

Airfreight Shipping Instruction

1. Consignee Address

Brother Industries (Philippines), Inc.

Lot 1-B-2, Phase 1B, First Philippines Industrial Park
Barangay Ulango, Tanauan City, Batangas, Philippines 4232
Telephone Number: 043 430 1030
Mobile Number: +63 998-973-9408
Email Address: import.external@brother-biph.com.ph

2. Port of Discharge

Manila Philippines/Ninoy Aquino International Airport (NAIA)

3. For DHL shipment, Correct Postal Code: **4232 FIRST PHIL IDL PARK - TANAUAN CITY (PH-MNL-DXC)**

4. Required Shipping Documents

4a. Commercial Invoice (Inv) Copy (Do Not Use Proforma Invoice)

4b. Packing List (PL) Copy

4c. Air Way Bill (AWB) Copy

*Must send above shipping documents thru e-mail **immediately prior departure** for Import permit and customs processing.*

E-mail Address: import.external@brother-biph.com.ph

5. Must Declared **BL Nature Code 24** & **Final Destination FPIP SEPZ** in **AWB**.

6. Requirements And Conditions

SHIPPING DOCUMENTS INSTRUCTIONS		CHECKPOINT			REQUIRED BY:	
		INVOICE	PACKING LIST	BL/AWB	PH CUSTOMS	BIPH
1	Consignee Name and Address must be declared correctly and tally in all documents	✓	✓	✓	✓	✓
2	Shipper's Name and Address must be declared correctly and tally in all documents	✓	✓	✓	✓	✓
3	Commodity Description must be SPECIFIC . Avoid using General Description like "Plastic Parts", "Parts for Printer", etc.	✓	✓	✓	✓	✓
4	Commodity Description must be written in English word. Avoid using Acronym, Part code, or description that cannot be understood by others.	✓	✓	✓	✓	✓
5	Invoice, Packing List, BL must have same Item Description and Quantity	✓	✓	✓	✓	✓
6	Each shipment must have declared Invoice number. Use Commercial Invoice only . Avoid using "Proforma Invoice", Invoice with "No Commercial Value". If the shipment has no commercial value, " Free of Charge " must be declared.	✓		✓	✓	✓
7	Invoice amount/Value must be declared per commodity	✓			✓	✓
8	Gross Weight and M3 must be declared per commodity.		✓		✓	✓
9	Net Weight in Packing List must be declared per commodity.		✓		✓	✓
10	Unit of Measure (UOM) must be declared per commodity	✓	✓	✓	✓	✓
11	HS Code must be declared per commodity. It should be in 6 digits and must check in advance by BIPH Shipping.			✓	✓	✓
12	Please indicate on AWB/BL/SWB the BL Nature code 24 and Final Destination – FPIP-SEPZ .			✓	✓	✓
13	All Chemical items must have SDS (Safety Data Sheet) with complete CAS number in compliance with Customs Regulations.				✓	✓
14	Include Purchase Order (P.O) number in Invoice.	✓				✓
15	If Sample parts will be arranged, indicate on the Documents the BIPH Contact Person .	✓				✓

7. Marking of Imported Goods and Containers

Labels must be in English language and legibly, indelibly, and permanently written on at least two (2) sides of each package for easy identification during physical inspection. All cargo, whether it is by Air, LCL and FCL, must have Label with below details.

SHIPPER'S NAME:	
SHIPPER'S ADDRESS:	
COUNTRY OF ORIGIN:	
<i>Destines for Brother Industries Philippines, Inc. / FPIP SEPZ</i>	
Consignee's Name:	BROTHER INDUSTRIES(PHILIPPINES),INC
Consignee's Address:	LOT 1-B-2,PHASE 1B,FIRST PHILIPPINE INDUSTRIAL PARK, BARANGAY ULANGO,TANAUAN CITY,BATANGAS, PHILIPPINES
P.O Number:	
Quantity:	
No. of Package:	
Net Weight:	
Commodity Description:	

If cargo is palletized, label can be per pallet.

If cargo is loose carton, label should be per carton.

Non-compliance will be penalized based on Philippines Customs standard.

8. In Case of Concern And Clarification On Shipment Arrangement, Please Contact

Telephone Number: 043 430 1030 Local 3240-3244
Mobile Number: +63 998-973-9408
Email Address: import.external@brother-biph.com.ph

9. Impact for Non-compliance

- * Late Import Permit lodgment
- * Shipment abandonment
- * Incur additional charges (Additional storage, Amendment fee Lifting of abandonment)
- * Delay Customs clearance and Delivery

PREPARED BY:

dlh
DIANA ROSE L. ROBLES
STAFF

CHECKED BY:

TABLOG
APR 25 2025
SHIP
JENIE ROSE TABILOG
JR. SUPERVISOR

APPROVED BY:

TRINIDAD
APR 28 2025
HEIDELIZA-TRINIDAD
ASSISTANT MANAGER