

Storage Additional Fees:

- Insurance Coverage: Insurance is not included in the rates above, an insurance quotation to be submitted by DSV once we have the complete list of items along with their respective values in our custody.
- Effective 1 January 2025 the proposed Environmental Fee of 0.15% of Invoice value will be added to the invoice.

Storage Terms and Conditions:

- Duration: TBA
- Payment Terms: Monthly Billing.
- Final settlement to be closed before vacating the facility.
- Subject to space availability.
- Operation Timings:
 - The depot operates 8:30 am to 5.30 pm – Monday to Friday
 - Saturday Operations are between 8.30 am to 3.00 p.m.
 - Operation timings during Islamic Month of Ramadan and/or Mid-day Break period will be followed in accordance with local regulations.
- The above rates offered are for non-Haz cargo.
- Any additional service not mentioned in this quotation will be considered out of scope and will be treated as a variation order and quoted separately.
- Rates quoted are not inclusive of insurance coverage.
- 24 Hours prior notice to be provided for cargo inbound / outbound movement.
- Any value-added services (if required additionally) shall be quoted on a case-by-case basis.
- VAT charges applicable billed at 5%.
- Storage tenure of non-moving cargo above a period of 3 months will incur additional storage tariff.
- Above quoted rates are based on cargo storage in dry chamber for the warehousing activity.
- All business handled is subject to DSV's Standard Trading Terms and Conditions, a copy can be made available upon request.
- Service Provided: Price per image inclusive of cost of computers, scanners, manpower used for the operation, Price subject to Minimum number of images of 500,000 image
- Secure document destruction process starts with secured collection of documents from, Services premises by a pool of trained, professional Agility Record Keepers. Upon arrival of documents to Agility Off-site destruction center, the documents will be destructed / shredded using a cross shredder and after the destruction, Agility will issue a destruction certificate, indicating the details of the boxes that are destructed.
- Physical Storage in premium archiving AC facility equipped with FM200 firefighting system, humidity temperature controlled, CCTV & access control (as approved by National Archives for documents storage).
- When a box is requested through a valid retrieval request, after the initial checking of the veracity of the retrieval request a work order is generated in Records Management System, O'Neil. RMS, O'Neil directs the order picker to pick the requisite box from the stipulated locations. The picked box or document is subjected to a three tier security system to ensure that the picked tape box is comply with the client's retrieval request and the right Archive box has been dispatched from Agility archive facility to the right client or person.
- A system generated delivery sheet accompanies all the time with a dispatch of Archive box to the client for their signature to validate the delivery and will be filed in our records for future reference, thus ensuring point to point tracking
- Pick up order: Up on request the Agility team will pick up the requested boxes from the clients facility and deliver them to the Agility storage facility
- On retrieval of the Archive box from the system, unless it is a permanent retrieval, the retrieved Archive box will be kept in abeyance in Records Management System, O' Neil, until such time the Archive box is returned to Agility archive center. Upon return of the retrieved Archive box, the abeyance or hold mode is released in RMS and the returned Archive box is verified against the RMS retrieval document or delivery sheet to ensure that the same Archive box that has been dispatched has come back for re-filing to ensure 100% Archive box storage integrity/inventory accuracy. On completion of the initial audits the returned boxes is re-filed in its appropriate parent box assigned to bar coded location and such allocation is again verified by a supervisor or manager to ensure flawless Archive box flow and archiving system.

Validity: 15 Days

We trust that the rates and services provided are to your satisfaction and should you require any further details please do not hesitate to contact me.



Yours Faithfully,

DSV Solutions PJSC

