTAD)
- Single Administrative Document (SAD)

A Illustrations of forms referred to in the commercial transaction sector

- ***Layout Key for Commercial invoices (UN/ECE)***

Layout Key recommended in UN/ECE/FAL Recommendation No 6.

- ***Enquiry/Request for Quote/Offer invitation***

Model form designed by the UN/ECE secretariat.

- ***Offer/Quotation***

Model form designed by the UN/ECE secretariat.

- ***Order (Acknowledgement of order/Pro forma invoice)***

Model form designed by the UN/ECE secretariat.

- ***Despatch Advice***

Model form designed by the UN/ECE secretariat.

LAYOUT KEY FOR TRADE DOCUMENTS

Consignor (Exporter)		Date, Reference No., etc.		
Consignee		Buyer (if other than consignee) or other address		
Notify or delivery address		Country whence consigned		
		Country of origin		Country of destination
Transport details		Terms of delivery and payment		
Shipping marks; Container No.	Number and kind of packages; Goods description	Commodity No.	Net quantity	Statistical value
			Gross weight	Cube
<h1>Free disposal</h1>				
Place and date of issue, Authentication				

Consignor (Exporter, Seller)		Date; Reference No. etc.	
Consignee		Buyer (if other than consignee) or other address	
Notify party or delivery address			
		Country of origin	Country of destination
Transport details		Terms of delivery and payment	
		Terms of delivery	
		Time of delivery	
		Place of destination	Terms of payment
Shipping marks, container Nr.	Type of packages; Description of goods		
Specification of goods		Quantity	
Item number	Item description		
		Date and place of Issue; Authentication	

UN/EDCE 06-02-01 GR/br form_210ro enquiry.ppt65

Consignor (Exporter, Seller)		Date; Reference No.		
Consignee		Buyer		
		Buyer's bank		
		Country of origin	Country of destination	
Mode of transport	Date of despatch	Terms of delivery		
Means of transport	Place of despatch	Time of delivery		
	Place of loading	Terms of payment	Currency of payment	
Place of discharge	Place of destination			
Shipping marks, container Nr.	Number and kind of packages: description of goods		Gross weight kg	Cube m3
Description of goods (in code and in full)		Quantity U/M	Unit price	Amount
Packing	Freight	Other costs	Insurance	Total amount
Special Information		Total charges		
		Total deduct.		
		Total to pay		
		Date and place of Issue; Authentication		

UN/ECE 06-02-01 GR/br form_220ro-order.pm65

320 - ACKNOWLEDGEMENT OF ORDER

Consignor (Exporter, Seller)				Date; Reference no. etc.				
Consignee				Buyer (if other than consignee)				
Notify party or delivery address				Seller's bank and account number				
				Country of origin				
Transport details				Terms of delivery and payment				
Shipping marks, container Nr.		Number and kind of packages:		Goods description		Commodity no.	Gross weight kg	Cube m3
							Net weight kg	
Description of goods (in code and / or in full)						Quantity	Unit price	Amount
Packing		Freight		Other costs		Insurance		Total amount
Deductions (specify kind and amount)						Total charges		
						Total deduct.		
						Total to pay		
						Date and place of Issue; Authentication		

UN/ECE 06-02-01 GR/br form_320ro Acknow_order.pm6.5

Seller (Consignor)		References			
		Buyer References			
Consignee		Buyer (If not Consignee)			
Notify party or delivery address		Carrier			
Shipping date		Terms of delivery and payment			
Pre-carriage by	Place of receipt				
Transport ID	Place of loading				
Place of discharge	Place of destination				

Shipping marks, container Nr.	Number, kind of packages	Description of goods	Gross weight Net weight	Cube m3
Total				

We advise despatch of goods and/or distribution as detailed herein.

Documents attached	Con-signee	Buyer	Bank	Clearing agent	Sales agent	No.	Special notes
Invoice							Place and date of Issue; Authentication
Proforma invoice							
Credit note							
Forwarding agent's receipt							
Certificate of Origin							
Certificate of Insurance							
Bill of exchange							

B Illustrations of forms referred to in the payment sector

- ***Documentary credit application (ICC)***

Layout key recommended by the International Chamber of Commerce.

- ***Documentary credit (ICC)***

Layout key recommended by the International Chamber of Commerce. Normally not included in one-run systems as not issued by traders.

Irrevocable Documentary Credit Application

Applicant: 	Issuing Bank:
Date of Application: <input type="checkbox"/> Issue by (air) mail <input type="checkbox"/> with brief advice by teletransmission <small>(see UCP 500 Article 11)</small> <input type="checkbox"/> Issue by teletransmission (see UCP 500 Article 11) <input type="checkbox"/> Transferable Credit-As per UCP 500 Article 48	Expiry Date and Place for Presentation of Documents Expiry Date: Place for Presentation: Beneficiary:
Confirmation of the Credit: <input type="checkbox"/> not requested <input type="checkbox"/> requested <input type="checkbox"/> authorised if requested by Beneficiary Partial shipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed Transhipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed Please refer to UCP 500 transport Articles for exceptions to this condition <input type="checkbox"/> Insurance will be covered by us	Amount in figures and words (Please use ISO Currency Codes): Credit available with Nominated Bank: <input type="checkbox"/> by payment at sight <input type="checkbox"/> by deferred payment at: <input type="checkbox"/> by acceptance of drafts at: <input type="checkbox"/> by negotiation: Against the documents detailed herein: <input type="checkbox"/> and Beneficiary's draft(s) drawn on:
Shipment as defined in UCP 500 Article 46 From: For transportation to: Not later than:	Goods (Brief description without excessive details - See UCP 500 Article 5): <div style="text-align: right;"> Terms: <input type="checkbox"/> FAS <input type="checkbox"/> CIF <input type="checkbox"/> FOB <input type="checkbox"/> Other terms: <input type="checkbox"/> CFR <input type="checkbox"/> as per INCOTERMS </div>
Commercial invoice <input type="checkbox"/> signed, original and <input type="checkbox"/> copies. Transport Document: <input type="checkbox"/> Multimodal Transport Document, covering at least two different modes of transport <input type="checkbox"/> Marine/Ocean Bill of Lading covering a port-to-port shipment <input type="checkbox"/> Non-Negotiable Sea Waybill covering a port-to-port shipment <input type="checkbox"/> Air Waybill, original for the consignor <input type="checkbox"/> Other transport document: <input type="checkbox"/> to the order of <input type="checkbox"/> endorsed in blank <input type="checkbox"/> marked freight <input type="checkbox"/> prepaid <input type="checkbox"/> payable at destination <input type="checkbox"/> notify:	
Insurance Document: <input type="checkbox"/> Policy <input type="checkbox"/> Certificate <input type="checkbox"/> Declaration under an open cover. Covering the following risks: Certificates: <input type="checkbox"/> Origin <input type="checkbox"/> Analysis <input type="checkbox"/> Health <input type="checkbox"/> Other Other Documents: <input type="checkbox"/> Packing List <input type="checkbox"/> Weight List	
Documents to be presented within <input type="checkbox"/> days after the date of shipment but within the validity of the Credit.	
Additional Instructions: 	We request you to issue on our behalf and for our account your Irrevocable Credit in accordance with the above instructions (marked (x) where appropriate). This Credit will be subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision, Publication No. 500 of the International Chamber of Commerce, Paris, France), insofar as they are applicable. <hr style="width: 100%;"/> Name and signature of the Applicant

Consult the Issuing Bank for assistance if the completion of this form should raise any question

Name of Issuing Bank: 	<div style="float: right; border: 1px solid black; padding: 2px; margin-bottom: 5px;">Number</div> <div style="clear: both;"></div> <h2 style="text-align: center; margin: 0;">Irrevocable Documentary Credit</h2>
Place and Date of Issue: 	Expiry Date and Place for Presentation of Documents Expiry Date: Place for Presentation:
Applicant: 	Beneficiary:
<div style="border: 2px solid black; padding: 5px;"> Advising Bank: Reference No. </div>	Amount:
Partial shipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed Transhipment <input type="checkbox"/> allowed <input type="checkbox"/> not allowed <input type="checkbox"/> Insurance covered by buyers	Credit available with Nominated Bank: <input type="checkbox"/> by payment at sight <input type="checkbox"/> by deferred payment at: <input type="checkbox"/> by acceptance of drafts at: <input type="checkbox"/> by negotiation
Shipment as defined in UCP 500 Article 46 From: For transportation to: Not later than:	Against the documents detailed herein: <input type="checkbox"/> and Beneficiary's draft(s) drawn on:
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Advice for the Advising Bank</div> <div style="border: 1px solid black; width: 90%; height: 100%;"></div> </div>	
Documents to be presented within <input type="checkbox"/> days after the date of shipment but within the validity of the Credit.	
We have issued the Irrevocable Documentary Credit as detailed above. It is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revision, International Chamber of Commerce, Paris, France, Publication No. 500). We request you to advise the Beneficiary <input type="checkbox"/> without adding your confirmation <input type="checkbox"/> adding your confirmation <input type="checkbox"/> adding your confirmation, if requested by the Beneficiary Bank-to-Bank Instructions:	
This document consists of <input type="checkbox"/> signed page(s)	
_____ Name and signature of the Issuing Bank	

C Illustrations of forms referred to in the transport related services sector

C.1 Forwarding and cargo-handling (“Intermediary services”)

- ***Layout key for Standard Consignment Instructions***

Layout Key recommended in UN/ECE/FAL Recommendation No 22.

- ***FIATA Forwarding instructions - FFI (FIATA)***

Standard form established by FIATA, printed in blue on white paper, reverse print.

- ***Forwarder’s Certificate of Receipt - FCR (FIATA)***

Standard form established by FIATA, printed in black on green background, reverse print.

- ***FIATA Warehouse Receipt - FWR (FIATA)***

Standard form established by FIATA, size A3, folded to A4, printed in black on orange background, reverse print.

CONSIGNEMENT INSTRUCTIONS LAYOUT KEY

Consignor		References	
Consignee		Service provider	
Notify/Delivery address		Customs data	
Transport details		Free text	
Mode/Means of transport	Place of loading	Insurance details	
Place of discharge	Place of destination		
Shipping marks; Container No.; Number and type of pkgs; Goods description		Gross weight	Cube/Dimensions
		Net weight	Customs value
Documentation	Freight and charges	Free text	Authentication

Suppliers or Forwarders Principals



FIATA FCR

Forwarders Certificate of Receipt

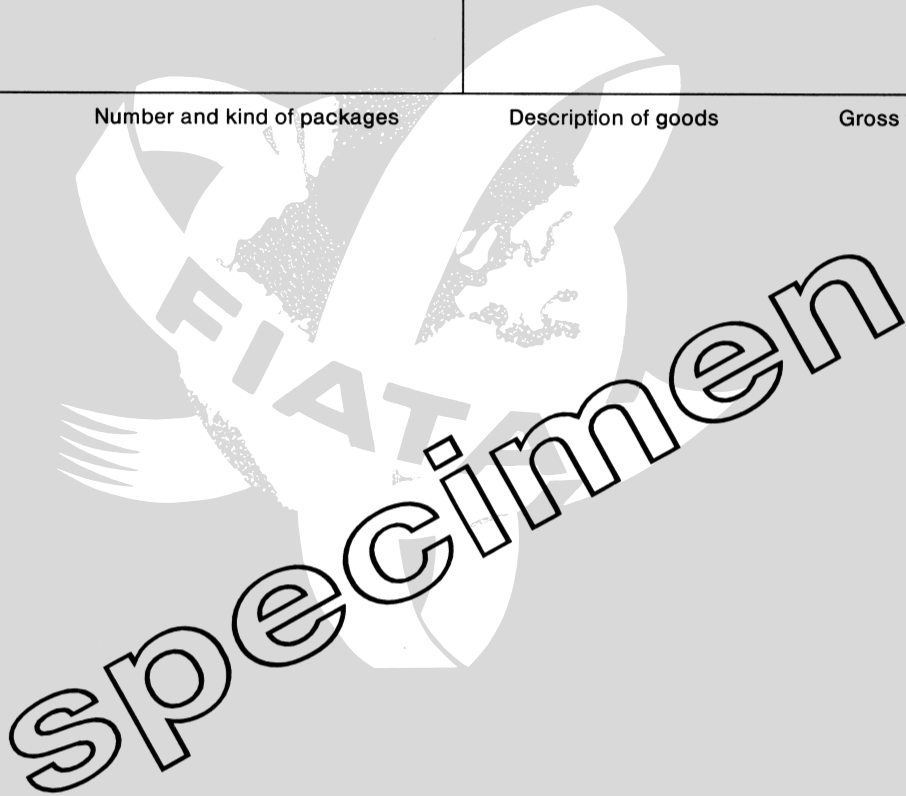
No.	Country Code
-----	--------------

ORIGINAL

Forw. Ref.

Consignee

Marks and numbers	Number and kind of packages	Description of goods	Gross weight	Measurement
-------------------	-----------------------------	----------------------	--------------	-------------



according to the declaration of the consignor

The goods and instructions are accepted and dealt with subject to the General Conditions printed overleaf

We certify having assumed control of the above mentioned consignment in external apparent good order and condition

at the disposal of the consignee

with irrevocable instructions*

to be forwarded to the consignee

* Forwarding instructions can only be cancelled or altered if the original Certificate is surrendered to us, and then only provided we are still in a position to comply with such cancellation or alteration.

Instructions authorizing disposal by a third party can only be cancelled or altered if the original Certificate of Receipt is surrendered to us, and then only provided we have not yet received instructions under the original authority.

Remarks

Place and date of issue

Stamp an signature

Instructions as to freight and charges

Supplier



FWR FIATA WAREHOUSE RECEIPT

No. _____

ORIGINAL

Depositor

Warehouse Keeper

Warehouse

Identification of means of transport

Insurance

- Coverd not covered
 - Against fire
 - Against burglary / pilferage
 - Other risks covered (specify)
- Insurance amount

Marks and numbers;

Number and kind of packages;

Description of goods

Gross weight

Specimen

Received in apparent good order and condition

Description of merchandise (contents):

- Stated by Depositor
- Controlled by warehouse keeper

Gross weight

- Stated by Depositor
- Controlled by warehouse keeper

Warehousing is subject to standard business conditions; vide reverse

As warehouse keepers we are liable to deliver the stored merchandise against presentation of this document only, and in case of cession of rights exclusively to the holder of this document being legitimated by an uninterrupted chain of transfers as outlined overleaf.

We acknowledge that we can only lodge a complaint with the legitimated holder of this document if and when this refers to the validity of issue of said document and / or results therefrom.

Our legal lien or right of retention will not be affected by this clause.

In case of partial deliveries warehouse receipt must be submitted for entering outgoing stock.

Place and date of issue

Stamp and signature

DELIVERIES

Date	Marks and numbers; Number and kind of packages; Description of goods	Gross weight	Signature of warehousekeeper

TRANSFER OF PROPERTY

Hereby, the undersigned depositor
 transfer the property of the goods specified in this "WAREHOUSE RECEIPT" and his
 rights towards the warehouse-keepers in view of the restitution of the goods to Messrs

.....

Date:

Signature:

.....

.....

CESSION OF DELIVERY CLAIM

Messrs cede the claim for delivery of the
 merchandise towards the warehouse keepers to Messrs

Date:

Signature:

.....

.....

C.2 Transport

- ***Standard Bill of Lading (ICS)***

Layout Key, recommended by the International Chamber of Shipping to be used as the basis for designing Bill of Lading forms. Printed on single sheets of paper, these forms may carry reverse print, setting out the conditions under which the Bill of Lading is operated. Alternatively, conditions may be referred to by a reference clause on the front page, in which case there will be no reverse print (“blank back” Bills of Lading).

- ***International Rail Consignment Note (CIM Convention)***

Mandatory form, in a multiform set with print on reverse. Five copies printed in green with red overprint, joined together at the top by a perforated stub.

- ***International Road Consignment Note (CMR Convention)***

Recommended form, multiform set with print on reverse, four copies in different print colours (red, blue, green, and black).

- ***Universal Air Waybill (IATA)***

Mandatory form adopted by IATA, in multiform set, printed in nine copies in blue, white, green, pink, and yellow colours.

- ***Negotiable FIATA Multimodal Transport Bill of Lading - FBL (FIATA)***

Standard form established by FIATA, printed in black on turquoise background, with white margins, reverse print.

- ***Non-negotiable FIATA Multimodal Transport Way Bill - FWB (FIATA)***

Standard form established by FIATA, printed in black on white paper with green borders, reverse print.

- ***Forwarder's Certificate of Transport -FCT (FIATA)***

Standard form established by FIATA printed in black on yellow background, white margins.

- ***Shipper's Intermodal Weight Certificate - SIC (FIATA)***

Standard form established by FIATA, printed in black on white paper with green borders, reverse print.

BILL OF LADING

Shipper

B/L No.

Reference No.

Consignee

FREE DISPOSAL AREA

Name of Carrier †

Notify Address

FREE DISPOSAL AREA

Pre-Carriage by *

Place of Receipt by Pre-Carrier *

Vessel

Port of Loading

Port of Discharge

Place of Delivery by On-Carrier *

Marks and Nos; Container No.

Number and Kind of Packages, description of Goods.

Gross Weight

Measurement

Freight details, Charges, etc. †

Shipped on board in apparent good order. †

FREE DISPOSAL AREA

Freight Payable at

Place and Date of Issue

Number of Original B's/L

Signature

ICS
B/L

1 Jan. 72

710

*Applicable only when document used as a Through Bill of Lading.

†Suggested positions for these details within free disposal area
"Name of Carrier" applicable only in case of common documents.

9 Lettre de voiture Frachtbrief

CIM 1

Colis express Expressgut 2

54 Autorisation de chargement - Verladebewilligung No

Timbre de contrôle Kontrolstempel

Transport international ferroviaire Internationale Eisenbahnbeförderung

10 Expéditeur (nom, adresse) - Absender (Name, Anschrift)

11

13 Déclarations - Erklärungen (CIM/TIEx Art. 13, 19, 26, etc.)

14 Référence expéditeur - Absender Referenz

N° TVA MWSt.-Nr. Tel. Fax

15 Destataire (nom, adresse, pays) - Empfänger (Name, Anschrift, Land)

16

18 Agrès - Conteneur/Ladernittel - Container Catégorie - Art

19 Marque N° - Merkmal Nr.

20 Palettes échangeables Tauschpaletten

Nombre Anzahl

N° TVA MWSt.-Nr. Tel. Fax

23 Informations pour le destinataire - Vermerke für den Empfänger (CIM Art. 13 § 3)

24 CIM Paiement des frais - Zahlung der Kosten y compris - einschliesslich jusqu'à - bis

25 Colis express Expressgut

26 Tarifs et itinéraires demandés - Verlangte Tarife und Wege

27

- 1 Franco de port Franko Fracht
2 Franco pour Franko (somme déterminée)
3 Franco de tous frais - Franko aller Kosten
4 Unfrankiert
5 INCOTERMS

- 1 Franco Franko
2 Port dû Unfrankiert

28 Wagon complet Wagenladung 1

Détail Stückgut 2

29 Chargé par Verladen durch

Expéditeur Absender 1

Chemin de fer Eisenbahn 2

57 1 3

30 Gare destinataire et pays - Bestimmungsbahnhof und Land

59

58 A dédouaner à - Zu verzollen in

Nom - Name

60 Itinéraires - Leitungswege

61

31 Marques (le cas échéant)/Nombre/Nature de l'emballage/Désignation de la marchandise

32

oui ja

33 N° du tarif douanier Zolltarifnummer

34 Masse kg

62 NHM Code

35 Indications douanières - Zollamtliche Vermerke

36 Annexes à la lettre de voiture - Beilagen zum Frachtbrief

37 Intérêt à la livraison - Interesse an der Lieferung

Monnaie

61 Cours

38 Débours - Barvorschuss

Währung

66

39 Remboursement - Nachnahme

Monnaie

61 Kurs

1 Port de la gare expéditrice Fracht vom Versandbahnhof

66

67 Tarif appliqué

68

69

70

71 Prix par unité

72 Masse taxée kg

73 Franco - Franko

74 Dü - Überw.

66

25 Code

76 km/Zone

77

Frais Ge-bühren

=

=

=

=

=

=

=

=

=

=

=

78 Cours

79

80

81 Cours

2 Port - Fracht/de - von

66

67 Angewandter Tarif

68

69

70

71 Frachtsatz

72 Frachtpfl. Masse kg

73

74

3 Port - Fracht/de - von

66

67 Tarif appliqué

68

69

70

71 Prix par unité

72 Masse taxée kg

73

74

25 Code

76 km/Zone

77

Frais Ge-bühren

=

=

=

=

=

=

=

=

=

=

=

78 Cours

79

80

81 Cours

87 Avis d'encaissement N° Nachnahmebegleitschein Nr.

88 Mise à disposition (mois - jour - heure) Bereitgestellt (Monat - Tag - Stunde)

89 Bulletin d'affranchiss. Frankaturrechnung. oui ja

90

Montant général Gesamtbetrag ou A reporter oder Zu übertragen

91

92 Timbre à date «départ» Tagesstempel «Abgang»

93 Timbre à date «arrivée» Tagesstempel «Ankunft»

94 Timbre de pesage - Wiegestempel

95 Acceptation - Annahme - Date (mois - jour - heure) Datum (Monat - Tag - Stunde)

96 Etiquette de contrôle - Kontroll-Etikette

- Train n° - Zug-Nr.

Pays - Land

Gare - Bahnhof

97 Arrivage N° Empfang Nr.

Exp. N° - Vers. Nr.

Masse constatée Festgestellte Masse

Gare exp. effective (nom) - Tatsächlicher Vers.-Bhf. (Name):

A

Désignation des monnaies et codes – Währungsbezeichnungen und Codes

Table listing various currencies and their codes: ALL (Albanian Lek), DEM (German Mark), GBP (British Pound), ITL (Italian Lira), NOK (Norwegian Krone), SKK (Slovakian Koruna), etc.

Main tax calculation table with columns for 'Sections de taxation (suite)', 'FRANCO - FRANKO', and 'PORT DÜ - ÜBERWEISUNG'. It includes rows for 'Port - Fracht/de - von', 'Indications de service - Dienstliche Vermerke', and 'Somme payée par l'expéditeur'.

A remplir sous la responsabilité de l'expéditeur / To be completed on the sender's responsibility
 y compris et / including and
19+21+22.
 Les parties encadrées de lignes grasses doivent être remplies par le transporteur / The spaces framed with heavy lines must be filled in by the carrier

1 Expéditeur (nom, adresse, pays) Sender (name, address, country)		LETTRE DE VOITURE INTERNATIONALE INTERNATIONAL CONSIGNMENT NOTE			No 24382																												
2 Destinataire (nom, adresse, pays) Consignee (name, address, country)																																	
3 Lieu prévu pour la livraison de la marchandise (lieu, pays) Place of delivery of the goods (place, country)		16 Transporteur (nom, adresse, pays) Carrier (name, address, country)																															
4 Lieu et date de la prise en charge de la marchandise (lieu, pays, date) Place and date of taking over the goods (place, country, date)		17 Transporteurs successifs (nom, adresse, pays) Successive carriers (name, address, country)																															
5 Documents annexés Documents attached		18 Réserves et observations du transporteur Carrier's reservations and observations																															
6 Marques et numéros Marks and Nos	7 Nombre des colis Number of packages	8 Mode d'emballage Method of packing	9 Nature de la marchandise Nature of the goods	10 No statistique Statistical number	11 Poids brut, kg Gross weight in kg	12 Cubage m3 Volume in m3																											
13 Instructions de l'expéditeur Sender's instructions		19 Conventions particulières Special agreements																															
14 Prescriptions d'affranchissement Instructions as to payment for carriage <input type="checkbox"/> Franco / Carriage paid <input type="checkbox"/> Non franco / Carriage forward		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">20 A payer par / To be paid by :</th> <th style="width: 20%;">Expéditeur / Senders</th> <th style="width: 20%;">Monnaie/Currency</th> <th style="width: 30%;">Destinataire / Consignee</th> </tr> <tr> <td>Prix de transport / Carriage charges :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Réductions / Dedicutions :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Solde / Balance</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Suppléments / Supplm. charges :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Frais accessoires / Other charges :</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL :</td> <td></td> <td></td> <td></td> </tr> </table>			20 A payer par / To be paid by :	Expéditeur / Senders	Monnaie/Currency	Destinataire / Consignee	Prix de transport / Carriage charges :				Réductions / Dedicutions :				Solde / Balance				Suppléments / Supplm. charges :				Frais accessoires / Other charges :				TOTAL :				
20 A payer par / To be paid by :	Expéditeur / Senders	Monnaie/Currency	Destinataire / Consignee																														
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Suppléments / Supplm. charges :																																	
Frais accessoires / Other charges :																																	
TOTAL :																																	
21 Etablie à / Established in _____ le / on _____ 19____		15 Remboursement / Cash on delivery _____																															
22 Signature et timbre de l'expéditeur Signature and stamp of the sender		23 Signature et timbre du transporteur Signature and stamp of the carrier		24 Marchandises reçues / Goods received Lieu / Place _____ le / on _____ 19____																													

Shippers Name and Address		Shippers Account Number		Not Negotiable Air Waybill Issued by											
				Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity											
Consignee's Name and Address		Consignee's Account Number		It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.											
Issuing Carrier's Agent Name and City				Accounting Information											
Agent's IATA Code		Account No.													
Airport of Departure (Addr. of First Carrier) and Requested Routing															
To	By First Carrier	Routing and Destination	To	By	To	By	Currency	CHGS Code	WT/VAL PPD	COLL	Other PPD	COLL	Declared Value for Carriage	Declared Value for Customs	
Airport of Destination		Flight/Date	For Carrier Use only		Flight/Date	Amount of Insurance		INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance".							
Handling Information														SCI	
No. of Pieces RCP	Gross Weight	kg lb	Rate Class		Chargeable Weight	Rate / Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)							
			Commodity Item No.												
Prepaid		Weight Charge		Collect		Other Charges									
		Valuation Charge													
		Tax													
		Total Other Charges Due Agent				Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.									
		Total Other Charges Due Carrier													
Total Prepaid		Total Collect		Signature of Shipper or his Agent											
Currency Conversion Rates		CC Charges in Dest. Currency													
For Carriers Use only at Destination		Charges at Destination		Total Collect Charges		Executed on _____ (Date) at _____ (place) Signature of Issuing Carrier or its Agent									

NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY

IF THE CARRIAGE INVOLVES AN ULTIMATE DESTINATION OR STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, THE WARSAW CONVENTION MAY BE APPLICABLE AND THE CONVENTION GOVERNS AND IN MOST CASES LIMITS THE LIABILITY OF THE CARRIER IN RESPECT OF LOSS, DAMAGE, OR DELAY TO CARGO TO 250 FRENCH GOLD FRANCS PER KILOGRAM, UNLESS A HIGHER VALUE IS DECLARED IN ADVANCE BY THE SHIPPER AND A SUPPLEMENTARY CHARGE PAID IF REQUIRED. THE LIABILITY LIMIT OF 250 FRENCH GOLD FRANCS PER KILOGRAM IS APPROXIMATELY USD 20.00 PER KILOGRAM ON THE BASIS OF USD 42.22 PER OUNCE OF GOLD.

CONDITIONS OF CONTRACT

1. As used in this contract 'carrier' means all air carriers that carry or undertake to carry the goods hereunder or perform any other services incidental to such air carriage, 'Warsaw Convention' means the Convention for the Unification of certain rules relating to International Carriage by Air, signed at Warsaw, 12 October 1929, or that Convention as amended at The Hague, 28 September 1955, which ever may be applicable, and French gold francs means francs consisting of 65 1/2 milligrams of gold with a fineness of nine hundred thousandths.
2. 2.1. Carriage hereunder is subject to the rules relating to liability established by the Warsaw Convention unless such carriage is not 'international carriage' as defined by that Convention.
2.2. To the extent not in conflict with the foregoing, carriage hereunder and other services performed by each carrier are subject to:
2.2.1. applicable laws (including national laws implementing the Convention), government regulations, orders and requirements;
2.2.2. provisions herein set forth, and
2.2.3. applicable tariffs, rules, conditions of carriage, regulations and timetables (but not the times of departure and arrival therein) of such carrier, which are made part hereof and which may be inspected at any of its offices and at airports from which it operates regular services. In transportation between a place in the United States or Canada and any place outside thereof the applicable tariffs are the tariffs in force in those countries.
3. The first carrier's name may be abbreviated on the face hereof, the full name and its abbreviation being set forth in such carrier's tariffs, conditions of carriage, regulations and timetables. The first carrier's address is the airport of departure shown on the face hereof. The agreed stopping places (which may be altered by carrier in case of necessity) are those places, except the place of departure and the place of destination, set forth on the face hereof or shown in carrier's timetables as scheduled stopping places for the route. Carriage to be performed hereunder by several successive carriers is regarded as a single operation.
4. Except as otherwise provided in carrier's tariffs or conditions of carriage, in carriage to which the Warsaw Convention does not apply carrier's liability shall not exceed USD 20.00 or the equivalent per kilogram of goods lost, damaged or delayed, unless a higher value is declared by the shipper and a supplementary charge paid.
5. If the sum entered on the face of the air waybill as 'Declared Value for Carriage' represents an amount in excess of the applicable limits of liability referred to in the above Notice and in these Conditions and if the shipper has paid any supplementary charge that may be required by the carrier's tariffs, conditions of carriage or regulations, this shall constitute a special declaration of value and in this case carrier's limit of liability shall be the sum so declared. Payment of claims shall be subject to proof of actual damages suffered.
6. In cases of loss, damage or delay of part of the consignment, the weight to be taken into account in determining carrier's limit of liability shall be only the weight of the package or packages concerned.
Note:
Notwithstanding any other provision, for foreign air transportation as defined in the U.S. Federal Aviation Act as amended, in case of loss or damage or delay of a shipment or part thereof, the weight to be used in determining the carrier's limit of liability shall be the weight which is used (or a pro rata share in the case of a part shipment loss, damage or delay) to determine the transportation charge for such shipment.
7. Any exclusion or limitation of liability applicable to carrier shall apply to and be for the benefit of carrier's agents, servants and representatives and any person whose aircraft is used by carrier for carriage and its agents, servants and representatives. For purpose of this provision carrier acts herein as agent for all such persons.
8. 8.1. Carrier undertakes to complete the carriage hereunder with reasonable dispatch. Carrier may use alternate carriers or aircraft and may without notice and with due regard to the interests of the shipper use other means of transportation. Carrier is authorized by shipper to select the routing and all intermediate stopping places that it deems appropriate or to change or deviate from the routing shown on the face hereof. This Sub-paragraph is not applicable to/from USA.
8.2. Carrier undertakes to complete the carriage hereunder with reasonable dispatch. Except within USA where carrier tariffs will apply, carrier may use alternate carriers or aircraft and may without notice and with due regard to the interests of the shipper use other means of transportation. Carrier is authorized by shipper to select the routing and all intermediate stopping places that it deems appropriate or to change or deviate from the routing shown on the face hereof. This Sub-paragraph is applicable only to/from USA.
9. Subject to the conditions herein, the carrier shall be liable for the goods during the period they are in its charge or the charge of its agent.
10. 10.1. Except when the carrier has extended credit to the consignee without the written consent of the shipper, the shipper guarantees payment of all charges for carriage due in accordance with carrier's tariffs, conditions of carriage and related regulations, applicable laws (including national laws implementing the Convention), government regulations, orders and requirements.
10.2. When no part of the consignment is delivered, a claim with respect to such consignment will be entertained even though transportation charges thereon are unpaid.
11. Notice of arrival of goods will be given promptly to the consignee or to the person indicated on the face hereof as the person to be notified. On arrival of the goods at the place of destination, subject to the acceptance of other instructions from the shipper prior to arrival of the goods at the place of destination, delivery will be made to, or in accordance with the instructions of the consignee. If the consignee declines to accept the goods or cannot be communicated with, disposition will be in accordance with instructions of the shipper.
12. 12.1. The person entitled to delivery must make a complaint to the carrier in writing in the case;
12.1.1. of visible damage to the goods, immediately after discovery of the damage and at the latest within fourteen (14) days from receipt of the goods;
12.1.2. of other damage to the goods, within fourteen (14) days from the date of receipt of the goods;
12.1.3. of delay, within twenty-one (21) days of the date the goods are placed at his disposal; and
12.1.4. of non-delivery of the goods, within one hundred and twenty (120) days from the date of the issue of the air waybill.
12.2. For the purpose of 12.1. complaint in writing may be made to the carrier whose air waybill was used, or to the first carrier or to the last carrier or to the carrier who performed the transportation during which the loss, damage or delay took place.
12.3. Any rights to damages against carrier shall be extinguished unless an action is brought within two years from the date of arrival at the destination, or from the date on which the aircraft ought to have arrived, or from the date on which the transportation stopped.
13. The shipper shall comply with all applicable laws and government regulations of any country to, from, through or over which the goods may be carried, including those relating to the packing, carriage or delivery of the goods, and shall furnish such information and attach such documents to this air waybill as may be necessary to comply with such laws and regulations. Carrier is not liable to the shipper for loss or expense due to the shipper's failure to comply with this provision.
14. No agent, servant or representative of carrier has authority to alter, modify or waive any provisions of this contract.
15. If carrier offers insurance and such insurance is requested, and if the appropriate premium is paid and the fact recorded on the face hereof, the goods covered by this air waybill are insured under an open policy for the amount requested as set out on the face hereof (recovery being limited to the actual value of goods lost or damaged provided that such amount does not exceed the insured value). The insurance is subject to the terms, conditions and coverage (from which certain risks are excluded) of the open policy, which is available for inspection at an office of the issuing carrier by the interested party. Claims under such policy must be reported immediately to an office of carrier.

Consignor



FBL

**NEGOTIABLE FIATA
MULTIMODAL TRANSPORT
BILL OF LADING**



issued subject to UNCTAD/ICC Rules for
Multimodal Transport Documents (ICC Publication 481).

Consigned to order of

Notify address

Place of receipt

Ocean vessel

Port of loading

Port of discharge

Place of delivery

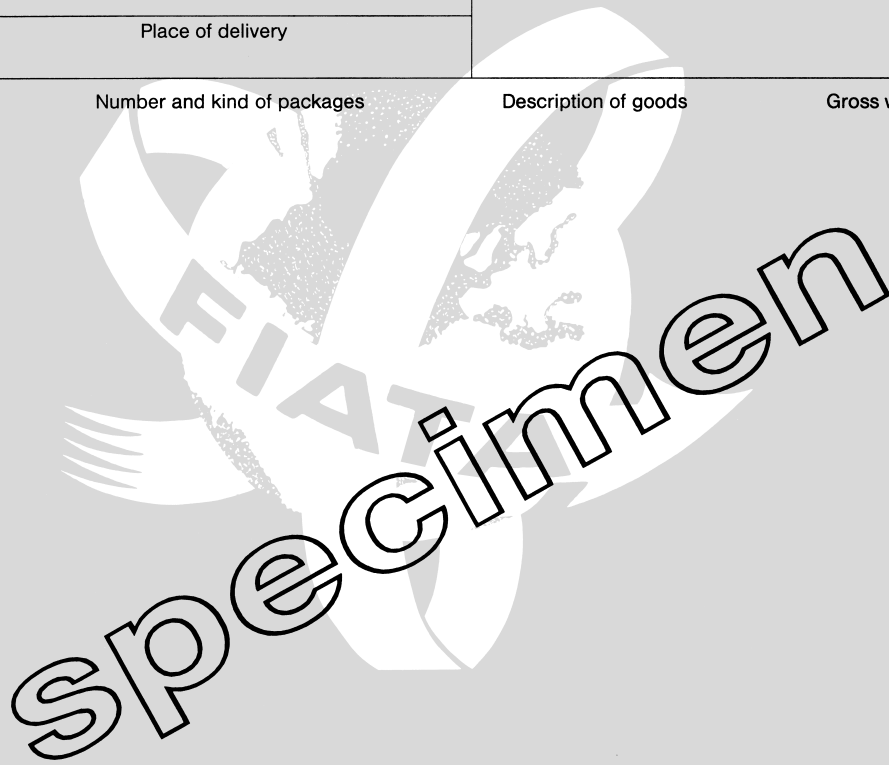
Marks and numbers

Number and kind of packages

Description of goods

Gross weight

Measurement



according to the declaration of the consignor

Declaration of Interest of the consignor
in timely delivery (Clause 6.2.)

Declared value for ad valorem rate according to
the declaration of the consignor (Clauses 7 and 8).

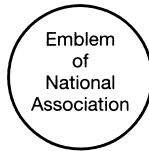
The goods and instructions are accepted and dealt with subject to the Standard Conditions printed overleaf.

Taken in charge in apparent good order and condition, unless otherwise noted herein, at the place of receipt for transport and delivery as mentioned above.

One of these Multimodal Transport Bills of Lading must be surrendered duly endorsed in exchange for the goods. In Witness whereof the original Multimodal Transport Bills of Lading all of this tenor and date have been signed in the number stated below, one of which being accomplished the other(s) to be void.

Freight amount	Freight payable at	Place and date of issue
Cargo Insurance through the undersigned <input type="checkbox"/> not covered <input type="checkbox"/> Covered according to attached Policy	Number of Original FBL's	Stamp and signature
For delivery of goods please apply to:		

Consignor



FWB

**NON-NEGOTIABLE FIATA
MULTIMODAL TRANSPORT
WAYBILL**



issued subject to UNCTAD/ICC Rules for
Multimodal Transport Documents (ICC Publication 481)

Consigned to

Notify address

Place of receipt

Vessel

Port of loading

Port of discharge

Place of delivery

Marks and numbers

Number and kind of packages

Description of goods

Gross weight

Measurement

FIATA
Specimen
NON-NEGOTIABLE

according to the declaration of the consignor

Declaration of Interest of the
consignor in timely delivery
(Clause 7.2.)

YES

Final delivery date if agreed

Transfer of right of
control to consignee
(Clause 4.)

YES

Declared value for ad valorem rate according
to the declaration of the consignor
(Clauses 8. and 9.)

The goods and instructions are accepted and dealt with subject to the Standard Conditions printed overleaf.

Taken in charge in apparent good order and condition, unless otherwise noted herein, at the place of receipt for transport and delivery to the consignee as mentioned above.

Freight amount	Freight payable at	Place and date of issue
Cargo insurance through the undersigned <input type="checkbox"/> not covered <input type="checkbox"/> Covered according to attached Policy		Stamp and signature
For delivery of goods please apply to:		

Standard Conditions (1997) governing the FIATA Multimodal Transport Waybill

Definitions

- "Freight Forwarder" means the person/Multimodal Transport Operator who issues this Waybill (FWB) and is named on the face of it and assumes liability for the performance of this contract as a carrier.
- "Merchant" means and includes the Shipper, the Consignor, the Consignee, the Receiver and the Owner of the Goods.
- "Consignor" means the person who concludes this FWB with the Freight Forwarder.
- "Consignee" means the person named in or identifiable as such from this transport contract.
- "Taken in charge" means that the Goods have been handed over to and accepted for carriage by the Freight Forwarder at the place of receipt evidenced in this FWB.
- "Goods" means any property including live animals as well as containers, pallets or similar articles of transport or packaging not supplied by the Freight Forwarder, irrespective of whether such property is to be or is carried on or under deck.

1. Applicability

These conditions shall also apply if the transport as described in this FWB is performed by only one mode of transport.

2. Issuance of this FWB

2.1. By issuance of this FWB the Freight Forwarder

- a) undertakes to perform and/or in his own name to procure the performance of the transport, from the place at which the Goods are taken in charge (place of receipt evidenced in this FWB) to the place of delivery designated in this FWB;
- b) assumes liability as a carrier as set out in these conditions.

2.2. Subject to the conditions of this FWB the Freight Forwarder shall be responsible for the acts and omissions of his servants or agents acting within the scope of their employment, or any other persons or services he makes use for the performance of the contract evidenced by this FWB, as if such acts and omissions were his own.

3. Agency

3.1. The Consignor on entering into this transport contract does so not only on his own behalf but also as agent for and on behalf of the Consignee, and warrants to the Freight Forwarder that he has authority so to do.

3.2. This rule shall apply if, and only if, it be necessary by the law applicable to this transport contract so as to enable the Consignee to sue and be sued thereon. The Consignee shall be under no greater liability than he would have been had the transport contract been covered by a bill of lading or similar document of title.

4. Right of control

4.1. Unless the Consignor has exercised his option under clause 4.2. below, he shall be the only party entitled to give the Freight Forwarder instructions in relation to this transport contract. Unless prohibited by the applicable law, he shall be entitled to change the name of the Consignee at any time up to the Consignee claiming delivery of the Goods after arrival at destination, provided he gives the Freight Forwarder reasonable notice in writing, or by some other means acceptable to the Freight Forwarder, thereby undertaking to indemnify the Freight Forwarder against any additional expense caused thereby.

4.2. The Consignor shall have the option, to be exercised not later than upon the receipt of the Goods by the Freight Forwarder, to transfer the right of control to the Consignee. The exercise of this option must be noted on the FWB prior to or at the time of its issue. Where the option has been exercised the Consignee shall have such rights as are referred to in clause 4.1. above and the Consignor shall cease to have such rights.

5. Dangerous Goods and Indemnity

5.1. The Merchant shall comply with rules which are mandatory according to the national law or by reason of international convention, relating to the carriage of Goods of a dangerous nature, and shall in any case inform the Freight Forwarder in writing of the exact nature of the danger before Goods of a dangerous nature are taken in charge by the Freight Forwarder and indicate to him, if need be, the precautions to be taken.

5.2. If the Merchant fails to provide such information and the Freight Forwarder is unaware of the dangerous nature of the Goods and the necessary precautions to be taken and if, at any time, they are deemed to be a hazard to life or property, they may at any place be unloaded, destroyed or rendered harmless, as circumstances may require, without compensation. The Merchant shall indemnify the Freight Forwarder against all loss, damage, liability, or expense arising out of their being taken in charge, or their carriage, or of any service incidental thereto.

The burden of proving that the Freight Forwarder knew the exact nature of the danger constituted by the carriage of the said Goods shall rest on the Merchant.

5.3. If any Goods shall become a danger to life or property, they may in like manner be unloaded or landed at any place or destroyed or rendered harmless. If such danger was not caused by the fault and neglect of the Freight Forwarder he shall have no liability and the Merchant shall indemnify him against all loss, damage, liability and expense arising therefrom.

6. Description of Goods and Merchant's Packing and Inspection

6.1. The information in this FWB shall be prima facie evidence of the taking in charge by the Freight Forwarder of the Goods as described by such information unless a contrary indication, such as "shipper's weight, load and count", "shipper-packed container" or similar expressions, has been made in the printed text or superimposed on this FWB.

6.2. The Consignor shall be deemed to have guaranteed to the Freight Forwarder the accuracy, at the time the Goods were taken in charge by the Freight Forwarder, of all particulars relating to the general nature of the Goods, their marks, number, weight, volume and quantity and, if applicable, to the dangerous character of the Goods, as furnished by him or on his behalf for insertion on the FWB.

The Consignor shall indemnify the Freight Forwarder against all loss, damage and expense resulting from any inaccuracy or inadequacy of such particulars.

6.3. The Freight Forwarder shall not be liable for any loss, damage or expense caused by defective or insufficient packing of Goods or by inadequate loading or packing within containers or other transport units when such loading or packing has been performed by the Merchant or on his behalf by a person other than the Freight Forwarder, or by the defect or unsuitability of the containers or other transport units supplied by the Merchant, or if supplied by the Freight Forwarder if a defect or unsuitability of the container or other transport unit would have been apparent upon reasonable inspection by the Merchant. The Merchant shall indemnify the Freight Forwarder against all loss, damage, liability and expense so caused.

6.4. The right of the Freight Forwarder to an indemnity as per clause 6.2. and 6.3. shall in no way limit his liability under this FWB to any person other than the Consignor.

7. Freight Forwarder's Liability

7.1. The responsibility of the Freight Forwarder for the Goods under these conditions covers the period from the time the Freight Forwarder has taken the Goods in his charge to the time of their delivery.

7.2. The Freight Forwarder shall be liable for loss of or damage to the Goods as well as for delay in delivery if the occurrence which caused the loss, damage or delay in delivery took place while the Goods were in his charge, unless the Freight Forwarder proves that no fault or neglect of his own, his servants or agents or any other person referred to in clause 2.2. has caused or contributed to such loss, damage or delay. However, the Freight Forwarder shall only be liable for loss following from delay in delivery if the Consignor has made a declaration of interest in timely delivery which has been accepted by the Freight Forwarder.

7.3. Arrival times are not guaranteed by the Freight Forwarder. However, delay in delivery occurs when the Goods have not been delivered within the time expressly agreed upon or, in the absence of such agreement, within the time which would be reasonable to require of a diligent Freight Forwarder, having regard to the circumstances of the case.

7.4. If the Goods have not been delivered within ninety consecutive days following such date of delivery as determined in clause 7.3., the claimant may, in the absence of evidence to the contrary, treat the Goods as lost.

7.5. When the Freight Forwarder establishes that, in the circumstances of the case, the loss or damage could be attributed to one or more causes or events, specified in a) - e) of the present clause, it shall be presumed that it was so caused, always provided, however, that the claimant shall be entitled to prove that the loss or damage was not, in fact, caused wholly or partly by one or more of such causes or events:

- a) an act or omission of the Merchant, or person other than the Freight Forwarder acting on behalf of the Merchant or from whom the Freight Forwarder took the Goods in charge;
- b) insufficiency or defective condition of the packaging or marks and/or numbers;
- c) handling, loading, stowage or unloading of the Goods by the Merchant or any person acting on behalf of the Merchant;
- d) inherent vice of the Goods;
- e) strike, lockout, stoppage or restraint of labour.

7.6. Defences for carriage by sea or inland waterways

Notwithstanding clauses 7.2., 7.3. and 7.4. the Freight Forwarder shall not be liable for loss, damage or delay in delivery with respect to Goods carried by sea or inland waterways when such loss, damage or delay during such carriage has been caused by:

- a) act, neglect, or default of the master, mariner, pilot or the servants of the carrier in the navigation or in the management of the ship,
- b) fire, unless caused by the actual fault or privity of the carrier, however, always provided that whenever loss or damage has resulted from unseaworthiness of the ship, the Freight Forwarder can prove that due diligence has been exercised to make the ship seaworthy at the commencement of the voyage.

8. Paramount Clauses

8.1. These conditions shall only take effect to the extent that they are not contrary to the mandatory provisions of international conventions or national law applicable to the contract evidenced by this FWB.

8.2. The Hague Rules contained in the International Convention for the unification of certain rules relating to Bills of Lading, dated Brussels 25th August 1924, or in those countries where they are already in force the Hague-Visby Rules contained in the Protocol of Brussels, dated 23rd February 1968, as enacted in the country of shipment, shall apply to all carriage of goods by sea and also to the carriage of goods by inland waterways, and such provisions shall apply to all Goods whether carried on deck or under deck.

8.3. The Carriage of Goods by Sea Act of the United States of America (US COGSA) shall apply to the carriage of Goods by sea, whether on deck or under deck, if compulsorily applicable to this FWB or would be applicable but for the Goods being carried on deck in accordance with a statement on this FWB.

9. Limitation of Freight Forwarder's Liability

9.1. Assessment of compensation for loss of or damage to the Goods shall be made by reference to the value of such Goods at the place and time they are delivered to the Consignee or at the place and time when, in accordance with this FWB, they should have been so delivered.

9.2. The value of the Goods shall be determined according to the current commodity exchange price or, if there is no such price, according to the current market price or, if there are no such prices, by reference to the normal value of Goods of the same kind and quality.

9.3. Subject to the provisions of clauses 9.4. to 9.9. inclusive, the Freight Forwarder shall in no event be or become liable for any loss of or damage to the Goods in an amount exceeding the equivalent of 666.67 SDR per package or unit or 2 SDR per kilogramme of gross weight of the Goods lost or damaged, whichever is the higher, unless the nature and value of the Goods shall have been declared by the Consignor and accepted by the Freight Forwarder before the Goods have been taken in his charge, or the ad valorem freight rate paid, and such value is stated in the FWB by him, then such declared value shall be the limit.

9.4. Where a container, pallet or similar article of transport is loaded with more than one package or unit, the packages or other shipping units enumerated in the FWB as packed in such article of transport are deemed packages or shipping units. Except as aforesaid, such article of transport shall be considered the package or unit.

9.5. Notwithstanding the above mentioned provisions, if the transport does not, according to the contract, include carriage of goods by sea or by inland waterways, the liability of the Freight Forwarder shall be limited to an amount not exceeding 8.33 SDR per kilogramme of gross weight of the Goods lost or damaged.

9.6. a) When the loss of or damage to the Goods occurred during one particular stage of the transport, in respect of which an applicable international convention or mandatory national law would have provided another limit of liability if a separate contract of carriage had been made for that particular stage of transport, then the limit of the Freight Forwarder's liability for such loss or damage shall be determined by reference to the provisions of such convention or mandatory national law.

b) Unless the nature and value of the Goods shall have been declared by the Merchant and inserted in this FWB, and the ad valorem freight rate paid, the liability of the Freight Forwarder under US COGSA, where applicable, shall not exceed US\$ 500 per package or, in the case of Goods not shipped in packages, per customary freight unit.

9.7. If the Freight Forwarder is liable in respect of loss following from delay in delivery, or consequential loss or damage other than loss of or damage to the Goods, the liability of the Freight Forwarder shall be limited to an amount not exceeding the equivalent of twice the freight for the transport under this FWB.

9.8. The aggregate liability of the Freight Forwarder shall not exceed the limits of liability for total loss of the Goods.

9.9. The Freight Forwarder is not entitled to the benefit of the limitation of liability if it is proved that the loss, damage or delay in delivery resulted from a personal act or omission of the Freight Forwarder done with the intent to cause such loss, damage or delay, or recklessly and with knowledge that such loss, damage or delay would probably result.

10. Applicability to Actions in Tort

These conditions apply to all claims against the Freight Forwarder relating to the performance of the contract evidenced by this FWB, whether the claim be founded in contract or in tort.

11. Liability of Servants and other Persons

11.1. These conditions apply whenever claims relating to the performance of the contract evidenced by this FWB are made against any servant, agent or other person (including any independent contractor) whose services have been used in order to perform the contract, whether such claims are founded in contract or in tort, and the aggregate liability of the Freight Forwarder and of such servants, agents or other persons shall not exceed the limits in clause 9.

11.2. In entering into this contract as evidenced by this FWB, the Freight Forwarder, to the extent of these provisions, does not only act on his own behalf, but also as agent or trustee for such persons, and such persons shall to this extent be or be deemed to be parties to this contract.

11.3. However, if it is proved that the loss of or such loss or damage to the Goods resulted from a personal act or omission of such a person referred to in clause 11.1., done with intent to cause damage, or recklessly and with knowledge that damage would probably result, such person shall not be entitled to benefit of limitation of liability provided for in clause 9.

11.4. The aggregate of the amounts recoverable from the Freight Forwarder and the persons referred to in clauses 2.2. and 11.1. shall not exceed the limits provided for in these conditions.

12. Method and Route of Transportation

Without notice to the Merchant, the Freight Forwarder has the liberty to carry the Goods on or under deck and to choose or substitute the means, route and procedure to be followed in the handling, stowage, storage and transportation of the Goods.

13. Delivery

13.1. Goods shall be deemed to be delivered when they have been handed over or placed at the disposal of the Consignee or his agent in accordance with this FWB or with the law or usage of the particular trade applicable at the place of delivery, or when the Goods have been handed over to any authority or other party to whom, pursuant to the law or regulation applicable at the place of delivery, the Goods must be handed over, or such other place at which the Freight Forwarder is entitled to call upon the Merchant to take delivery.

13.2. In case it proves impossible to perform or procure the performance of all acts necessary to ensure delivery of the Goods the Freight Forwarder shall also be entitled to store the Goods at the sole risk of the Merchant, and the Freight Forwarder's liability shall cease, and the cost of such storage shall be paid, upon demand, by the Merchant to the Freight Forwarder.

13.3. The Freight Forwarder shall not be liable for incorrect delivery, unless he has failed to exercise reasonable care to ascertain that the party claiming to be the Consignee is in fact that party.

13.4. If at any time the carriage under this FWB is or is likely to be affected by any hindrance or risk of any kind (including the condition of the Goods) not arising from any fault or neglect of the Freight Forwarder or a person referred to in clause 2.2. and which cannot be avoided by the exercise of reasonable endeavour the Freight Forwarder may:

abandon the carriage of the Goods under this FWB and, where reasonably possible, place the Goods or any part of them at the Merchant's disposal at any place which the Freight Forwarder may deem safe and convenient, whereupon delivery shall be deemed to have been made, and the responsibility of the Freight Forwarder in respect of such Goods shall cease.

In any event, the Freight Forwarder shall be entitled to full freight under this FWB and the Merchant shall pay any additional costs resulting from the above mentioned circumstances.

14. Freight and Charges

14.1. The terms and conditions of the Freight Forwarder's applicable tariff, if any, are incorporated herein. Copies of the relevant terms and conditions thereof are available from the Freight Forwarder upon request. In the case of inconsistency between this FWB and the applicable tariff the FWB shall prevail.

All dues, taxes and charges or other expenses in connection with the Goods shall be paid by the Merchant. Where equipment is supplied by the Freight Forwarder, the Merchant shall pay all demurrage and charges which are not due to a fault or neglect of the Freight Forwarder.

14.2. Freight shall be paid in cash, without any reduction or deferment on account of any claim, counterclaim or set-off, whether prepaid or payable at destination. Freight shall be considered as earned by the Freight Forwarder at the moment when the Goods have been taken in his charge, and not to be returned in any event.

14.3. Freight and all other amounts mentioned in this FWB are to be paid in the currency named in this FWB or, at the Freight Forwarder's option, in the currency of the country of dispatch or destination at the highest rate of exchange for bankers sight bills current for prepaid freight on the day of dispatch and for freight payable at destination on the day when the Merchant is notified on arrival of the Goods there or on the date of withdrawal of the delivery order, whichever rate is the higher, or at the option of the Freight Forwarder on the date of this FWB.

14.4. The Merchant shall reimburse the Freight Forwarder in proportion to the amount of freight for any costs for deviation or delay or any other increase of costs of whatever nature caused by war, warlike operations, epidemics, strikes, government directions or force majeure.

14.5. The Merchant warrants the correctness of the declaration of contents, insurance, weight, measurements or value of the Goods but the Freight Forwarder has the liberty to have the contents inspected and the weight, measurements or value verified. If on such inspection it is found that the declaration is not correct it is agreed that a sum equal either to five times the difference between the correct figure and the freight charged, or to double the correct freight less the freight charged, whichever sum is the smaller, shall be payable as liquidated damages to the Freight Forwarder for his inspection costs and losses of freight on other Goods notwithstanding any other sum having been stated on this FWB as freight payable.

14.6. Despite the acceptance by the Freight Forwarder of instructions to collect freight, charges or other expenses from any other person in respect of the transport under this FWB, the Merchant shall remain responsible for such monies on receipt of evidence of demand and the absence of payment for whatever reason.

15. Lien

The Freight Forwarder shall have a lien on the Goods and any documents relating thereto for any amount due at any time to the Freight Forwarder from the Merchant including storage fees and the cost of recovering same, and may enforce such lien in any reasonable manner which he may think fit.

16. General Average

The Merchant shall indemnify the Freight Forwarder in respect of any claims of a General Average nature which may be made on him and shall provide such security as may be required by the Freight Forwarder in this connection.

17. Notice

17.1. Unless notice of loss of or damage to the Goods, specifying the general nature of such loss or damage, is given in writing by the Consignee to the Freight Forwarder when the Goods are delivered to the Consignee in accordance with clause 13., such handing over is prima facie evidence of the delivery by the Freight Forwarder of the Goods as described in this FWB.

17.2. Where the loss or damage is not apparent, the same prima facie effect shall apply if notice in writing is not given within 6 consecutive days after the day when the Goods were delivered to the Consignee in accordance with clause 13.

18. Time bar

The Freight Forwarder shall, unless otherwise expressly agreed, be discharged of all liability under these conditions unless suit is brought within 9 months after the delivery of the Goods, or the date when the Goods should have been delivered, or the date when in accordance with clause 7.4. failure to deliver the Goods would give the Consignee the right to treat the Goods as lost.

19. Partial Invalidity

If any clause or a part thereof is held to be invalid, the validity of this FWB and the remaining clauses or a part thereof shall not be affected.

20. Jurisdiction, arbitration and applicable law

Unless otherwise agreed in writing, actions against the Freight Forwarder may be instituted only in the place where the Freight Forwarder has his place of business as stated on the reverse of this FWB and shall be decided according to the law of the country in which that place of business is situated.



FIATA FCT

No.	<small>Country Code</small>
------------	-----------------------------

**Forwarders
Certificate of Transport
ORIGINAL**

Forw. Ref.

Consigned to order of
Notify address
Conveyance from / via
Destination

Marks and numbers	Number and kind of packages	Description of goods	Gross weight	Measurement
-------------------	-----------------------------	----------------------	--------------	-------------

Specimen

according to the declaration of the consignor

The goods and instructions are accepted and dealt with subject to the General Conditions printed overleaf.

Acceptance of this document or the invocation of rights arising therefrom acknowledges the validity of the following conditions, regulations and exceptions also of the trading conditions printed overleaf, except where the latter conflict with conditions 1-6 below.

1. The undersigned are authorized to enter into contracts with carriers and others involved in the execution of the transport subject to the latter's usual terms and conditions.
2. The undersigned do not act as Carriers but as Forwarders. In consequence they are only responsible for the careful selection of third parties, instructed by them, subject to the conditions of Clause 3 hereunder.
3. The undersigned are responsible for delivery of the goods to the holder of this document through the intermediary of a delivery agent of their choice. They are not responsible for acts or omissions of Carriers involved in the execution of the transport or of other third parties. The undersigned Forwarders will, on request, assign their rights and claims against Carriers and other parties.
4. Insurance of the goods will only be effected upon express instructions in writing.
5. Unforeseen and /or unforeseeable circumstances entitle the undersigned to arrange for deviation from the envisaged route and /or method of transport.
6. Unforeseen and /or unforeseeable disbursements and charges are for the account of the goods.

Insurance through the intermediary or the undersigned Forwarders

- Not covered
- Covered according to the attached Insurance Policy / Certificate

All disputes shall be governed by the law and within the exclusive jurisdiction of the courts at the place of issue.

For delivery of the goods please apply to:

Freight and charges prepaid to:

thence for account of goods, lost or not lost.

We, the Undersigned Forwarders in accordance with the instructions of our Principals, have taken charge of the abovementioned goods in good external condition at:

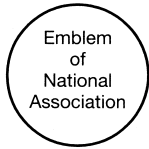
for despatch and delivery as stated above or order against surrender of this document properly endorsed.

In witness thereof the Undersigned Forwarders have signed originals of this FCT document, all of this tenor and date. When one of these has been accomplished, the other(s) will lose their validity.

Place and date of issue

Stamp and signature

Name and address of certifying shipper

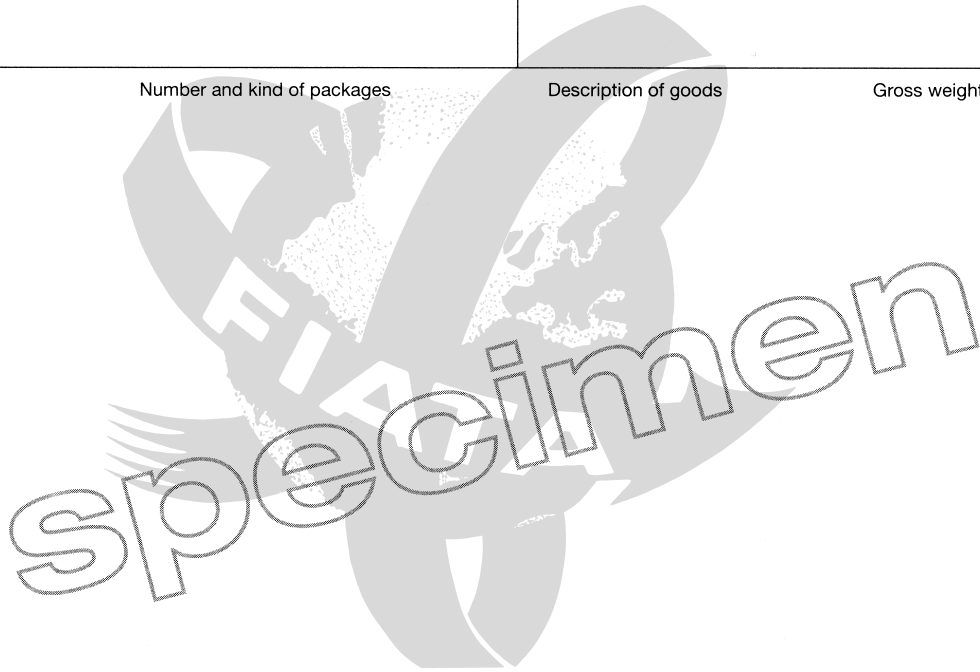


FIATA SIC

No. Country Code

Shippers Intermodal Weight Certification

Marks and numbers Number and kind of packages Description of goods Gross weight*



Container or trailer number (if applicable)

* packaging material (including ice), pallets and dunnage, if not included above

Actual gross cargo weight

The undersigned shipper herewith certifies that the gross weight of the goods listed herein is true and correct and includes all applicable packaging material, pallets and dunnage.

(For shipments to or from the USA see notes overleaf)

Place and date of certification

Stamp and signature of certifying shipper

Provisions of US Law

Under the US Intermodal Safe Container Act of 1992 and its Amendment of 1996 the gross cargo weight loaded in a container arriving in the USA and exceeding a gross weight of 29'000 lbs (13'154 kg) must be certified. The same goes with containers or trailers which are shipped from inland points in the USA.

The shipper of such shipments is obliged to provide a weight certification containing

- the actual gross cargo weight loaded in the container or on the trailer,
- a reasonable description of the contents of the container or trailer,
- the identity of the certifying party,
- the container or trailer number,
- the date of certification or transfer of data to another document.

The freight forwarder or carrier who receives the weight certification may transfer the information contained therein to another document or to electronic format for forwarding to a subsequent carrier. The person transferring the information shall state on the forwarded document the date on which the data was transferred and the identity of the party who performed the transfer.

C.3 Insurance

- ***Insurance Policy form***

Model form issued by an insurance company and made available to its clients, with clauses printed on front page as well as on reverse.

Be it known that

INSURANCE POLICY

Date of issue

No

Reference No

for own account or for whom it may concern have under this policy effected an insurance upon the goods specified herein, lost or not lost, as follows

SWEDISH ASSURANCE CO. LTD.

P. O. Box 78

S-114 59 STOCKHOLM 10

Sent by from

Pre-carriage by from/via

Main carriage by from/via

Insured for and valued at

to and therefrom to

Goods loaded under deck

The following risks are covered by this policy:

Perils of the seas, fire, jettisons and barratry of the master, mariners and all other perils, losses and misfortunes of a like kind that have, or shall come to the detriment or damage of the said goods or any part thereof; and in case of any loss or misfortune it shall be lawful to the Assured, their factors, servants and assigns to sue, labour and travel for, in and about the defence, safeguard and recovery of the said goods or any part thereof, without prejudice to this insurance, to the charges whereof this policy will contribute according to the rate and quantity of the amount herein insured. And it is especially declared and agreed that no acts of the Assurers or Assured in recovering, saving, or preserving the property Assured, shall be considered as a waiver or acceptance of abandonment.

In case of damage the instructions given on the back of this policy must be complied with.

Average Agents

It is hereby understood and agreed that the Average Agents are not personally responsible for the payment of any claim for loss or damage arising under this policy and have no authority to represent the Assurers in any legal proceedings.

For the adjustment and settlement of claims under this policy the Marine Insurance Act of 1906 and the Customs of Lloyd's shall apply.

Date of dispatch / B/L dated

It is agreed that the printed wording of the policy as well as the clauses referred to above shall be overridden by any special terms or clauses, inconsistent therewith, inserted in or attached to this policy.

Signed for and on behalf of
SWEDISH ASSURANCE CO. LTD.

And we, the Assurers, do hereby promise and bind ourselves for the true performance of the contract, confessing ourselves paid the Consideration due unto us for this Assurance by the Assured at and after a Rate as agreed.

OFFICE ADDRESS
HUVUDGATAN 89

TELEPHONE
00/00 00 00

TELEGRAMS
SWEDASS

00 00-00
TELEX

INSTRUCTIONS IN CASE OF DAMAGE

LIABILITY OF CARRIERS BAILEES OR OTHER THIRD PARTIES

It is the duty of the Assured and their Agents, in all cases, to take such measures as may be reasonable for the purpose of averting or minimising a loss and to ensure that all rights against Carriers, Bailees or other third parties are properly preserved and exercised. In particular, the Assured or their Agents are required:

1. To claim immediately on the Carriers, Port Authorities or other Bailees for any missing packages.
2. To apply immediately for survey by Carriers' or other Bailees' Representatives if any loss or damage be apparent and claim on the Carriers or other Bailees for any actual loss or damage found at such survey.
3. In no circumstances, except under written protest, to give clean receipts where goods are in doubtful condition.
4. To give notice in writing to the Carriers or other Bailees within 3 days of delivery if the loss or damage was not apparent at the time of taking delivery.

NOTE — The Consignees or their Agents are recommended to make themselves familiar with the Regulations of the Port Authorities at the port of discharge.

SURVEY AND CLAIM SETTLEMENT

In the event of loss or damage which may involve a claim under this insurance, immediate notice of such loss or damage should be given to the Average Agent mentioned in the policy. Survey report should be obtained in case of all claims of any importance.

DOCUMENTATION OF CLAIMS

To enable claims to be dealt with promptly, the Assured or their Agents are advised to submit all available supporting documents without delay, including when applicable:

1. Original policy or certificate of insurance.
2. Original or copy shipping invoices, together with shipping specification and/or weight notes.
3. Original Bill of Lading and/or other contract of carriage.
4. Survey report or other documentary evidence to show the extent of the loss or damage.
5. Landing account and weight notes at final destination.
6. Correspondence exchanged with the Carriers and other Parties regarding their liability for the loss or damage.

In the event of this insurance covering theft, pilferage and non-delivery under the conditions printed or added in writing overleaf, the following clause shall apply:

INSTITUTE THEFT, PILFERAGE AND NON-DELIVERY (INSURED VALUE)

CLAUSE. 16/7/28

- (A) It is hereby agreed that this Policy covers the risk of Theft and/or Pilferage irrespective of percentage. No liability for loss to attach hereto unless notice of survey has been given to Underwriters' Agents within 10 days of the expiry of risk under the Policy.
- (B) It is hereby agreed that this Policy covers the risk of Non-Delivery of an entire package for which the liability of the Shipowner or other Carrier is limited, reduced or negated by the Contract of Carriage by reason of the value of the goods.

Underwriters to be entitled to any amount recovered from the Carriers or others in respect of such losses (less cost of recovery if any) up to the amount paid by them in respect of the loss.

INSTITUTE REPLACEMENT CLAUSE 1/1/34

In the event of loss of or damage to any part or parts of an insured machine caused by a peril covered by the Policy the sum recoverable shall not exceed the cost of replacement or repair of such part or parts plus charges for forwarding and refitting, if incurred, but excluding duty unless the full duty is included in the amount insured, in which case loss, if any, sustained by payment of additional duty shall also be recoverable.

Provided always that in no case shall the liability of Underwriters exceed the insured value of the complete machine.

DIRECTIONS FOR KEEPING IN FORCE THIS POLICY WHEN THE TRANSIT IS DELAYED OR INTERRUPTED BY THE ASSURED

If after discharge of the goods at the port of destination the Assured by his action or failure to take action

1. delays the forwarding or
2. causes the goods to be stored at any place short of consignees' or other final warehouse or place of storage at the destination named in the policy

the ordinary course of transit is thereby interrupted. Consequently, the insurance is terminated.

Subject to prompt notice being given to Underwriters before such termination of the insurance and subject to the agreement of Underwriters the insurance may be extended to cover such delay or storage at an additional premium to be agreed. The notice to Underwriters should be given by registered air mail, telegram or telex.

D Official controls sector

- ***Dangerous goods declaration (UN/ECE/FAL Rec 11)***

Layout key recommended by UN/ECE in Rec 11.

- ***Goods declaration for home use (Kyoto Convention)***

Layout Key established by the Customs Co-operation Council under Annex B 1 of the Kyoto Convention.

- ***Goods declaration for export (Kyoto Convention)***

Layout key established by the Customs Co-operation Council under Annex C 1 of the Kyoto Convention.

- ***Goods declaration (Customs Transit) (Kyoto Convention)***

Layout key established by the Customs Co-operation Council under Annex E 1 of the Kyoto Convention.

- ***Certificate of origin (Kyoto Convention)***

Layout key established by the Customs Co-operation Council under Annex D 2 of the Kyoto Convention.

- ***GSP Certificate (UNCTAD)***

Mandatory form established under the UNCTAD Generalized System of Preferences, black print on white paper with green background security (guilloche) print, with reverse print, set of two forms, joined together at the top by a perforated stub.

- ***Single Administrative document - SAD (European Union)***

Mandatory form established by the European Union for use in import, export and transit procedures. Set of 8 forms, joined together at the top by a perforated stub. Marked in the right hand margin by different colours for each sheet.

		Reference number (s)
(Reserved for text, instructions or other matter)		Name of carrier (or his agent)
Name/means of transport	Port/place of departure	(Reserved for text, instructions or other matter)
Port/place of destination		
Marks and numbers; Number and kind of packages; Description of Goods * INDICATE: HAZARD CLASS/DIV.; UN NUMBER; FLASHPOINT (in C °) (when required)		Gross Weight (kg) Net quantity (when required)
* Correct TECHNICAL NAME: proprietary names alone are not sufficient		
Additional Information Special information is required for (a) Dangerous Goods in Limited quantities, and (b) Radioactive substances (Class 7). In certain circumstances, (c) a weathering certificate, or (d) a Container/Trailer Packing Certificate is required.		
DECLARATION		Name/status of signatory Place and date Signature on behalf of Shipper

LAY-OUT KEY FOR GOODS DECLARATION FOR HOME USE

FREE DISPOSAL	Declaration No.	
	Customs Office	
Importer (name and address)	Declarant (name and address)	
Free Disposal	Country whence consigned	Import licence No.
	Country of origin	Preference claimed
	Other documents attached	
	Free Disposal	
Mode of transport and identification of means of transport		
Description of packages (marks and numbers, number and kind); description of goods; gross weight		
----- Tariff heading, statistical No, net weight, quantity, dutiable value, nature, rates & amount of duties & taxes		
<p style="font-size: 24px; margin-top: 100px;">(Free disposal)</p>		
		Place and date Signature of declarant

LAY-OUT KEY FOR GOODS DECLARATION FOR OUTRIGHT EXPORTATION

Exporter/Consignor (name and address)	Declaration No. Customs Office
Consignee (name and address)	Declarant (name and address)
	Export licence No. Country of destination
Mode of transport and identification of means of transport	Other documents attached
Description of packages (marks and numbers, number and kind); description of goods; gross weight	
----- Tariff heading, statistical No., net weight, quantity, dutiable value, nature, rates & amount of duties & taxes	
<h2>(Free Disposal)</h2>	
	Declaration for export
	Place and date and signature of declarant

GOODS DECLARATION (CUSTOMS TRANSIT)

Consignor (name and address)		Declaration No.		Date No.			
Consignee (name and address)		Declarant (name and address)					
Delivery address		Country whence consigned		Country of destination			
Place of loading		Pier, warehouse, etc.		Documents attached			
Via	Mode and means of transport	Office of destination				Official use	
.....						
Office of destination		Seals, etc. affixed by <input type="checkbox"/> Customs <input type="checkbox"/> Declarant					
B/L No	Transport-unit (type ident. No.); Marks & numbers of pkgs or items	Number & kind of packages: Description of goods		Commodity No.	Gross Weight, kg.		
		
		
		
		
		
		
		
		
		
Total number of packages		Gross total weight, kg.					
(National administrative requirements)			(Security details)				
			I, the undersigned, declare that the particulars given in this Declaration are true and correct and accept responsibility for fulfilment of the obligations incurred under this Customs transit operation in accordance with the conditions prescribed by the competent authorities.				
			Place and date and signature of declarant				

1 st TRAN-SIT COUN-TRY	<p>Office of entry Stamp</p> <p>I have verified that the packages etc. specified in this declaration conform to the description given and that they are undamaged.</p> <p>SEALS <input type="checkbox"/> on means of transport <input type="checkbox"/> intact <input type="checkbox"/> on packages <input type="checkbox"/> affixed</p>	<p>Office of exit Stamp</p> <p>Means of transport/packages exported with seals intact. National transit requirements satisfied.</p>
	Date, signature	Date, signature
2 nd TRAN-SIT COUN-TRY	<p>Office of entry Stamp</p> <p>Means of transport/packages imported with seals intact. Documents checked</p> <p>Additional Seals Numbers <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	<p>Office of exit Stamp</p> <p>Means of transport/packages exported with seals intact. National transit requirements satisfied.</p>
	Date, signature	Date, signature
3 rd TRAN-SIT COUN-TRY	<p>Office of entry Stamp</p> <p>Means of transport/packages imported with seals intact. Documents checked</p> <p>Additional Seals Numbers <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	<p>Office of exit Stamp</p> <p>Means of transport/packages exported with seals intact. National transit requirements satisfied.</p>
	Date, signature	Date, signature
COUN-TRY OF DESTI NA- TION	<p>Office of entry Stamp</p> <p>Means of transport/packages imported with seals intact. Documents checked</p> <p><input type="checkbox"/> Transferred to office of final destination <input type="checkbox"/> Transit operation completed</p>	<p>Office of final destination Stamp</p> <p>Means of transport/packages received with seals intact. Documents checked</p> <p>Transit operation completed</p>
	Date, signature	Date, signature

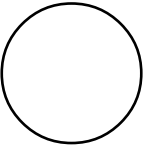
CERTIFICATE OF ORIGIN /CERTIFICAT D'ORIGINE

1. Exporter (name, address, country) Exportateur (nom, adresse, pays)	2. Number - Numero
3. Consignee (name,address, country) Destinataire (nom, adresse, pays)	CERTIFICATE OF ORIGIN CERTIFICAT D'ORIGINE
4. Particulars of transport (where required) Renseignements relatifs au transport (le cas échéant)	

5. Marks & numbers: Number & kind of packages: Description of goods Marques et numeros: Nombre et nature des colis: Designation des marchandises	6. Gross weight Poids brut	
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8. Other information - Autres renseignements	<p>It is hereby certified that the above mentioned goods originate in:</p> <p>Il est certifié par la présente que les marchandises mentionnées ci-dessus sont originaires de:</p> <p>-----</p> <p align="center">CERTIFYING BODY ORGANISME AYANT DELIVRE LE CERTIFICAT</p> <p>-----</p> <p align="center">Place and date of issue - Lieu et date de délivrance</p> <p>-----</p> <p align="center">Authorized signature - Signature autorisée</p>
--	---

Stamp - Timbre



1. Goods consigned from (Exporter's business name, address, country)			Reference No		
2. Goods consigned to (Consignee's name, address, country)			<p align="center">GENERALISED SYSTEM OF PREFERENCES</p> <p align="center">CERTIFICATE OF ORIGIN</p> <p align="center">(Combined declaration and certificate)</p> <p align="center">FORM A</p> <p>Issued in (country)</p> <p align="right">See Notes overleaf</p>		
3. Means of transport and route (as far as known)					
4. For official use					
5. Item number	6. Marks and numbers of packages	7. Number and kind of packages; description of goods	8. Origin criterion (see Notes overleaf)	9. Gross weight or other quantity	10. Number and date of invoices
11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. Place and date, signature and stamp of certifying authority			12. Declaration by the exporter The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in (country) and that they comply with the origin requirements specified for those goods in the Generalised System of Preferences for goods exported to (importing country) Place and date, signature of authorised signatory		

APPLICATION FOR CERTIFICATE OF ORIGIN

Form B

The undersigned, being the exporter of the goods described overleaf, DECLARES that these goods were produced in (country)

SPECIFIES as follows the grounds on which the goods are claimed to comply with GSP origin requirements¹⁾

.....
.....
.....

SUBMITS the following supporting documents²⁾

.....
.....
.....

UNDERTAKES to submit, at the request of the appropriate authorities of the exporting country, any additional supporting evidence which these authorities may require for the purpose of issuing a certificate of origin, and undertakes, if required, to agree to any inspection of his accounts and any check on the processes of manufacture of the above goods, carried out by the said authorities.

REQUESTS the issue of a certificate of origin for these goods.

Place and date

.....
(signature of authorized signatory)

¹⁾ To be completed if materials or components originating in another country have been used in the manufacture of the goods in question. Indicate the materials or components used, their Harmonized System heading at the 4-digit level, their country of origin and, where appropriate, the manufacturing processes qualifying the goods as originating in the country of manufacture (application of the List of working or processing operations), the goods produced and their Harmonized System heading at the 4-digit level.

Where the origin criteria involve a percentage value, give information enabling this percentage to be verified – for example the value of imported materials and components and those of undetermined origin and the ex-factory price of the exported goods, where applicable.

²⁾ For example, import documents, invoices, etc., relating to the materials or components used.

NOTES

A. Procedure for claiming preference. A declaration on the certificate of origin form must be prepared by the exporter of the goods and submitted in duplicate, together with a GSP application form, to the certifying authority of the country of exportation which will, if satisfied, certify the top copy of the certificate of origin and return it to the exporter for transmission to the importer in the country of destination. The certifying authority will at the same time return to the exporter for his retention the duplicate copy of the certificate of origin, but will itself retain the GSP application form duly completed and signed by the exporter.

B. Sanctions. Persons who furnish, or cause to be furnished, information which relates to origin or consignment, and which is untrue in a material particular are liable to legal penalties and to the suspension of facilities for their goods to obtain preference.

Copy for the country of dispatch/export	1	2 Consignor/Exporter No	1 DECLARATION			
			3 Forms	4 Loading lists		
			5 Items	6 Total packages	7 Reference number	
		8 Consignee No	9 Person responsible for financial settlement No			
			10 Country first destin.	11 Trading country	13 C. A. P.	
		14 Declarant/Representative No	15 Country of dispatch/export		15 C. disp./exp. Code	17 Country destin. Code
			16 Country of origin		17 Country of destination	
		18 Identity and nationality of means of transport at departure	19 Ctr.	20 Delivery terms		
		21 Identity and nationality of active means of transport crossing the border	22 Currency and total amount invoiced		23 Exchange rate	24 Nature of transaction
		25 Mode of transport at the border	26 Inland mode of transport	27 Place of loading	28 Financial and banking data	
1	29 Office of exit	30 Location of goods				

31 Packages and description of goods	Marks and numbers - Container No(s) - Number and kind		32 Item No	33 Commodity Code		
			34 Country origin Code	35 Gross mass (kg)		
			37 PROCEDURE	38 Net mass (kg)	39 Quota	
			40 Summary declaration/Previous document			
			41 Supplementary units		46 Statistical value	

44 Additional information/ Documents produced/ Certificates and authorizations						48 Deferred payment	49 Identification of warehouse
						B ACCOUNTING DETAILS	

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	50 Principal No		Signature:	C OFFICE OF DEPARTURE
	Total:								

51 Intended offices of transit (and country)	represented by	Place and date:							
52 Guarantee not valid for						Code	53 Office of destination (and country)		
D CONTROL BY OFFICE OF DEPARTURE	Result:	Seals affixed: Number:	identity:	Time limit (date):	Signature:	Stamp:	54 Place and date:	Signature and name of declarant/representative:	