September 14, 2016

TO ALL TRANSPORTATION SERVICE PROVIDERS APPROVED TO PARTICIPATE IN THE CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:

This Request for Offers (RFO) transmits the issuance of the 2016-2017 Filing Cycle Special Instructions for the filing of rate offers in the General Services Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period December 16, 2016 through October 31, 2017. This RFO and Special Instructions (hereinafter referred to as RFO) are in accordance with the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. Transportation Service Providers (TSPs) who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rate offers in accordance with this RFO.

Please be aware that there are many changes in this RFO, most of which are due to the recently published GSA Domestic 500A-2016 Tariff (GSA500A). Below we have highlighted some of the major changes, but we strongly recommend that TSPs read the entire RFO, HTOS and GSA500A. We also strongly encourage TSPs to begin the rate filing process early to ensure adequate time to correct and resubmit any identified errors when submitting rate offers.

Due Dates: Rate offers must be submitted in accordance with this RFO by the Initial Filing due date of 10:00 PM Central Standard Time, October 27, 2016 and/or the Supplemental Filing due date of 10:00 PM Central Standard Time, March 13, 2017. Rate offers received after these dates and/or not submitted in accordance with this RFO will not be accepted.

GSA500A: The effective date of the GSA500A is December 16, 2016 and all domestic rate offers submitted in accordance with this RFO will be based on the GSA500A. Domestic rate offers include those filed for shipments moving between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including District of Columbia and Alaska but excluding Hawaii) and points in Canada. Below are some of the major differences between the GSA01 and the GSA500A; however, and as noted above, TSPs are strongly encouraged to read the GSA500A in its entirety.

1. Linehaul/Transportation Baseline Rates and most Additional (Accessorial) Services Rates and Charges have been increased over those in the GSA01 and will be maintained in a Microsoft Excel Workbook referred to as the Baselines Rate Tariff File (Appendix B) of the GSA500A.

2. Distance-based rates and charges between points in the U.S. are determined by PC*Miler issued by ALK Technologies, Inc. based on the applicable 5-digit postal zip codes.
obtained from the National 5-Digit Zip Code and Post Office Directory issued by the U.S. Postal Service (USPS). However, for shipments with an origin and/or destination within Canada, mileage distances will be determined by the Rand McNally Mileage Guide 19, in lieu of ALK Technologies, Inc.

3. As opposed to the county/state look up under the GSA01, Service Areas and their associated Services Cost Schedules and other non-mileage based rates and charges for services performed at points in the U.S. will now be determined based on the applicable 3-digit postal zip code issued by the USPS. Services performed at points in Canada are based on a single cost schedule for all points in Canada.

4. To simplify the application of rates and charges, the GSA500A incorporates several of the commonly applied individual Additional Services Rates and Charges into a single Origin Service Charge (OSC) and a single Destination Service Charge (DSC) (Item 135A and 135B, respectively, of the GSA500A) that apply in addition to the linehaul/transportation charges. The included additional services are elevator service, stair and excess distance carries and the additional transportation charge (ATC). Effective December 16, 2016, individual charges will no longer apply for these identified services and TSPs will only be allowed bill the applicable OSC/DSC. However, TSPs will not be allowed to charge a OSC or a DSC when billing for a domestic shipment for the following Non-Alternating, Agency Specific Standing Route Orders (SROs) as all domestic rate offers submitted for these SROs must be inclusive of all of the Additional Services Rates and Charges identified within the applicable section of their specific SRO as identified in Section 3 of this RFO: ARCWV, DEADD, UPSDC, and DOSDD.

5. When submitting rate offers, origins will now be submitted using the new Origin Service Area Codes identified in Section 5-2.1. of the RFO (for example, MO00 for Missouri) as opposed to the applicable Service Area Code containing that State (for example, 0800). When submitting rate offers for destinations, the current Destination Service Area Codes as identified in Section 5-2.1. of this RFO will continue to be used. This change in origin filings will allow accepted rate offers to apply from all points within the individual State specified by its Origin Service Area Code to all points within the State or States included in the Destination Service Area Code as opposed to previous filings where a rate offer applied from all points within a State or States included in a Service Area Code to all points within a State or States included in a Service Area Code. Please note that all rate offers filed must still be in a TSP's approved scope of operation. See Section 6 of this RFO and for additional formatting instructions.

6. Unless specifically noted otherwise, Linehaul/Transportation, Storage-in-Transit (SIT) and Additional Services Rates and Charges will be based on the origin address as identified on the Bill of Lading and/or the destination address as identified on the Bill of Lading.

7. Individual per-carton packing and unpacking rates and MaxPak charges have been replaced by Full Packing and Unpacking Service rates (Item 105A of the GSA500A) that apply based on the net weight of the shipment. A TSP’s accepted Linehaul/Transportation Percentage/Discount will apply to the total of the Full Packing and Unpacking Service.
8. In accordance with Note 8 of Item 105 of the GSA500A, when a TSP, to ensure safe transportation, determines it necessary to unpack and repack cartons and/or containers that have been packed by the Owner, no additional labor, unpacking and/or additional re-packing charges will apply beyond the applicable Full Packing Service rates.

9. Under the GSA500A, TSPs are no longer allowed to charge a flat fee for the use of specially designed cartons to ship LCD, LED and Plasma televisions with screen sizes 60 diagonal inches or less. Crating charges also do not apply, except as provided for in Note 9 of Item 105 of the GSA500A when written authorization by the Bill of Lading Issuing Officer (BLIO) is provided for flat screen television in excess of a 60 inch diagonal screen size.

10. TSPs now have the ability to file a Code C rate offer(s) for the movement of household goods shipments in a container. This is an optional filing and a TSP’s approved scope of operation applies. TSP’s may only charge Code C rates when a shipment via containerized movement is specifically requested by the shipping Agency. All provisions apply to a containerized shipment as do to a regular shipment moved in a motor van (see the GSA500A and also Sections 2-7.2.1. and 6-3. of this RFO for additional information).

11. TSPs submitting rate offers from/to Canada will now be required to submit a UAB Percentage/Discount. The same UAB provisions that currently apply with regards to Alaska will now also apply to Canada. Please also note that the UAB Baseline Rates identified in Section 2-7.2.1.3 of the RFO have also been increased.

12. Most of the provisions in the GSA01 specific to shipments moving from/to Alaska have been incorporated throughout the GSA500A in similar provisions that apply to all shipments. Please note that under the GSA500A, the compensation methodology for all shipments between the U.S. (including the District of Columbia but excluding Hawaii) and Alaska will be based on the Ocean Waterhaul table (Section 6 of Appendix B of the GSA500A) utilizing the Port of Tacoma, WA. TSPs electing to use the Alcan Highway will be compensated based on the Ocean Waterhaul table utilizing the Port of Tacoma (see Item 227 of the GSA500A and applicable Sections of this RFO for additional information).

13. Item 33, Impractical Operations and Application of Shuttle Service, of the GSA500A has been clarified to identify shuttle service as a truck to truck transfer. However, provisions have been added for rare and/or unique circumstances only to allow for a shipment or portions thereof to be moved via the use of smaller equipment only and without a transfer to a TSP’s linehaul equipment when it will best meet the needs of the Agency. Please refer to Item 33.2.g. of the GSA500A for specifics on obtaining written pre-approval from the BLIO, the documentation required to support approval by the BLIO and the documentation required for billing. Please also see Item 125 of the GSA500A for additional information.

**General Valuation:** All shipments moved under CHAMP are released based on Full Replacement Value – at $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT (see specific SROs for exceptions to the $6.00 valuation).
Changes to Non-Alternating, Agency Specific SROs: Changes have been made to the SROs for the Department of Treasury, Administrative Resource Center (ARCWV), the Drug Enforcement Administration (DEADD), the U.S. Postal Service (USPDC) and the Department of State (DOSDD and DOSDC (which also applies to DOSHW and DOSSA)) as identified in Section 3 of this RFO. These changes have been highlighted in “red.” And as always, please review Section 3 of this RFO closely for any other Agency specific requirements and changes.

Mileage Application: Effective December 16, 2016, Web Based Version 30 of ALK Technologies, Inc. will apply (see 2-7.1.1. of this RFO for additional information and application).

Certified Weight Scales: A certified weight scale as provided at 49 CFR 375.103 must be used to determine shipment weights. If a certified weight scale is not available at an international location, the TSP must document on the weight ticket submitted for payment that a certified weight scale was not available. All weight tickets must be signed by the Weigh Master performing the weighing and must include the following information as identified in 49 CFR 375.519:

1. The complete name and location of the scale;
2. The date each shipment was weighed;
3. Identification of the weight entries (tare, gross, and/or net weights);
4. Company or TSP identification of the vehicle;
5. Owner’s last name as it appears on the Bill of Lading; and
6. The TSP’s shipment registration or Bill of Lading number.

Hawaiian Transit Times: The current HTOS does not contain transit times between Hawaii and any State, Trust Territory, or Possession of the U.S. While we are in the process of making the necessary updates to the HTOS, by identification in this RFO a transit time of 47 days will apply between Hawaii and any State, Trust Territory, or Possession of the U.S.

Reweighing of Shipments in Excess of 18,000 pounds. When the initial weighing of a shipment results in a weight which exceeds 18,000 pounds, the TSP MUST reweigh the shipment prior to the actual commencement of unloading the shipment for delivery to residence or into storage. The reweigh must take place at a certified scale as provide at 49 CFR 375.103, must be signed by the Weigh Master and must include the information as identified in 49 CFR 375.519. For International shipments, if a certified scale is not available, the TSP must document on the weight ticket submitted for payment that a certified weight scale was not available. The charges to the Agency shall be based on the lower of the two net weights and copies of both sets of weight tickets shall be provided to the Agency prior to submitting the invoice for payment. If a reweigh is not performed, the TSP MAY NOT invoice for more than 18,000 pounds.

Change to External Crating Charge Specified in HTOS Section 12-11.B. International: While we are in the process of making the necessary updates to Section 12-11.B. of the
HTOS, by identification in this RFO, effective November 1, 2012, external crating charges will be based on the provisions below:

HTOS, Section 12-11.B.
External shipping containers are authorized for items that will not fit into standard HHG shipping containers.

(1) Compensation: **US$7.00** per cubic foot, **(US$233.85** per cubic meter) no minimum charge.
(2) Container becomes property of the Government.

**International Performance Bond:** All TSPs approved to provide International General Transportation and International Move Management Services are required as part of their filings to furnish a performance bond in accordance with the Section 2-4.8 of the HTOS and subject to the provisions of Section 1-4 of this RFO. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2016 through October 31, 2017**, or later. A Certification of Continuation of Bond is acceptable. A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted. TSPs filing international rate offers are also required to adhere to the performance bond provisions outlined in Section 1.4.1.3.1. of this RFO. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file.

**Domestic Industrial Funding Fee (IFF):** The IFF will be 2.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. SIT fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 2.50% of the net charges. Please refer to Section 2-7.6 of this RFO for a further explanation and information on how the IFF applies on multiple element shipments.

**International Industrial Funding Fee:** The IFF will be 1.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. SIT fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 1.50% of the net charges. Please refer to Section 2-7.6 of this RFO for a further explanation and information on how the IFF applies on multiple element shipments.

**Fuel Policy:**

1. For domestic shipments, please refer to Item 16 of the GSA500A.

2. For international relocations, the TSP can only be compensated for a fuel surcharge on that portion of the shipment handled under traffic in the conterminous U.S. to the port or from the port to a point in the conterminous U.S. The fuel surcharge shall be calculated in accordance with the Fuel Policy identified in Item 16 of the GSA500A. In the event the shipment is transported from origin to port or port to destination on an ocean line through bill
of lading, the TSP is not entitled to the GSA fuel surcharge calculation and can only pass through any fuel surcharge that may be generated from the ocean line. The TSP must provide a copy of the original bill to the Agency for reimbursement.

**Fuel Surcharge for Unaccompanied Air Baggage (UAB) Shipments:** A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the Agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the Agency. There is no fuel surcharge calculation for land transportation for UAB. Please refer to Section 3 of this RFO for Department of State requirements.

**Bunker Fuel Surcharges:** A TSP may charge as a separate line item a fuel surcharge for bunker charges on International shipments and/or Alaskan water charges. The TSP must provide a copy of the original bill to the Agency for reimbursement. Please refer to Section 3 of this RFO for Department of State requirements.

**Snow Removal Clarification:** Unless it is for TSP convenience, snow removal is the responsibility of the relocating employee. If a TSP runs in to issues with this, they are to immediately contact the BLIO.

**Submission of Rate Offers:** All rate offers in the Transportation Management Services Solutions (TMSS) system automatically expire on December 15, 2016. Due to the changes in the Origin Record Field (positions 15-18) of the Rate Record Format Requirements identified in Section 6.3 of this RFO from a Service Area Code to the new Origin Service Area Codes identified in Section 5.2.1 of this RFO, TSPs will not be allowed to “carry over” their domestic rate offers currently on file. New rate offers, using one of the options identified below, **MUST** be used. If a TSP has international rate offers currently on file and does not want to make any changes to their currently filed international rate offers, they may go in to TMSS and choose to “carry over” existing rate offers for an effective date of December 16, 2016 – again, any domestic rate offers currently accepted in TMSS **Will NOT** “carry over.” If a TSP does not “carry over” existing international rate offers, does not upload new international rate offers or does not upload new domestic rate offers during the Initial Filing window, any rate offers currently in TMSS will be deleted effective December 16, 2016. Rate offers effective during the supplemental filing period of May 1, 2017 do not require a change; however, TSPs have the option to modify existing rate offers and/or to add new rate offers during the supplemental filing window.

TSPs have four (4) different options when filing rate offers:

1. Utilize the rate filing capabilities of TMSS:
   - TSPs must have access to the “HHG Rate Filing” module within TMSS. A firm’s TMSS Group Administrator can give access to this module. Once the “HHG Rate Filing” module has been accessed, a continuation of existing International Rate Offers ONLY button will be displayed as a pop-up screen. The message
will prompt the TSP to either accept or reject all International Rate offers to be carried over to the next rate filing cycle;

- If a TSP accepts the continuance of all International Rate Offers, TMSS will display a statement that all International Rate Offers will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over;
- If a TSP wishes to change an existing International Rate Offers, add a new International Rate Offer and/or add Domestic Rate Offers (to include Code C rate offers) after submitting the request to carry over all current International Rate Offers, the TSP may go into the “HHG Rate Filing” module the following day and do so; and
- If a TSP rejects the continuance of rate offers, the rate filing module screens will displayed so that the TSP may begin the rate filing process.

2. Utilize the Format and Electronic Submission instructions found in Sections 6 and 7 of this RFO.

3. Utilize the “HHG Spreadsheet” from the TMSS Main page. This spreadsheet will allow for the download of a copy of the existing International Rate offers only. TSPs may then make additions and/or deletions prior to re-uploading it for validation and acceptance. For instructions on how to use this spreadsheet, please contact one of the points of contact at the end of this letter.

4. Utilize the services of a Rate Filing Service Provider (RFSP).

Questions may be directed to Robyn Bennett at robyn.bennett@gsa.gov or (816) 823-3644 or Kim Chancellor at kim.chancellor@gsa.gov or (816) 823-3650.

Sincerely,

/s/ Robyn L. Bennett

Robyn L. Bennett
Lead Traffic Management Specialist
Relocation Services Branch (QMCCB)
Center for Transportation Management
SECTION 1
SPECIAL INSTRUCTIONS

1-1. General.
The following Filing Cycle Special Instructions of the General Services Administration (GSA's) 2016-2017 Request for Offers (RFO) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. By submission of a rate offer(s) electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.
Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application.
1-1.2.1. Application of the Household Goods Tender of Service.
Unless otherwise noted, all provisions of the HTOS apply to this RFO.
1-1.2.2. Application of the GSA Domestic 500A-2016 Tariff (GSA500A).
Unless otherwise noted, all provisions of the GSA500A apply to domestic shipments moved under this RFO.

1-1.3. Effective Period.
Except as otherwise provided herein, rate offers made in response to this RFO will be for the period December 16, 2016 through October 31, 2017.

1-1.4. Eligibility to File.
All TSPs approved to participate in the GSA's Centralized Household Goods Traffic Management Program (CHAMP) for either the Domestic and/or the International Program(s) prior to the Initial Filing period due date as required in Section 1-1.6.1 have the option to submit a rate offer(s) in response to this RFO.

1-1.5. Electronic Transmission.
All submissions of rate offers must be accomplished via the Internet utilizing the "HHG Rate Filing" module within the Transportation Management Services Solution (TMSS). When using the "HHG Rate Filing" module, TSPs can either utilize the rate filing screens to create/add/delete rate offers or they can "upload" manually created rate offers.

1-1.6. Filing Period.
1-1.6.1. Initial Filing.
Only those TSPs approved to participate in CHAMP may submit rate offers in accordance with this RFO. Rate offers are due by 10:00 P.M. Central Standard Time, October 27, 2016 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.2. New Filings.
New TSPs receiving permanent approval and who have not previously been part of CHAMP may submit a rate offer(s) in response to this RFO any time after permanent approval has been granted. Rate offers are due by 10:00 P.M. Central Standard Time, October 27, 2016 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.3. Late Filings.
Rate offers not responding to this RFO as required in Section 1-1.6.1, Initial Filing, may submit a rate offer(s) in response to this RFO during the Supplemental Filing identified in Section 1-2. Rate offers are due by 10:00 P.M. Central Standard Time, March 13, 2017 and will be reviewed and processed in accordance with Section 1-2.
1-1.6.4. Supplemental Filings.
The supplemental filing allows a TSP to review and process any changes to its originally accepted rate offer(s) and for the submission of new and late filings as defined in Section 1-1.6. Supplemental rate offers must be submitted in accordance with this RFO and are due by 10:00 P.M. Central Standard Time, March 13, 2017 and will be reviewed and processed in accordance with Section 1-2.
1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.
TSP rate offers received between September 14, 2016 and October 27, 2016 or February 1, 2017 and March 13, 2017 which do not meet documentation requirements as stated in Section 1-4 will be considered unacceptable, rate offers will not be included in the database, and the TSP will be notified by email in accordance with Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017 will be entered into the database in accordance with Section 1-2.

1-1.7.2. Rate Filing Deficiencies.
TSP rate offers received between September 14, 2016 and October 27, 2016 or February 1, 2017 and March 13, 2017 which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-3 for clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing dates, rate offers will be considered unacceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the closing dates will be entered into the database in accordance with RFO Section 1-2. Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 pm CST on October 27, 2016 or March 13, 2017. A TSP or RFSP which submits a file for the last rate offer(s) validation at 10:00 pm CST on the closing day of October 27, 2016 or March 13, 2017 will not have an opportunity to correct any errors detected in that file after the closing time.

1-1.7.3. Suspect Rate Offers.
TSP rate offers received between September 14, 2016 and October 27, 2016 or February 1, 2017 and March 13, 2017 with suspect rate offers (i.e. discounts that are considered to be in error; for example, 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a “suspect record”. TSPs and/or RFSPs will be notified by email in accordance with Section 1-3 for clarification and/or correction of suspect offers. Corrections of suspect records must be resubmitted by 10:00 pm CST on the closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017, suspect rate offers will be considered acceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017 will be entered into the database in accordance with Section 1-2.

1-1.7.4. Rate Filing Service Provider (RFSP).
If a TSP's rate offer is submitted in accordance with this RFO by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and not the TSP. The RFSP will be notified by email in accordance with Section 1-3 for correction. Corrected rate offers must be resubmitted by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017, rate offers will be considered unacceptable and RFSPs/TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 27, 2016 or March 13, 2017 will be entered into the database in accordance with Section 1-2.

1-1.8. Letter of Intent Certification.
By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: “I have read and will comply with all the provisions contained in this RFO and its Special Instructions dated September 14, 2016, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated August 2010, with an effective date of November 1, 2010., as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1.”

1-2. Accepted/Effective Date.
Rate offers will be accepted and entered into the computer database on the date indicated in Section 1-2.5 or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.
Initial Filings allowable under RFO Section 1-1.6.1 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.2. New Filings.
New filings allowable under RFO Section 1-1.6.2, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.3. Late Filings.
Late filings of otherwise acceptable rate offers allowable under the limited terms specified in Section 1-1.6.3, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.4. Supplemental Filings.
Supplements to accepted rate offers allowable under the limited terms specified in Section 1-1.6.4 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.5. Schedule of Accepted Effective Dates.

<table>
<thead>
<tr>
<th></th>
<th>INITIAL FILINGS</th>
<th>NEW FILINGS</th>
<th>LATE FILINGS</th>
<th>SUPPLEMENTAL FILINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received By</td>
<td>9-14-16 thru 10-27-16</td>
<td>9-14-16 thru 10-27-16</td>
<td>2-01-17 thru 3-13-17</td>
<td>2-01-17 thru 3-13-17</td>
</tr>
<tr>
<td>Computer Entry Date</td>
<td>12-16-2016 or before</td>
<td>12-16-2016 or before</td>
<td>5-01-2017 or before</td>
<td>5-01-2017 or before</td>
</tr>
<tr>
<td>Accepted/Effective Date</td>
<td>12-16-2016</td>
<td>12-16-2016</td>
<td>5-01-2017</td>
<td>5-01-2017</td>
</tr>
</tbody>
</table>

1-3. TSP Notifications.

1-3.1. Domestic Rate Filings.
For rate offers submitted via the “Upload Rate File” function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-3.2. International Rate Filings.
For rate offers submitted via the “Upload Rate File function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-4. Documentation Requirements.
The following documentation is required to be on file with the Program Management Office (PMO) prior to the acceptance of a TSP’s rate offer, but no later than Section 1-2.5, Schedule of
Accepted Rates, Date Received By. In the absence of any one or all required documents, the TSP’s rate offer(s) will not be accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with Section 1-1.7.1, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the rate filing closing date. Rate offer files and error corrections submitted on the rate filing closing date will be accepted into the system, pending any errors. A TSP or RFSP will not have an opportunity to correct any errors detected in a file submitted on the rate filing closing date after the final validation.

1-4.1. TSPs Providing General Transportation and Move Management Services.

1-4.1.1. Trading Partner Agreement.

All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA, the TSP’s rate offer filing will be subject to the provision in RFO Section 1-4, above. A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.

1-4.1.2. Certificate of Insurance.

By the submission of a rate offer to the GSA PMO in accordance with this RFO, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS 2.4.7 requirements during the period of its accepted rate offer filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the HTOS 2-4.8, and subject to the provisions of Section 1-4.1.3.1. The performance bond MUST clearly identify that the bond is in force for the period November 1, 2016 through October 31, 2017, or later. A Certification of Continuation of Bond is acceptable. A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.

1-4.1.3.1. Addendum to the Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of $75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal’s desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal’s liability to the Government for excess reprocurement costs when, due to the Principal’s failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to reprocure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. THIS BOND WILL BE CONTINUOUS, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized
Household Goods Traffic Management Program, Relocation Services Branch (QMCCB), 2300 Main Street, Kansas City, Missouri 64108, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

NOTE 1: The word “contracts” as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.

NOTE 2: The word “services” as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.
All required documents must be submitted as originals with original signatures to the address specified in RFO Section 1-6.

1-4.3. Place of Receipt.
Receipt of documentation requirements by any other office of GSA or by a RFSP shall not be construed as receipt by the office specified in Section 1-6.

1-4.4. Time of Submission.
The TPA and Performance Bond must be submitted in accordance with Section 1-4. These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate offer related deficiencies in Section 1-1.7.1.

1-5. TSP Certification Statement.
TSP certification of eligibility for the award of contracts for transportation.
(A) By submission of a rate offer electronically, the submitting TSP certifies that:

(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof, or from such an entity formed after receipt of a notice of proposed debarment.

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under is contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH
RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact.

Centralized Household Goods Traffic Management (CHAMP) Program Management Office (PMO) in Kansas City, MO

General Services Administration
Relocation Services Branch (QMCCB)
2300 Main Street
Kansas City, MO 64108

Robyn Bennett, robyn.bennett@gsa.gov
(816) 823-3644

OR

Kim Chancellor, kim.chancellor@gsa.gov
(816) 823-3650
SECTION 2
REQUEST FOR OFFERS

2-1. Application of HTOS.
This Request for Offers (RFO) and any resulting rate offer(s) are subject to the provisions of the General Services Administration’s (GSA’s) Household Goods Tender of Service (HTOS), dated August 2010, with an effective date of November 1, 2010, supplements thereto and reissues thereof.

2-2. Federal Agency Authorized to Use.
2-2.1. Application.
This RFO and any resulting rate offer(s) are for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2.2. Exception (Reserved).

The rates and charges offered and accepted pursuant to this RFO are applicable to shipments routed pursuant to any formal contract providing for MMS awarded by GSA or a Federal Civilian, non-DOD agency to the extent provided in the contract. Section 2-7.6, Industrial Funding Fee (IFF) of this RFO applies to such shipments.

2-4. Definitions.
2-4.1. Household Goods Tender of Service (HTOS).
The Household Goods Tender of Service (HTOS) dated August 2010, with an effective date of November 1, 2010, supplements thereto and reissues thereof is available on the Household Goods HTOS and RFO Library link on GSA’s website.

2-4.2. GSA Domestic 500A-2016 Tariff (GSA500A).
This is the term applied to the source document for the filing of domestic rate offers under this RFO.

2-4.3. Domestic Transportation.
The movement of a relocated Government employee’s household goods (HHG) between points in the United States (U.S.) (including the District of Columbia and Alaska but excluding Hawaii) and between points in the U.S. (including the District of Columbia and Alaska but excluding Hawaii) and points in Canada.

2-4.3.1. Code D: Domestic Household Goods.
Movement of HHG in a Motor Van or Container from origin residence to destination residence. The actual mode of service is at the discretion of the Transportation Service Provider (TSP). TSPs must advise the Bill of Lading Issuing Officer (BLIO) of their intent to containerize a shipment. When the TSP elects to containerize the shipment at their discretion, it will be at no additional cost to the Agency. As with all shipments moved under CHAMP and the GSA500A, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.

2-4.3.2. Code C: Domestic Household Goods.
Movement of HHG in a Container (supplied by the TSP) from origin residence to destination residence when specifically requested by the Agency. Use of commercial best practice containers is authorized (see provisions of Section 2-7.2.1.1.1.). Shipments must always be containerized, will never be employee packed and cannot be left unsecured or outdoors. Containerization must be completed at the employee’s residence unless the BLIO authorizes, in writing, containerization at TSP/Agent warehouse. As with all shipments moved under CHAMP and the GSA500A Tariff, responsibility for the shipment remains with the TSP to whom the Bill of Lading was issued.
2-4.4. International Transportation.
This is the term applied to door-to-door container movement of HHG in lift vans between the conterminous United States (including the District of Columbia, Alaska and Canada) and an international country or off-shore location, or between two international countries or off-shore locations in lift vans. A TSP provides complete through service from origin residence to destination residence by surface ocean means.

2-4.5. General Transportation Services.
This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

2-4.6. Move Management Services (MMS).
This is the term applied to a MMS Provider’s arrangement, coordination, and monitoring of each relocating employee’s HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in Section 2-6 will be provided within a TSP’s approved scope of operations. No brokering of shipments will be allowed.

2-4.7. Transportation Service Provider (TSP).
This term applies to any participating TSP or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and/or International, to provide General Transportation Services or MMS.

Special agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or Agency.

2-4.9. Bill of Lading Issuing Officer (BLIO).
This term applies to the individual or his/her designated representative within the shipping or receiving Agency responsible for HHG traffic management functions.

2-4.10. Unaccompanied Air Baggage (UAB).
This term applies to necessary personal items that are taken to a relocating employee’s new duty station before their shipment of HHG arrives. The determination of items considered as UAB is at the discretion of each Agency. UAB shipments will be post audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x 0.4536 x base line rate x TSP percentage. Volume weight is defined as the length times the width times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, the TSP must charge for gross weight.

2-4.11. DUNS Number.
This term applies to a Data Universal Number System. DUNS numbers are issued by Dun & Bradstreet and consist of nine digits.

2-5. Filing Possibilities.

2-5.1. Filing Instructions.
Instructions for the submission of rate offers are set out in Section 6 and Section 7.

2-5.2. General Government Rates or Charges.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to all Federal agencies. The term general government will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-5.3. Agency Specific Rates or Charges.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to a specific Federal agency as defined in Section 3 and Section 5. The term agency specific will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-5.3.1. Application of Rates.
Agency specific rate offers will apply only to shipments for which the specific agency/location identified in Section 3 and Section 5, issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL)/Bill of Lading(BL).

2-5.4. Combination of General Government and Agency Specific.
TSPs submitting rate offers pursuant to this RFO may file rate offers that apply for both general government and agency specific. If the TSP files both general government and agency specific rate offers, the TSP may base its submission on any part or parts of its approved scope of operation without regard to
consistency between general government and agency specific. For example, a TSP with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer agency specific rates and charges between only two (2) service areas for Federal Agency X, while offering agency specific rates and charges between four (4) different service areas for Federal Agency Y.

2-5.5. Alternating Agency Specific Standing Route Order (SRO) Rate Offers.
TSPs may file alternating, agency specific SRO rate offers as identified in Section 5-1. Alternating SRO rate offers will apply specifically to those Federal agencies/locations identified in Section 5-1 and may alternate with any other accepted rate offer.

2-5.6. Non-Alternating Agency Specific SRO Rate Offers.
TSPs may file non-alternating, agency specific SRO rate offers as identified in Section 3 and Section 5-1. Non-alternating SRO rate offers will apply specifically to those Federal agencies/locations identified in Section 3 and Section 5-1 and will not alternate with any other accepted rate offer.

2-5.7. Move Management Rate Offers.
TSPs submitting rate offers pursuant to this RFO may file rate offers for move management services that apply to all Federal agencies. The term move management services (MMS) will be used to describe such rate offers. Rate offers submitted may be for the TSP’s full scope of operation or any part thereof.

2-6. Move Management Services (MMS).

2-6.1. Performance of Services.
The MMS Provider or TSP will provide the MMS outlined in Section 2-6 in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the BLIO as defined in the HTOS.

The MMS Provider and the shipping agency must enter into a written MOA setting out the terms and conditions of the MMS Provider requirements as identified in Section 2-6. In those instances when the shipping agency requests GBL/CBL/BL preparation and maintenance under Section 2-6.3, the MOA should contain at a minimum, specific instructions on GBL/CBL/BL preparation and maintenance including instructions to complete each block of the GBL/CBL/BL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in Section 1-6 will review the agreed-to MOA.

2-6.3. Performance as TSP.
The MMS Provider may file rate offers within its current approved scope of operations, will be subject to the Customer Satisfaction Index (CSI) rating system, and must comply with the requirements for paying GSA its IFF specified in Section 2-7.6.

2-6.4. Commissions.
An MMS Provider may not charge a commission to a TSP or forwarder to which it tenders a HHG shipment.

2-6.5. Required Services.

2-6.5.1. General.
The MMS Provider must arrange, coordinate, and monitor each relocating employee’s HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this Section 2-6.5. A HHG move within the conterminous United States (CONUS) (as defined in Section 5-2) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV’s). A HHG move to/from an international location (as defined in Section 5-3) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV’s. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

2-6.5.2. TSP Selection.
The employing agency may select the TSP to move the relocating employee’s HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with TSP selection criteria. Any TSP selected to move a Federal civilian, non-DOD employee’s HHG must be approved in CHAMP. The MMS Provider must be capable of accessing the GSA Transportation
Management Services Solution System (TMSS) to obtain query information for use in selecting a TSP to transport a shipment when requested by the employing agency.

2-6.5.3  Shipment Booking.
The MMS Provider must schedule the move with the selected TSP; order a pre-move survey; and identify and obtain written authorization from the BLIO authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL/CBL/BL. The Provider must inform the employee prior to service performance of any service that will be advanced but charged back to the employee. The MMS Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be “crossed out” or marked “none” or “not applicable” prior to submitting the form to the BLIO for written authorization/approval.

2-6.5.4 Ensuring TSP Performance.
Notwithstanding the provisions of Section 2-6.6, the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper TSP performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider’s failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other than damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

2-6.5.5 Arranging Storage in Transit (SIT).
If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

2-6.5.5.1 Monitoring Shipments in SIT.
The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

2-6.5.5.2 SIT in Excess of 150 or 180 Days.
In accordance with FTR 302-7.9, SIT may not exceed 150 days for CONUS to CONUS shipments or 180 days for shipments which include an OCONUS origin or destination. If storage exceeds the identified 150 or 180 days, the MMS Provider must ascertain the condition of the employee’s property at the end of the 150-day or 180-day SIT period to protect the Government’s and the relocating employee’s right to recover for TSP caused losses or damages. The warehouse automatically is considered the shipment’s destination upon expiration of the 150-day or 180-day SIT period and the MMS Provider’s responsibility for the shipment ends. The shipment then becomes subject to the warehouse’s rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 150 or 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

2-6.5.6 Completion of GSA Form 3080.
The MMS Provider must initiate an electronic GSA Form 3080, “Household Goods Carrier Evaluation Report” via the Transportation Management Services Solution (TMSS) system. The MMS Provider must also follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the electronic 3080 form. If the employee has not completed the electronic 3080 form within 30 days from the date of delivery of the HHG to the new residence, the MMS Provider will so advise the shipping agency.

2-6.5.7 Service Performance Audit.
The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency’s audit of the actual billing charges). The MMS Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.
2-6.5.8. Management Information Reports.
The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity’s needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide required reports to the ordering activity within 15 business days following the month/quarter services were performed.

2-6.5.8.1. Ordering Agency Reports.
If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

2-6.5.8.2. Shipment Summary.
A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by TSP, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

2-6.5.8.3. Claims Summary.
A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by TSP, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of claim filing and date of issue of initial settlement offer; average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency’s BLIO an explanation for the delay must be supported by the Delay Codes identified in the HTOS Section 9.

2-6.5.8.4. Counseling Contact Summary Report.
A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

2-6.5.8.5. On-time Services Summary Report.
A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

2-6.5.8.6. Specially Requested Reports.
Special one-time reports furnished to the BLIO when the shipping agency requests and the GSA PMO identified in Section 1-6 approves.

2-6.5.9. Customer Service.
The MMS Provider shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

2.6.6. Optional Services.

2-6.6.1. General.
If requested by the shipping agency, the MMS Provider must provide the following services.

2-6.6.2. Employee pre-move counseling.
Employee pre-move counseling (as distinguished from a TSP/forwarder-provided pre-move survey) includes information on TSP/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency’s internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government’s financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of...
perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government’s role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations of the Government’s financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- **FTR**
- **CHAMP**
- Agency specific regulations/procedures: (Contact appropriate agency for availability)

### 2-6.6.3. Preparation of shipment documentation.

If a Federal agency opts to have the MMS Provider prepare a GBL/CBL/BL, the MMS Provider must comply with the terms and conditions set forth in 41 CFR 102-117 and 102-118. The MMS Provider must complete, and distribute copies of, each GBL/CBL/BL following instructions published in the GSA Federal Supply Service Guide, “How to Prepare and Process U.S. Government Bills of Lading” (National Stock Number 7610-00-682-6740) or as instructed by the Federal agency (BLIO). The Provider must provide a legible memorandum copy of all GBLs/CBLs/BLs prepared and distributed to the BLIO prior to shipment pickup dates.

### 2-6.6.4. Data Communications Capabilities.

The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the BLIO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO Section 1-6), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

#### 2-6.6.4.1. Database Elements.

The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in Section 2-6.5. The database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this RFO. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the TSP, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the BLIO or designee and the GSA PMO (RFO Section 1-6) to extract and consolidate data such as TSP performance in the event specific reports are required.

#### 2-6.6.4.2. Database Maintenance.

The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

### 2-6.6.5. On-site Quality Control Service.

If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the MMS Provider’s rate offer filing. A copy of the written document must be included in the MMS Provider’s voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG TSP, freight forwarder, or agent thereof.

### 2-6.6.6. Quality Assurance Plan.
If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

2-6.6.7. Claims Preparation, Filing, and Settlement Assistance. If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the TSP’s liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

2-7. Special Provisions Affecting Rates or Charges.

2-7.1 General. Unless otherwise noted, all surface HHG shipments transported pursuant to the provisions of this RFO are deemed to be released at a value equal to $6.00 per pound times the actual total weight (in pounds) of the shipment and a valuation charge will not be assessed in conjunction therewith. There will be no additional cost for this level of service. The provisions in Section 2-7 will apply.

2-7.1.1. ALK Technologies, Inc. Mileage For rate offers effective December 16, 2016, the percentage stated in the submitting TSP’s rate offer will be based on mileage provided by ALK Technologies, Inc., Web Based Version 30. The parameters to use are:

- General: borders closed, shortest mileage

One exception is that GSA has determined that all surface HHG shipments between any point in the United States (including the District of Columbia and Alaska) and a Canadian province will be based on the current Rand McNally mileage in place December 16, 2016.

2-7.1.2. Shipments of Unaccompanied Air Baggage Unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cubic feet (internal dimensions). In no case shall the carton dimensions vary more than two inches per side (length/width/height) due to the overwrap material and small manufacturing variances in the cardboard. All TSPs must have written approval from the BLIO authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight.

2-7.2. Rates or Charges

2-7.2.1. DOMESTIC.

2-7.2.1.1. Household Goods – Code D and Code C The percentage stated in the submitting TSP’s rate offer represents a linehaul/transportation discount off the total cost of the move for transportation and all accessorials services based on the rates and charges published in the GSA500A for a specific domestic move. The linehaul/transportation discount does not apply to the GSA IFF, fuel surcharges, charges associated with storage in transit, third party services, or valuation charges when the shipment is declared in excess of the base valuation (See Appendix B of the GSA500A for additional items for which the linehaul/transportation percentage discount does not apply).

2-7.2.1.1.1. Containerized Shipments:

1. When moving a shipment via a container (either at the TSP’s own discretion (Code D) or when specifically requested by an Agency (Code C)), the TSP agrees to use best commercial practices in selecting containers to safeguard movement of personal property and agrees to use containers that meet Government/Military specifications when required. Any TSP-owned/leased commercially-designed shipping containers are authorized provided they meet or exceed Military Specification PPP-B-601.

2. Security seals must be used on all containerized shipments. All exterior HHG containers/cartons must be sealed with accountable seals at the employee’s residence, unless containerization at the warehouse is authorized in writing by the BLIO. Applicable seal control numbers must be entered on the inventory and
cross referenced to each container utilized. The employee must initial the inventory attesting to the correct seal numbers listed on the inventory.

(a) Wooden containers must have a minimum of four seals per container and seals must secure the access overlap door and side panels.

(b) Commercially-designed shipping containers of permanent structure must be locked and sealed using a commercially approved tamper-evident device.

2-7.2.1.2. Storage-In- Transit (SIT) Discount.

TSPs submitting rate offers for the movement of HHG must offer a percentage discount applicable to all storage charges, including pickup or delivery out of storage. The storage in transit discount does not apply to the GSA IFF, fuel surcharges charges associated with the line haul transportation and accessorials, third party services, or valuation charges when the shipment is declared in excess of the base valuation. For shipments stored outside the 50 mile radius, the bottom line discount will apply to the pick up or delivery out of storage in transit. (See Appendix B of the GSA500A for additional items for which the SIT percentage discount does not apply).

2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska and Canada Only.

The percentage (%) stated in the submitting TSP’s rate offer for UAB shipments represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line per Kilogram (KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 to 134 kg</td>
<td>US$1.32</td>
</tr>
<tr>
<td>135 to 224 kg</td>
<td>US$1.20</td>
</tr>
<tr>
<td>225 to 314 kg</td>
<td>US$1.14</td>
</tr>
<tr>
<td>315 to 404 kg</td>
<td>US$1.09</td>
</tr>
<tr>
<td>405 and over kg</td>
<td>US$1.04</td>
</tr>
</tbody>
</table>

2-7.2.1.4. Privately Owned Vehicle (POV).

2-7.2.1.4.1. Domestic.

The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a price per mile for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.2. Minimum Charge.

In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply.

2-7.2.1.4.3. Alaska Only.

The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a flat price for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with Section 2-7.2.1.4.1 and 2-7.2.1.4.3.

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.1.4.5. POV Fuel Surcharge.

If the POV is transported on the same truck with the HHG, the TSP is not entitled to charge a separate fuel surcharge for the POV. If the POV is not going to be transported with the HHG, then prior to the commencement of loading the TSP must notify the Federal agency and receive written approval for the alternate mode and identify that a surcharge maybe required. If the POV is transported via a car hauler and the car hauler charges a fuel surcharge, that surcharge can be passed through to the Federal agency as a
separate line item. The TSP must provide a copy of the original bill to the agency for reimbursement. If the POV is transported via a separate HHG trailer, the TSP may calculate a surcharge using the standard fuel surcharge calculation identified in this RFO.

2-7.2.2. INTERNATIONAL.

2-7.2.2.1. Household Goods (HHG).

2-7.2.2.1.1. General.

The percentage (%) cited in the submitting TSP’s rate offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in Section 2-7.5 and HTOS, Section 10. The application of rate offers from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

2-7.2.2.1.2. Services Included.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP.

   (a) Special provisions applicable for LCD, LED, and Plasma Televisions.

   These provisions apply for the packing and shipping of LCD, LED, and Plasma televisions, which are four (4) inches or less in depth and are incapable of standing alone without support (or the use of a base).

   The TSP must utilize the original manufacturer’s shipping container is available and serviceable.

   Crating charges apply only for televisions in excess of 60 inches (diagonal screen size) and if the relocating employee’s original carton is no longer available. Prior to any crating, the TSP must first gain written approval from the BLIO.

   For televisions that are 60 inches or less (diagonal screen size), TSPs are authorized to use cartons which are specially designed to ship LCD, LED, and Plasma televisions. Further, the Transportation Officer can waive, in writing, the crating requirement referenced above at their discretion. When a waiver is granted, the billing must be supported by a copy of the waiver indicating that the Federal agency waived the 60 inch requirement and that crating was authorized.

2. Servicing and unservicing of appliances, to include front load washing machines.

3. All land, water, and air transportation, EXCEPT:

   (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;

   (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the BL and supported by prorated paid ocean TSP invoices of the actual amount; and,

   (c) shipments of unaccompanied air baggage.

4. Export and import documentation services involving customs clearances.

5. Removal and placement of each article in the residence/warehouse or other building.

6. Hoisting or lowering of an article.

7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 2-7.2.2.1.3, below).

8. Ferry, tunnel and bridge charges/tolls.

2-7.2.2.1.3. Services Excluded.

1. Storage, waiting time and/or handling charges caused by failure of the origin BLIO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.

2. Any Government or public authority ordered charges for inspection, disinestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.

3. Servicing of articles requiring services of third parties. Prior to use of third parties, the TSP must get
written authorization from the BLIO authorizing the service.

4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the BLIO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.

5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the BLIO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

2-7.2.2.2. Rates and Charges for Accessorial Services.
The rates and charges set out in HTOS, Section 12 are base-line rates. The percentage (%) stated in the submitting TSP’s rate offer for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in Section 12.

2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).
The percentage (%) stated in the submitting TSP’s rate offer for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS, Section 12 for the storage and pickup/delivery, including full replacement value TSP liability in Section 2-7.5.

2-7.2.2.4. Unaccompanied Air Baggage (UAB)
The percentage (%) stated in the submitting TSP’s offer for UAB shipment represents a single-factor rate based on the base-line rate set out in Section 2-7.2.2.2.2 per kilogram (kg) volume weight including full replacement value TSP liability as set out in Section 2-7.5 and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence. A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency. Exceptions to the UAB surcharge are identified in Section 3.

2-7.2.2.5. Privately Owned Vehicle (POV).
The amount stated in the submitting TSP’s rate offer for the shipment of a POV represents a flat charge applicable to the following services:
(1) preparation of vehicle;
(2) pickup at origin;
(3) transportation from origin to destination;
(4) containerization or below deck storage in the ocean going vessel;
(5) delivery to final destination; and,
(6) valuation based on the current value of the vehicle.

2-7.2.2.5.1. Vehicle Sizes.
The flat charge must be stated in whole dollars and may be offered only on the following sizes:
1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2.5.2. Motorized Vehicles.
All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The TSP may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. TSPs must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. POVs with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. POVs cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

2-7.2.2.5.3. Application of Transit Time.
Transit time schedules for both the domestic and international programs are identified in Section 10 of the HTOS.

2-7.2.2.5.3.1. Transit Time Penalty.
In the event that the TSP fails to meet the transit times, it must notify the Federal agency as applicable, within 24-hours of the delay. The TSP shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The BLIO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-7.2.2.5.4. POV Transit Time Exceptions.
HTOS Section 10.3 identifies exceptions to POV transit times for specific identified locations.

2-7.2.2.6. Base-Line Rates.
2-7.2.2.6.1. Surface.

2-7.2.2.6.1.1. Surface Base-Line Rate Table.
The following base-line rate table is applicable to the HHG effects surface shipments.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line Rate per hundred weight (cwt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 to 1,999 lbs</td>
<td>US$124.77</td>
</tr>
<tr>
<td>2,000 to 3,999 lbs</td>
<td>US$113.03</td>
</tr>
<tr>
<td>4,000 to 7,999 lbs</td>
<td>US$106.64</td>
</tr>
<tr>
<td>8,000 to 11,999 lbs</td>
<td>US$102.37</td>
</tr>
<tr>
<td>12,000 to 15,999 lbs</td>
<td>US$100.24</td>
</tr>
<tr>
<td>16,000 and over</td>
<td>US$98.11</td>
</tr>
</tbody>
</table>

2-7.2.2.6.2. Unaccompanied Air Baggage (UAB)
The following base-line rate table is applicable to the shipment of UAB.

<table>
<thead>
<tr>
<th>Weight Group</th>
<th>Base-Line per Kilogram(KG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 to 134 kg</td>
<td>US$1.16</td>
</tr>
<tr>
<td>135 to 224 kg</td>
<td>US$1.05</td>
</tr>
<tr>
<td>230 to 314 kg</td>
<td>US$1.00</td>
</tr>
<tr>
<td>315 to 404 kg</td>
<td>US$0.96</td>
</tr>
<tr>
<td>405 and over</td>
<td>US$0.91</td>
</tr>
</tbody>
</table>

2-7.3. Application of Rates or Charges.
Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting TSP does not offer a rate offer, it will be construed as NO RESPONSE.

2-7.3.1. Exception.
Except in supplemental filings, items left blank will indicate NO CHANGE.

2-7.3.2. Unaccompanied Air Baggage (UAB).
Rates or charges applicable to UAB will apply when shipped independent of surface HHG.

2-7.3.3. Privately Owned Vehicles (POV).
Rates or charges applicable to POV will apply when shipped independent of the surface HHG.

2.7.4. Alaska Only.
2-7.4.1. Combination of Rate Offers - Applies to Domestic Shipments Only
2-7.4.1.1. Accepted Rate Offer Does Not Include Alaska Service Areas (RFO Section 5-2).
In the event that a TSP handles a shipment between points in the conterminous United States and Alaska and it does not have any rate offers accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rate offers set out in the TSP’s accepted rate offers between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in the GSA500A applicable for Alaska, including Section 6 of the applicable GSA500A, supplements thereto and reissues thereof;
provided, however, these charges will alternate with all other applicable combination or through rate offers and/or charges that a TSP may have on file on the date that a shipment is picked-up.

2-7.4.1.2. Accepted Rate Offer Includes Alaska Service Areas (RFO Section 5-2).
The provisions of Section 2-7.4.1.1 do not apply when GSA has accepted a TSP’s rate offer to handle shipments between points in the conterminous United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in Section 5-2.

2.7.5. Released Value.
2-7.5.1. General.

2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.
Unless otherwise noted, all surface and UAB applicable to domestic and international shipments are deemed to be released at Full Replacement Value.

2-7.5.1.2. Privately Owned Vehicle Released Value.
Unless otherwise noted, all POV shipments applicable to domestic and international shipments are released at current market value.

2-7.5.1.3. Cost included in TSP’s offer.
The cost of providing Full Replacement Value as defined in this provision will be included in the TSP’s rate offer. Except as provided in Sections 2-7.5.2.2. and 2-7.5.3.2., a TSP may not charge a Federal agency for Full Replacement Value.

2-7.5.2. DOMESTIC.

2-7.5.2.1. Transportation.
All domestic shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at the base Full Replacement Value of $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.2.2. Employee’s Increase in Base Valuation.
The employee has the right to increase the value in excess of the base Full Replacement Value established by this provision and in accordance with the following.

2-7.5.2.2.1. Transportation.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.2.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.3. INTERNATIONAL.

2-7.5.3.1. Transportation.
All international shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at a base Full Replacement Value of $6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.3.2. Employee’s Increase in Base Valuation.
The employee has the right to increase the value in excess of the base Full Replacement Value established by this provision and in accordance with the following.

2-7.5.3.2.1. Transportation.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.5.3.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than the base Full Replacement Value, a Full Value Protection Service Storage Liability Charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.00 times the weight.

2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)
2-7.6.1. Amount of Charge.
The IFF is due on the total net transportation charges billable to the government excluding fees for SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). For Domestic shipments, the GSA IFF will be 2.50% of the HHG net charges (includes line-haul, accessorial,
packing charges, fuel surcharges, etc.), excluding SIT charges, per shipment subject to the following provisions. For International shipments, the GSA IFF will be 1.50% of the HHG net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding SIT charges, per shipment subject to the following provisions. GSA’s IFF will be assessed only against the HHG element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

2-7.6.2. Cost Included in TSP’s Rate Offer.
The cost of GSA IFF must be included in the TSP’s rate offer.

2-7.6.3. First Shipment.
The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, or UAB, all or any one of which are tendered to the TSP by the shipping Federal Agency as the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA’s IFF will be assessed only against the HHG element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.4. Supplemental Shipments.
A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the TSP by the shipping Federal Agency after the tender of the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA’s IFF will be assessed only against the HHG element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.5. Payment of Charge.
The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP TSPs will be based on the number of shipments billed pursuant to CHAMP for which service was performed. Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)

2-7.6.6. Verification of IFF.
To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e. 1stqtr00, 3rdqtr00), and the GBL/CBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

2-7.6.7. Failure to Submit IFF.
Failure to submit the Industrial Funding Fee due GSA for HHG shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP’s approval.

2-7.7. Length of Storage-in-Transit.
Notwithstanding any other provisions of the GRT, the TSP must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the TSP for storage, pending further transportation. In accordance with FTR 302-7.9, SIT may not exceed 150 days for CONUS to CONUS shipments or 180 days for shipments which include an OCONUS origin or destination. SIT may not exceed these identified time periods, unless extended by mutual agreement between the BLIO and the TSP, after which time, liability as TSP shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

2-7.8. Electronic GSA Form 3080.
TSPs MUST initiate an electronic GSA Form 3080 for ALL shipments moved in accordance with this RFO (HHG, UAB and POV). Electronic GSA Form 3080s must be initiated and/or uploaded via the Transportation Management Services Solution (TMSS) system.
2-7.9. Reserved.
2-7.10. Reserved.
2-7.11. Reserved.

Unless otherwise noted in this RFO, in the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the BLIO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the BLIO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The BLIO has the authority to waive this provision.

2.7.12.1. Verification of Weight Variance.

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

2-7.13. Reserved.

2-7.15. Reweighing of Shipments Which Exceed 18,000.

When the initial weighing of a shipment results in a weight which exceeds 18,000 pounds, the TSP MUST reweigh the shipment prior to the actual commencement of unloading the shipment for delivery to residence or into storage. The reweigh must take place at a certified scale as provide at 49 CFR 375.103, must be signed by the Weigh Master and must include the information as identified in 49 CFR 375.519. For International shipments, if a certified scale is not available, the TSP must document on the weight ticket submitted for payment that a certified weight scale was not available. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment. If a reweigh is not performed, the TSP MAY NOT invoice for more than 18,000 pounds.

2-7.16. Extended Storage.

Rate offers will apply into the TSP warehouse for extended storage. Rates for monthly extended storage per each hundred pounds and rates for full value protection per each $100 of value must be negotiated between the TSP and the federal agency.


The Fly America Act of 1974 (49 U.S.C. 40118) mandates the use of U.S air carriers for all cargo air transportation funded by the U.S. Government. One exception, however, is when the transportation is provided in accordance with a bilateral or multilateral air transport agreement under which both the U.S. Government and a foreign country’s government are parties. In addition, the Department of Transportation must have determined that the bilateral or multilateral air transport agreement satisfies the Fly America requirements.

The U.S. Government has in place several of these agreements that currently allow federally funded transportation of cargo to utilize foreign air carriers in certain circumstances. To prevent from having to update the Federal Management Regulations (FMR) each time a new agreement is entered into, GSA recently issued a Final Rule, 79 FR 33474, that directs agencies and TSPs to the Department of State’s web-based site at http://www.state.gov/e/eb/tra/ata/index.htm for information relating to these agreements. This was added in 41 CFR Part 102-117.135.

In addition, §102-117.15 To whom does this part apply? and other provisions of §102-117.135 were updated. §102-117.135 also identifies circumstances when the use of a foreign air carrier may be allowed when a bilateral or multilateral agreement does not exist.
Requests for permission to use a Foreign Flag carrier shall be made to the BLIO on the form “Justification Certificate for use of Foreign Flag Vessel/Carrier” in Appendix C of the HTOS.

Failure to file a Foreign Flag waiver using the “Justification Certificate for the use of a Foreign Vessel/Carrier” in Attachment C of the HTOS when a Foreign Flag carrier requiring a waiver is used may result in the immediate placement of a TSP in a temporary non-use status.

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP’s failure, the TSP will pay a $30.00 per day penalty to the Federal agency. The total penalty shall not exceed $300.00. The BLIO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-10. Exception Status.
The following provision applies; accepted rate offers may be placed in an exception status and rate offers will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the TSP’s accepted rate offer(s) will apply and remain in effect until terminated as provided by RFO.

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

2-12. Rights Reserved.

The following provisions apply in lieu of Item 20e, Optional Form 280.
(a) Accepted rate offers may be terminated and the TSP placed in a temporary non-use status by the Government immediately upon determination that a TSP has failed to satisfactorily respond to a show cause notice;
(b) Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR 101-40.4;
(c) Except as provided in (a) and (b) above, accepted rate offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,
(d) Upon termination of the rate offer under (a), (b), or (c) above, or as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this rate offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.

2-14. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.
The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government’s best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.
2-15. Item 21, Optional Form 280.
By submission of a rate offer to the GSA in accordance with this RFO, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO Section 2-13. In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, “Transportation under this tender is for the (name of specific agency) and the actual total transportation charges paid to the TSP(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at __________.
SECTION 3
NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.
TSPs may file non-alternating, agency specific Standing Route Order (SRO) rate offers as identified below. Non-alternating SRO rate offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted rate offer. By submission of a rate offer under this Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The rate offer is also subject to the provisions as set out in this RFO and the provisions of the HTOS, supplements thereto and reissues thereof.

3-2. Department Of Veterans Affairs (VA) – Domestic (DVADC)
TSPs submitting rate offers in accordance with Section 3-2, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-2.1. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic VA shipments shall be released at $7.00 times the net weight of the shipment in pounds with a maximum TSP liability of $126,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.

3-2.2.1. Transportation.
In the event the employee declares a value greater than the base valuation of $7.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-2.2.2. Storage-In-Transit.
In the event that the employee declares a value greater than $7.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-2.3. Weight Variance.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all VA domestic shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

3-2.4. Rate Basis.
By submission of a rate offer under Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.
The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

3-3. Department Of Veterans Affairs (VA) – International (DVADC)
TSPs submitting rate offers in accordance with Section 3-3, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-3.1. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in the Section 2-7.5.3, all international VA shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.

3-3.2.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.
3-3.2.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-3. Weight Variance.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all VA international shipments shall be subject to a 110% weight variance. Weight variances of 110% or less will not require an explanation from the TSP. Weight variances exceeding 110% will require an explanation from the TSP that must be accepted/approved by the VA to allow the TSP to bill for the additional shipment weight.

3-3.4. Volume.
The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

3-4. Department Of Interior, Interior Business Center (NBC), Denver, CO – Domestic and International (NBCCO)
TSPs submitting rate offers in accordance with Section 3-4, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-4.1. Application.
NBCCO applies to all domestic and international shipments for which the NBC office located in Denver, CO issues the Government Bill of Lading and/or Commercial Bill of Lading.

3-4.2. Released Valuation - Domestic.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic NBCCO shipments shall be released at $6.50 times the net weight of the shipment in pounds with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.3. Excess Released Value - Domestic.
3-4.3.1. Transportation.
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-4.3.2. Storage-in-Transit.
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-4.4. Released Valuation - International.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.3, all international NBCCO shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.5. Excess Released Value - International.
3-4.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-4.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-4.6. Weight Variance – Domestic and International.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic and international NBCCO shipments shall be subject to a 110% weight variance.

3-4.7. Provider – Domestic and International
NBCCO is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

3-4.8. Volume.
The NBCCO is estimating that the volume of shipments under this RFO is 750 to 1,000 shipments.
3-5. US Geological Survey (USGS), Reston, VA – Domestic and International (GEOVA)

TSPs submitting rate offers in accordance with Section 3-5, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-5.1. Application.

GEOVA applies to all domestic and international shipments for which the USGS office located in Reston, VA issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-5.2. Released Valuation - Domestic.

In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic GEOVA shipments shall be released at $6.50 times the net weight of the shipment in pounds with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the GEOVA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.3. Excess Released Value - Domestic.

3-5.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the weight of the shipment in pounds or $117,000.00, whichever is less.

3-5.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the weight of the shipment in pounds or $117,000.00, whichever is less.

3-5.4. Released Valuation - International.

In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.3, all international GEOVA shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the GEOVA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.5. Excess Released Value - International.

3-5.5.1. Transportation.

In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the weight of the shipment in pounds or $153,000.00, whichever is less.

3-5.5.2. Storage-in-Transit.

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the weight of the shipment in pounds or $153,000.00, whichever is less.

3-5.6. Weight Variance – Domestic and International.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all domestic and international GEOVA shipments shall be subject to a 110% weight variance.

3-5.7. Provider – Domestic and International

GEOVA is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

3-5.8. Volume.

The GEOVA is estimating that the volume of shipments under this RFO is 75 shipments.

3-6. US Forest Service, Albuquerque, NM – Domestic and International (FSVNM)

TSPs submitting rate offers in accordance with Section 3-6, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-6.1. Application.

FSVNM applies to all domestic and international shipments for which the US Forest Service office located in Albuquerque, NM issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-6.2. Released Valuation - Domestic.

In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic FSVNM shipments shall be released at $6.50 times the net weight of the shipment in pounds with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.
3-6.3. Excess Released Value - Domestic.

3-6.3.1. Transportation.
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the net weight of the shipment or $117,000.00 in pounds, whichever is less.

3-6.3.2. Storage-in-Transit.
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00, whichever is less.

3-6.4. Released Valuation - International.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.3, all international FSVNM shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-6.5. Excess Released Value - International.

3-6.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-6.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-6.6. Weight Variance – Domestic and International.
In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all domestic and international FSVNM shipments shall be subject to a 110% weight variance.

3-6.7. Provider – Domestic and International
FSVNM is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

3-6.8. Volume.
The FSVNM is estimating that the volume of shipments under this RFO is 1,000 shipments.

3-7. Department of Treasury, Administrative Resource Center (ARC), Parkersburg, WV – Domestic and International (ARCWV)
TSPs submitting rate offers in accordance with Section 3-7, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-7.1. Application.
The ARC is a Relocation Resource Center which provides relocation services to other agencies. ARCWV applies to all domestic and international shipments for which the ARC office located in Parkersburg, WV issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-7.2. Provider.
ARCWV is requesting rate offers for the provision of General Transportation Services (G rates) only. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

3-7.3. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2. and 2-7.5.3., all ARCWV shipments shall be released at $7.00 times the net weight of the shipment in pounds with a maximum TSP liability of $126,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the ARC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-7.4. Excess Released Value.

3-7.4.1. Transportation.
In the event the employee declares a value greater than the base valuation of $7.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.
3-7.4.2. Storage-in-Transit.
In the event that the employee declares a value greater than $7.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $7.00 times the net weight of the shipment in pounds or $126,000.00, whichever is less.

3-7.5. Weight Variance.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all ARCWV shipments shall be subject to a 110% weight variance.

3-7.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under ARCWV. All domestic rate offers submitted for ARCWV must be inclusive of all accessorials identified in Paragraph 3-7.7, below, and may not be billed as a separate charge(s).

3-7.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for ARCWV must incorporate the following accessorials services:
- ATC charges
- Parking permits
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs (weight additive is allowable)
- Shuttle service
- Crating up to $1,000 (any amount above this must have prior approval by the ARC)
- All uncrating
- Servicing of appliances, such as refrigerators and washing machines
- Debris pickup
- All fees associated with servicing front load washer/dryers and pedestals

3-7.8. Pre-Move Survey.
A copy of the pre-move survey must be submitted via email to the ARC and to the employee within two (2) days from the date of the pre-move survey. The Subject Line of the email must contain the Relocation Number, the Employee’s last name and first Initial, the ARC’s Relocation Coordinator’s initials and “Pre-move Survey.” Example – PCS1400001 – Smith, J – RC – Pre-move Survey

3-7.9. Excess Weight.
The TSP must notify the ARC via email within two (2) days once the results of the first set of weight tickets have been obtained.

3-7.10. Volume.
The ARC is estimating that the volume of shipments under this RFO for ARCWV is 1,000 domestic shipments and 1,100 international shipments.

3-8. Drug Enforcement Administration (DEA) – Domestic (DEADD)

TSPs submitting rate offers in accordance with Section 3-8 may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-8.2. Weight Variance.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic shipments shall be subject to a 110% weight variance. A copy of the pre-move survey must be submitted via email to the booking counselor and to the employee within two (2) days from the date of the pre-move survey. The subject line of the email must contain the Government Bill of Lading (GBL) number, shipment type, last name of the employee and “Pre-move Survey.”

3-8.3. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a shipment moved under DEADD. All domestic rate offers submitted for DEADD must be inclusive of all accessorials identified in Paragraph 3-8.4., below, and may not be billed as a separate charge(s).

3-8.4. Application of Rate Offers.
All domestic rate offers solicited for the DEA must incorporate the following accessororial services:
- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
• All stair carries
• One-time elevator charge
• All charges associated with heavy or bulky items, to include piano/organ.
• All charges for shuttle service
• Crating up to $250 (any amount above this must be approved by DEA)
• All uncrating
• Extra labor, long carry and all charges associated with Mini-storage.
• All Surcharges or Security fees associated with ocean portion of Alaska Moves

3-8.5. Domestic Volume.
The DEA is estimating that the volume of shipments under this RFO is 500 shipments.

3-8.6. Storage-In-Transit (SIT).
TSPs are required by the DEA to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DEA is instructing the TSP that any shipment placed in SIT outside the 50-mile radius will be considered SIT at TSP’s convenience (HTOS 5-5.2). Under the HTOS, TSPs are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

3-8.7. Excess weight.
DEA will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

All excess weight collection actions are handled by DEA. The TSP is not to take any excess weight collection action and is not authorized to waive an overweight payment. Weights should be reported 100% accurately and not falsified to fit the employee’s entitlement.

TSP personnel at an employee’s residence should not initiate discussions with the employee regarding the weight of the employee’s household goods. If the employee initiates discussions with TSP personnel at an employee’s residence regarding the weight of the employee’s household goods, the only acceptable response is “the only way to determine the actual weight of your household goods is to have the moving van weighed once it is loaded with your household goods” and invite the employee to attend a weigh-in at either origin or destination. For billing purposes, two (2) sets of proper weight tickets are to be provided with excess weight shipments. The TSP is to notify the booking counselor via e-mail within two (2) days once the results of the first set of weight tickets have been obtained.

3-8.8 Shipment of Boats/Kayaks/Canoe.
The shipment of boats/kayaks/canoes requires advance approval. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. These items are to be identified during the pre-move survey and a written request for shipment approval are to be submitted to the booking counselor within two (2) days after the pre-move survey.

3-8.9. Packed By Owner.
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Highway Patrol/Law Enforcement Personnel who could place shipments on hold pending search, which will severely delay delivery. Once on-site TSP personnel encounter cartons marked “PBO” they must: open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-8.10. Shipment Tracking.
All TSPs offering rate offers for DEA shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

At the end of each rate offer cycle the TSP is required to submit a Claims Report showing all claims paid during that tender period on all DEA shipments. Contact the Transportation Management Unit Chief (FAPM) to receive an electronic template/copy of this report.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSP’s personnel must be fluent in English at origin and at destination. TSP’s personnel must have company issued identification and in presentable company issued uniforms when performing work.

TSPs submitting rate offers in accordance with Section 3-9, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.
Brookfield Global Relocation Services is the US Postal Service’s Move Management Provider; however, the US Postal Service has requested that the provisions of CHAMP apply for the relocation of their employees’ personal effects. As a result, only rate offers for General Transportation Services (G rates) will be accepted for USPDC. Rate offers for the provision of Move Management Services (MMS) (M rates) will not be accepted.

3-9.2. Weight Allowance.
1. USPDC is taking exception to the 2,000 pound allowance to cover packing materials as identified in §302-7.2 of the Federal Travel Regulations.
2. Most shipments for USPDC will be bound by the normal 18,000 pound maximum weight entitlement; however, for some employees, the USPDC will authorize up to 25,000 pounds. TSPs will be notified of those employees who have been authorized by USPDC to ship up to 25,000 pounds.

3-9.3. Weight Variance.
In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic and international USPDC shipments shall be subject to a 110% weight variance.

3-9.4. Released Valuation.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2 and 2-7.5.3., all domestic and international USPDC shipments shall be released at $10.00 times the net weight of the shipment in pounds with a maximum TSP liability of $180,000.00 applicable to both shipments in transit and SIT. For shipments authorized by the USPDC at a weight exceeding 18,000 pounds, the maximum TSP liability will remain at $180,000.00. There will be no additional cost to the USPDC for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-9.5. Excess Released Value.
3-9.5.1. Transportation.
In the event the employee declares a value greater than the base valuation of $10.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $10.00 times the net weight of the shipment or $180,000.00, whichever is less.

3-9.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $10.00 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $10.00 times the net weight of the shipment in pounds or $180,000.00, whichever is less.

3-9.6. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.
TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under USPDC. All domestic rate offers submitted for USPDC must be inclusive of all accessorials identified in Paragraph 3-9.7, below, and may not be billed as a separate charge(s).

3-9.7. Application of Rate Offers – DOMESTIC SHIPMENTS ONLY.
All DOMESTIC rate offers solicited for USPDC must incorporate the following accessorial services:
- ATC charges
- All long carry charges at origin and at destination
- All stair carries
- One-time elevator charges
- All charges associated with heavy or bulky items, to include pianos/organs
- All charges for shuttle service
- Crating up to $250.00 (any amount above this must have prior approval by the US Postal Service)
- All uncrating
- Extra labor, long carry and all charges associated with mini-storage
- All surcharges or security fees associated with the ocean portion of Alaska moves
- Cost of special motorcycle containers (Clip-Lok)
- All fees for reserving parking on streets or apartment buildings

The USPDC is estimating that the volume of shipments under this RFO is 1,300 shipments.

3-10. General Services Administration (GSA) – Domestic and International (GSADI)
TSPs submitting rate offers in accordance with Section 3-10, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.
3-10.1. Application.

While there is no guarantee of any shipments or any future action, GSA’s Employee Relocation Resource Center (ERRC) maintains a Memorandum of Agreement (MOA) with one or more MMS Providers submitting rate offers for GSADI. Shipments handled under any MOA would be for GSA’s own internal employee relocations for which GSA issues the Government Bill of Lading (GBL) or Commercial Bill of Lading. In addition, one or more Federal civilian agencies with lower shipment volumes may enter into a Memorandum of Understanding (MOU) with the ERRC to participate in any existing and/or resulting MOA between the ERRC and a MMS Provider under this GSADI. These lower volume agencies would typically have less than 50 shipments per year, and/or be agencies who request to use the ERRC’s MOA to “bridge over” until they can enter into their own MOA with a CHAMP MMS Provider. Any MMS Providers with which the ERRC might enter into a MOA with would be notified of any additional agencies allowed to use the services agreed to in a resulting MOA.

3-10.2. Provider – Move Management Services (MMS).

GSA is requesting rate offers for the provision of MMS (M rates) only for GSADI. Rate offers for General Transportation Services (G rates) will not be accepted.

3-10.3. Provider – Domestic and International.

TSPs submitting rate offers for GSADI must be approved for both GSA’s Domestic and International programs. TSPs must also have one or more rate offers submitted under both the Domestic and International programs. If a TSP has approval for both the Domestic and International programs under two separate Standard Carrier Alpha Codes (SCACs), they may submit rate offers under this GSADI as long as all other requirements of GSADI are met.

3-10.4. Prepayment Audit Requirements.

TSPs submitting rate offers for GSADI must have all Prepayment Audit requirements as identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook conducted by an independent, non-affiliated auditor that is either approved under GSA’s Financial and Business Solutions (FABS) Schedule 520, Special Item Number 520-10 or has been certified by GSA’s Audit Division (QMCA) to perform Prepayment Audit services. All costs associated with arranging for and the performance of Prepayment Audits by an independent, non-affiliated auditor as described above must be included in the submitting TSP’s rate offers.

3-10.5. Postpayment Audit Requirements.

TSPs submitting rate offers for GSADI must prepare and submit to QMCA all required documentation to satisfy the Postpayment Audit requirements identified in 41 CFR 102-118 and the U.S. Government Freight Transportation Handbook. Documentation must be submitted either electronically or via Compact Disk (CD). TSPs must also submit a completed summary Postpayment Audit Submission form as provided for in Attachment 1, Postpayment Audit Submission Form. All costs associated with the preparation and submission of the required Postpayment Audit documentation must be included in the submitting TSP’s rate offers.

3-10.6. Initiation of GSA Form 3080 (3080).

TSPs submitting rate offers for GSADI must initiate an electronic 3080 for all shipments moved under GSADI. Electronic 3080s must be initiated via the Transportation Management Services Solution (TMSS) system. In a July 11, 2013 email, TSPs were provided with three (3) options for initiating electronic 3080s along with formatting requirements. 3080s for shipments moving under GSADI must be initiated by either Option 1 – accessing the 3080 module via TMSS and entering the basic shipment information to include: required employee and Agency Move Coordinator (AMC) contact information, origin/destination of shipment, TSP SCAC, pick-up date, delivery date, Federal Agency Identification Code (FAIC), Bill of Lading number, and type of shipment (HHG, UAB or POV); or Option 2 - uploading the basic shipment information identified in Option 1 into TMSS in accordance with the formatting instructions provided in the July 11, 2013 email. 3080s for shipments moved under GSADI MAY NOT be submitted via Option 3 which allows for the uploading of the basic shipment information along with the employee and/or AMC ratings/responses. 3080s for GSADI will only be accepted when initiated via Option 1 and/or Option 2.

3-10.7. Participation in GSA’s Extended Storage Tender of Service (XTOS).

While not a requirement to submit a rate offer for GSADI, it is preferable that TSPs have one or more rate offers accepted under GSA’s current XTOS RFO.

3-10.8. Volume.

The GSADI is estimating that the volume of shipments under this RFO is 300 shipments.

3-11. Department Of Interior, National Park Service (NPS) Omaha, NE – Domestic and International (NPSNE)

TSPs submitting rate offers in accordance with Section 3-11, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-11.1. Application.

NPSNE applies to all domestic and international shipments for which the NPS office located in Omaha, NE issues the Government Bill of Lading and/or Commercial Bill of Lading. NPSNE is currently responsible for the relocation
requirements for the NPS’s Midwest, Southeast and Northeast Regions with the possibility of adding responsibility for additional regions in the future.

3-11.2. Released Valuation - Domestic.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.2, all domestic NPSNE shipments shall be released at $6.50 times the net weight of the shipment in pounds with a maximum TSP liability of $117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NPSNE for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-11.3. Excess Released Value - Domestic.
3-11.3.1. Transportation.
In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-11.3.2. Storage-in-Transit.
In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $6.50 times the net weight of the shipment in pounds or $117,000.00 whichever is less.

3-11.4. Released Valuation - International.
In lieu of the TSP liability at $6.00 as provided for in Section 2-7.5.3, all international NPSNE shipments shall be released at $8.50 times the net weight of the shipment in pounds with a maximum TSP liability of $153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NPSNE for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-11.5. Excess Released Value - International.
3-11.5.1. Transportation.
In the event the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

3-11.5.2. Storage-in-Transit.
In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation declared in excess of a shipment’s released value of $8.50 times the net weight of the shipment in pounds or $153,000.00, whichever is less.

In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic and international NPSNE shipments shall be subject to a 110% weight variance.

3-11.7. Provider – Domestic and International
NPSNE is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rate offers for General Transportation Services (G rates) will not be accepted.

3-11.8. Volume.
The NPSNE is estimating that the volume of shipments under this RFO is 200 to 300 shipments.

3-12. Department of State (DOS) – International (DOSDC)

3-12.1. General.
TSPs submitting rate offers in accordance with Section 3-12 may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1. The DOS will only accept corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. The selection of the origin agent (s) will be at the sole discretion of the corporate level management.

3-12.1.1. Shipment Reporting.
1. General: The DOS reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the provisions in this section. Reports must be submitted directly to the respective Originating Agency, Despatch Agency or office. The DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates.
2. Electronic Data Interface (EDI): A copy of EDI reporting requirements has been published and is available under Sections 10 and 11 of this RFO. As the DOS continues to improve our transportation software additional fields may be added or changes made to existing fields. TSPs will have the 30 days to adjust and pilot changes to EDI requirements. A supplemental reporting form for new TSPs and to be used in case of EDI failure can be found in exhibit 3 this form shall only be used by new TSPs pending EDI implementation or upon request by the booking office.
3. Pre-move Survey: A copy of the pre-move survey must be submitted to the booking counselor and
4. **Weights and Pieces:** All TSPs offering rate offers will be required to provide weights and pieces within three calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day the shipment is picked up.

5. **Inventories:** The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: “Employee Name, Inventory, Shipments Number”.

6. **Routing Details:** The TSP shall provide Routing details via EDI within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted by post. In cases where permission to ship requires an adjustment of the RDD, the TSP shall report a follow up date on their notice of missed RDD.

7. **Local Agents:** For all shipments, the TSP must provide their selected Agent to the booking counselor within 24 hours from the time the initial booking was received.

8. **Permission to Ship:** For US to Post shipments the TSP shall report via EDI requesting permission to ship or a follow up date of the destination GSO office no later than one day after pack end. Permission to ship shall be reported in the EDI file the day after destination GSO office grants it. The email granting permission to ship or the follow up date shall be forwarded to TTMContracts@state.gov and ALMArchive@State.gov. Failure of post to respond to a request to ship shall be reported after three business days to TTMContracts@state.gov and ALMArchive@State.gov.

9. **EDI Field 11, Arrival Date:** EDI field 11 is the ETA prior to delivery and it must remain a future date until the shipment has delivered. Reporting field 11 as a past date for a shipment that has not delivered is a false report and may be penalized.

10. **EDI Field 12, Available Date:** EDI field 12 is the available date, the date the TSP or agent has the shipment in their possession at destination and is prepared to deliver it. The arrival date shall not be reported as a past date without populating the available date field. Failure to report the available date may be grounds for a missed RDD.

11. **Foreign Flags:** The TSP shall report use of either US or Foreign Flag carrier via EDI per the procedures outlined in section 10 of the RFO (See 3-12.3 Fly America for additional information and requirements).

12. **Computer Software Requirement:** The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

### 3.12.1.2. Use of Agents

1. **Use of Domestic Agents:** If services are being performed within the Washington, DC Metro area (defined as the 50 miles radius of the Washington monument), the forwarder shall utilize one of the local Non-temp storage (NTS) pack and crate companies if the employee has a permanent storage shipment. This will minimize the number of companies in the employee’s residence. If there is no NTS shipment, or if the shipment is originating outside the Washington DC Metro area, the TSP may select an agent of their choosing.

2. **Use of International Agents:** TSPs may only use those designated agents abroad as defined under Section 9 of this RFO. The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.

3. **SCAC Code:** All TSPs used as agents in the United States must be registered with the Directory of Standard Multi-Modal Transportation Service Provider (NMFTA) and have an active Standard Carrier Alpha Code (SCAC). In addition TSPs must be registered and in good standing with the Better Business Bureau. Your packing company SCAC code must be unique to your organization and different from any of your affiliates.

### 3.12.1.3. Weight Variance

In lieu of the weight variance of 115%, as provided for in Section 2-7.12, all international HHE surface shipments shall be subject to a 110% weight variance. CNS, UAB and HHE Air shipments are not subject to the weight variance. Additionally, when a shipment is surveyed at above 1,000 lbs and the actual net weight is under 900 Lbs, the RTO must authorize the TSP in writing for the shipment to proceed to leave the warehouse or the TSP may only bill the actual weight of the shipment not the contract minimum of 1,000 Lbs.

### 3.12.1.4. Storage in Transit (SIT) Charges

Where storage and warehouse handling charges apply, based on location of the warehouse where SIT service is provided, SIT rates utilized are those of the destination point shown again on the Government Bill of Lading (GBL)
rather than the actual point of storage.

The percentage (%) cited in the submitting TSP’s rate offer for the surface HHG represents a single-factor rate, based on the Base-Line Rates specified in Section 2-7.2.2.6, per 100 pounds net weight including full replacement value TSP liability as defined in Section 3-12.7 and HTOS, Section 9. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. The minimum weight is 1,000 pounds. Household effects (HHE) and Layette shipments that the RTO orders be sent by air should be billed at the filed rate for UAB. UAB guidelines concerning RDDs, minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

3-12.2.1. Services included in rate offer.
1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Residence Delivery for HHE, CNS and UAB including unpacking and removal of debris on the day of delivery. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All lift vans must be of new wood and in compliance with the ISPM#15 Standard.
2. Servicing of appliances, to include front load washing machines.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Hoisting or lowering of an article.
6. Elevator, stair and excessive or long distance (origin/destination) carry, piano/organ carry and/or heavy or bulky item (to include piano/organ) charge. Elevator carry also referred to as inside lift. An elevator or lift is defined as part of the permanent structure of the building.
7. Ferry, tunnel and bridge charges/tolls.
8. All fees for reserving parking on streets or apartment buildings.
9. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rate offers. This includes all charges associated with pickup/delivery and warehouse related charges. SIT at origin for POVs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance. SIT for POVs will not be authorized for employee convenience. The filed rates are also inclusive for first 30 Days of POV SIT and all associated POV SIT charges at origin when shipments are held pending post permission to ship. POV SIT shall be billed as a pass-through charge.
10. All rate offers solicited for the DOSDC must incorporate the following accessorial services:
   a. ATC Charges.
   b. All charges for shuttle service.
   c. Crating up to $250 (any amount above this must be approved by the DOS). Regardless of the actual cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading; all uncrating shall be done at destination residence as identified on the Bill of Lading. (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)
   d. Only the standard charge (HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from mini-storage facilities must be included.
   e. Cost of special motorcycle container/crate.
   f. Bunker, War and Security Surcharges including 10-2 Rule Fees.
   g. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier.
   h. All sea and air fuel surcharges.
   i. All cost and labor associated with television carton or box (LCD, LED, and Plasma Televisions) regardless of size. TSPs may utilize the owner’s previously used shipping container, if available and serviceable.
   j. Demurrage resulting from the packers discretionary consolidation of HHE and POV shipments.
   k. All taxes including Value Added Tax (VAT).
   l. For shipments to Brazil and Venezuela only, rate offers must include all demurrage and or port changes charges.
   m. The customer or their designated representative will be allowed a one-time access at the origin warehouse to their effects at no additional charge.
11. All land, water, and air transportation, EXCEPT 3-12.2.2. below:
3-12.2.2. Services excluded from rate offer that require pre-approval for payment.

1. International Accessorial Service Rules for Labor Charges. Shipments originated from the United States to destinations abroad may not exceed 120% of the charges as identified in Section 12.7 of the HTOS. Waivers may be considered only under extraordinary circumstances and if submitted at least 3 work days prior to the pickup date.

2. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable customs documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 12.17, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.

3. Any Government or public authority ordered charges for inspection, disinfections, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.

4. Servicing of articles requiring services of third parties.

5. Port congestion surcharges

6. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

3-12.2.3. Services Not Authorized.

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

3-12.3. Fly America.

The Fly America Act of 1974 (49 U.S.C. 40118) mandates the use of U.S air carriers for passenger and cargo air transportation funded by the government. However, exceptions are sometimes given for foreign airlines transporting government-funded cargo, if it is consistent with the goals for international aviation policy stated in section 40401(e) and is provided under a bilateral or multilateral air transportation agreement. The language below speaks only to the transport of cargo by the Department of State as the HTOS and RFO do not cover passenger travel.

3-12.3.1. Air Transport Agreements.

Air transport agreements establish the basis for airlines of the countries involved to provide international air services for passengers, cargo, and mail. Open-Skies Agreements are a subset of air transport agreements that minimize government involvement in airline decision making about routes, capacity and pricing, and create a procompetitive operating environment for transportation services between the United States and foreign countries. Most air transport agreements do not address the Fly America Act. As of August 2014, five Open-Skies agreements include provisions that allow foreign carriers to compete to provide government-funded transportation (referred to as preference) for contracted cargo traffic.

3-12.3.2. Cargo Preferences in Air Transport Agreements.

The provisions for cargo preferences are unique to each agreement, as are the air transport rights for carriers covered by those agreements. The list below specifies current readings for all-cargo operations for each country with cargo preferences. This will give you a clear answer as to which countries’ carriers are granted the right to carry cargo and/or passengers from the United States to their own country, and which countries’ carriers have been granted the right to carry cargo and/or passengers to a third country. These rights apply to government-funded transport on both scheduled commercial and charter operations.

   - Saudi Arabian carriers have the right to compete for transport cargo on flights only between the United States and Saudi Arabia.

   - Cargo: Australian carriers have the right to compete for transport of cargo between points in the United States and points in Australia, and between Australia and any points outside the United States.

   - Cargo: Swiss carriers have the right to compete for transport of cargo between points in the United States and points in Switzerland, and between Switzerland and any other point.
4. United States Japan Memorandum of Understanding signed October 2010: Part XI
   o Cargo: Japanese carriers have the right to compete for transport of cargo between point in the United States and points in Japan, and between Japan and any other point.


Any air carrier that has received its Air Operator’s Certificate (AOC) from an EU Member State, Iceland, or Norway is covered by this agreement.
   o Cargo: Carriers of the EU, Iceland, and Norway have the right to compete for cargo operations between the United States and any other point, whether in the EU or elsewhere.

3.12.3.3. Other Situations.
U.S. carriers often reach code-share or blocked-space arrangements with foreign carriers. In such situations, U.S. government-procured cargo may be transported by that foreign carrier, provided that the contracting is conducted with the U.S. partner.

Use of carriers that fall under a bilateral or multilateral air transport agreement which the Department of Transportation has determined meets the requirements of the Fly America Act do not require an approved foreign flag waiver signed off by the Department of State. Use of any other foreign flag carrier that does not fall under a bilateral or multilateral air transport agreement will still require a foreign flag waiver. PRIOR authorization for use of a foreign-flag aircraft must be provided by the booking office making the shipment by means of a Justification Certificate Requests for permission to use a foreign flag carrier. Requests for permission to use a Foreign Flag carrier shall be made to RTO on the form “Request for Approval of Use of a Foreign Flag Carrier” (See Appendix C).

Use of a foreign flag carrier not covered by a U.S. Government bilateral or multilateral air transport agreement may be granted for one or more of the following circumstances:

1. no U.S. flag air carrier can provide the specific air transportation needed;
2. no U.S. flag air carrier can accomplish the agency’s mission;
3. no U.S. flag air carrier can meet the time requirements in cases of emergency;
4. there is a lack of or inadequate U.S. flag air carrier aircraft; or
5. to avoid an unreasonable risk to safety when using a U.S. flag air carrier.

TSPs must request a foreign Flag waiver within three (3) days after receipt of freight via e-mail to the booking office. Excessive requests of foreign flag waivers not deemed necessary for any service lanes may result in the TSP’s removal from that lane for the duration of the RFO for DOSDC. Failure to file Foreign Flag Waiver when a Foreign Flag carrier requiring a waiver is used may result in immediate removal of the TSP.

3-12.4. Transit Times on International Shipments for HHE, CNS and Privately Owned Vehicles (POV).
In lieu of the transit times identified in Section 10 of the HTOS, the following criteria shall be used for determining international Required Delivery Dates (RDD) on the DOS shipments to and from the United States and foreign countries:

3-12.4.1. Transit Times on International Shipments for UAB and HHE by Air.
RDD for UAB and HHE by air shipments is 18 Days. In Iraq only, the RDD by air is 25 days.

3-12.4.2. Transit Times on International Shipments.
Required delivery dates for shipments going between international locations are specified in the chart in Section 3-12.5. These RDDs will be adjusted as historical data becomes available to validate transit times.

Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of HTOS 8.4.1)
A late delivery reduction of $100.00 per day will be payable to the Federal agency paying the transportation charges, for each calendar day or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 3-12.5 of the RFO, subject to the following items:

1. When the Government and the participant mutually agree to a transit time longer than the transit time as shown in this HTOS, the penalty will begin on the day after the agreed date.
2. When the Government and the participant mutually agree to a transit time chart other than the chart in this HTOS, the penalty will begin on the day after the agreed date;
3. When a shipment consigned to SIT at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery.

4. This item will apply only for shipments which: (a) weigh or are rated at 1000 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year; OR. (b) weigh or are rated at 1500 pounds or more that are picked up during the period from May 15 through September 30 of each year.

5. This item will not apply if delay is caused by reasons beyond the participant's control, described as "Impractical Operation" in the participant’s governing Government Rate Tender.

6. This item will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction.

7. This item will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20) percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow).

8. This item will apply when re-consignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination.

9. The total reimbursement shall not exceed an amount equal to total charges for the shipment, excluding SIT.

10. This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the participant.

3-12.4.3. Calculating Transit Times.

Transit times will be calculated from the last day of pick up until the shipment is available for delivery. See country and RDD Chart in Section 3-12.5 for transit times. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. The request to forward shipment to post must be made within three business days after pack out is completed, the TSP shall copy ALMArchive@state.gov on the request to ship.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office and A/LMArchive@State.gov. The GBL issuing office may specify a group email for notifications or waive this requirement. Missed RDD reports shall include the shipment number and "Missed RDD Report" in the subject line. Contact the DOS Tender Administrator for a copy of the Missed RDD Form. TSPs shall be notified via email by the GBL issuing office of missed RDDs and they will have 14 days from transmission of the notice to apply for exceptions to the RDD. A report will be provided to all ITGBL providers listing total shipments completed within the calendar year and RDD statistics. Forwarders will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report. Failure to respond in a timely fashion may alone be grounds to apply the missed RDD reduction (HTOS 8.4.1). In cases where 8.4.1 applies, payment shall be made within 30 days of notice. Failure to meet the RDD resulting from the TSPs discretionary consolidation of HHE and POV will not be considered an acceptable exception to the RDD.

3-12.5. Transit Times on International Shipments for surface HHE, CNS and POV.

In lieu of the transit times identified in Section 10 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on the DOS shipments to and from the United States and foreign countries:

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3-12.6. Application of International Rate Offers for Specific Cities within Countries.

TSPs submitting rate offers should file in accordance with Section 5-3.1.1. International Country Codes. To be considered for the DOS shipments, TSPs must file desired destinations in countries split by destination. Rate offers filed for destinations will be considered only for those destinations and “All Other Points” will apply to “All Other Points” in a country and not to split destinations. For instance, if the TSP files only “South Africa – All Other Points,” the rate offers will be for South Africa – All Other Points. The TSP must file rate offers for Cape Town, Durban, Johannesburg, and Pretoria to be considered for those destinations. The following is a list of all countries that require rate offers to be broken down into cities:

- Afghanistan
- Australia
- Brazil
- China
- Iraq
- Mexico
- Northern Mariana Islands
- Russia
- South Africa
- United Kingdom

3-12.7. Released Valuation –International.

3-12.7.1. Transportation.

In lieu of the TSP liability at $6.00 as provided for in the RFO Sections 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, at a base value of $8.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-12.8. Excess Released Value.

3-12.8.1. Transportation.

In the event the employee declares a value greater than the base valuation of $8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation.
declared in excess of shipments released value of $8.50 times the weight. To seek a greater value the employee is to contact the TSP and seek a quote and make full payment to the TSP. A copy of the added policy and certification that payment was collected must be provided by the TSP to the DOS counselor prior to having the GBL issued. The counselor will issue the GBL with the additional valuation.

3-12.8.2. Storage-in-Transit.

In the event that the employee declares a value greater than $8.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $8.50 per pound released.


The DOS is estimating that the volume of shipments under this RFO is 10,100 shipments.

3-12.10. Sub-Forwarding.

TSPs accepted under DOSDC shall not sub-forward for any other TSPs accepted under DOSDC. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDC may choose to work with other business partners so long as they are not doing business with DOS under DOSDC. In all cases, the TSP to whom we issue the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for DOS counselors.

3-12.11. Instructions for Lift Vans to be used for shipment of Household Effects.

Containers/Lift Vans to be used for a surface shipment of household effects must be new soundly constructed of ¾ inch plywood, lined with a waterproof barrier, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipments. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The DOS will not accept containers constructed of Oriented Strand Board (OSB). The dimensions of a standard container/lift van are 87 x 47 x 87 inches. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Sealing Lift Vans at residence

In lieu of sealing requirements in HTOS 5.3.8 the following provision applies. Lift vans shall be nailed shut and sealed at origin residence. Four (4) serial numbered tamper evident self voiding un-reseal-able seals are required for each household goods lift van. These seals will secure both ends by overlapping two seals on each side to the ends of door panels about 1/3 the distance from the top and bottom of the container and one each from the top and bottom panels to the ends of doors of the lift van. Seal numbers shall be recorded on the inventory, either beside the container number or annotated by individual container number on the last page of the inventory. The employee or his or her representative will initial on the last page of the inventory attesting to the correct seal numbers listed on the inventory.

Lining and Banding of All Shipping Containers

Steel tension banding shall be applied prior to containerization but does not have to be applied at the residence.

A. Steel tension banding shall be applied prior to containerization but does not have to be applied at the origin residence.

B. The interior of all containers or lift vans shall be lined with polyethylene with minimum thickness of .004 inch. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. The floor of the container must be lined with similar waterproof material. Any other type of waterproof material barrier must have prior approval of the DOS before use.

C. Steel tension banding shall be applied tight and secure to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/8 inch) in width by .089 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by .0889 centimeters thick (.035 inch) shall be used.

D. Containers 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the container. Containers over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the container, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie
blocks, or braces are to be used under tension banding when necessary to insure stability or to bridge unsupported spans.

3-12.12. Preparation of Unaccompanied Air Baggage (UAB) for Shipment.

A. All articles shall be packed into a shipping container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.

B. All cartons, boxes, wrapping and cushioning materials, and shipping containers used by the contractor in the performance of services under this contract shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.

C. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cube (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is ½ inch.

D. UAB containers come in 3 sizes 5, 10 and 15 cube cartons. The dimensions of the cartons are:

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<tr>
<td>5</td>
<td>CUBE</td>
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<td>CUBE</td>
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<td>CUBE</td>
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The carton dimensions will vary no more than two inches per side (length/width/height) due to the overwrap material and small manufacturing variance in the cardboard, in no case shall the internal dimensions exceed 15 cube feet except for written authorization for unusual circumstances.

E. Packed items of air freight may not exceed the following weights of 90.90 kilograms or 200 pounds per carton.

F. If there are articles that are too large to fit into the standard containers, the contractor must first notify the Transportation Advisory Section to determine if those items are allowable.

G. The maximum weight of any packed container shall not exceed 90.72 Kilograms gross weight (200 pounds) without prior approval of the authorizing Government Agency.

H. All packed baggage must be completely wrapped in a reinforced kraft-asphalt-kraft waterproof material prior to banding.

I. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases.

J. TSA requires a minimum of 4 heavy duty metal bands or break resistant plastic banding applied to all air shipments. The shipment must be banded on all sides for each piece: two (2) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Government Agency. The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage.

K. D containers are not to be used.

3-12.13. Billing through Department of State.

US Bank Freight Participation:

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment’s fee for
this service is currently 1.33% of the invoice price, which is paid by the TSP. The 1.33% service fee is tied to the Wall Street Journal Prime Rate.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the Transportation Analysis Section at TTM_Analysis@state.gov and the A/LM ARCHIVE at A/LMARCHIVE@STATE.GOV within one week of receipt of this RFO. The Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be “US Bank Freight Payment Registration” and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP will be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a “trading partner” relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

NOTE: The DOS’s system will only accept one Invoice per Work Order Number. Once an invoice has moved to the “Approval Final”, “Payment Initiated” or “Payment Settled” status in US Bank Freight Payment, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another “invoice.” E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counselor of the shipment being overweight. A status report should also be sent in at this time. If the rate offer is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. Under NO circumstances are you authorized to waive an overweight payment. The TSP shall report Weights shall be 100% accurately and not modified to fit the employee’s entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

3-12.15. Shipment of Boats, Kayaks or Canoes.
The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

3-12.16. Packed By Owner.
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed
by carrier.

3-12.17. Non-acceptance of locked gun cabinets and other similar items.
TSPs shall ensure that packing lists do not include any items listed as “locked gun safe” or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

3-12.18. Shipment Tracking.
All TSPs offering rate offers for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSP personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

3-12.21. Pickup and Delivery Hours.
Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder(s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out. Packout dates will be set when the shipment is assigned. TSPs shall not arrange a date change with the employee. Date changes must be initiated by the booking office. If an employee requests a date change, refer them to their DOS counselor.

3-12.22. Multiple Tender Numbers.
A TSP shall not submit multiple tender numbers when submitting rate offers for the same type/mode of international or domestic moves. Only one tender number shall be submitted for Domestic Code D shipments, one tender number for Domestic Code C shipments and one tender number for International shipments. Submission of multiple tender numbers could result in the DOS selecting only one or not selecting any at all.

3-12.23. Shipment Consolidations.
Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

When available and effective, TSPs must electronically file Customs Clearance documents. Waivers for Customs delays will not be granted where TSPs have failed to make use of the most effective clearance vehicle possible.

3-12.25. Additional TSP Responsibilities.
The (ITGBL Freight Forwarder's) TSP’s vehicle MUST be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

3-12.26. GSA Form 3080 Household Goods Carrier Evaluation Report:
TSPs will initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP Shipment. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on “Initiate.” When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 0190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA’s electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov. Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.

3-12.27. Forms required for the exportation of POV.
Exhibit 1 List of Forms
Exhibit 2 Power of attorney format
Exhibit 3 Supplemental Reporting form (from 3-4.1.1)
Exhibit 4 Reporting locations
3-12.28. Forms required for the importation of Personal Effects including POVs.

With the exception of the II RC-159, the following documents must be provided to the TSP by the traveler prior to pickup of the HHG or POV for US importation. Do not request the SSN in association with any form. If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles (All) Dated 10-2009
Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation (POV Only) Dated 5-2006
Exhibit 7 EPA 3520-1 Air Pollution Compliance (POV Only) Dated 9-2009
Exhibit 8 II RC-159 Treasury Department Supplemental Declaration (All) See 3-4.9.4

3-12.29. Mold Mitigation.

TSPs are expected to mitigate mold from occurring in all personal property shipments. Should mold occur, the TSP is responsible for all costs associated with the clean-up and/or removal of the mold. In accordance with Section 9.1.3.2.1 of the Household Goods Tender of Service, the maximum TSP liability for a lost, destroyed or damaged POV is the current value of the vehicle based on the National Automobile Dealers Association (in the month of landing converted to local currency) plus the cost of rental of a comparable vehicle for the period of time during which the vehicle is unavailable for employee use. However, the liability for the cost of rental shall not exceed the current value of the vehicle. The quality of repair, cleaning or replacement must equal or exceed the standards applied in the CONUS. The maximum TSP liability to replace or repair lost, destroyed, or damaged personal property, other than a POV, is $8.50 times the net weight of shipment in pounds according to Section 3-12.7 of this RFO.


Refer to Sections 9, 10, 11 and 12 of this RFO for additional information and requirements for DOSDC.

3-13. Department of State (DOS) – Domestic (DOSDD)


TSPs submitting rate offers in accordance with Section 3-13, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1. It is expected that 95% of all domestic shipments under DOSDD will be delivered to the DOS storage facility in Hagerstown, MD for NTS.

3-13.2. Released Valuation.

In lieu of the TSP liability at $6.00 as provided for in the Section 2-7.5.2 the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, shipments being released at a base value of $6.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-13.3. Excess Released Value.

3-13.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of $6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of $0.85 per $100 will apply on that portion of the valuation declared in excess of shipments released value of $6.50 times the weight.

3-13.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than $6.50 times the net weight of the shipment in pounds, a storage liability charge of $0.18 per $100 will apply on that portion of the valuation in excess of $6.50 per pound released.

3-13.4. Non-Application of Origin Service Charges (OSC) and Destination Service Charges (DSC) – Domestic Shipments Only.

TSPs MAY NOT charge a OSC or a DSC (Items 135A and 135B of the GSA500A Tariff) when billing for a domestic shipment moved under DOSDD. All domestic rate offers submitted for DOSDD must be inclusive of all accessorials identified in Paragraph 3-13.5, below, and may not be billed as a separate charge(s).

3-13.5. Application of Rate Offers.

All domestic rate offers solicited for the DOSDD must incorporate the following accessorial services:

a. ATC Charges
b. All long carry charges at origin
c. All long carry charges at destination
d. All stair carries
e. Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building.
f. All charges associated with heavy or bulky items, to include piano/organ.
g. All charges for shuttle service.
h. All fees for reserving parking on streets or apartment buildings.
i. Crating up to $250 (any amount above this must be approved by the DOS). Regardless of the actual
cubic feet of the crate provided, compensation for internal crates will not exceed 3 inches beyond any single dimension (length, width or height) of the item being crated. All crating shall be done at the origin residence as identified on the Bill of Lading, all uncrating shall be done at destination residence as identified on the Bill of Lading.  (See Section 12 of this RFO for 14 FAM Exhibit 611.6 Limitations)

j. All uncrating

k. Only the standard charge ( HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from Mini Storage facilities must be included

l. Cost of special motorcycle container (Clip-Lok)

m. All Surcharges or Security fees associated with ocean portion of Alaska Moves

n. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier

All inclusive final billing (excluding fuel) must not exceed the TMSS filed rate offer.

3-13.6. Services Not Authorized

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.


Unless specifically approved in writing by the DOS at least 3 work days prior to the pickup date, charges for extra labor by the CHAMP approved TSP or by a 3rd party service provider, cannot exceed the discounted pricing identified in Item 120 of the GSA500A. Waivers may be considered only under extraordinary circumstances.


The DOS is estimating that the volume of shipments under this RFO is 3,000 shipments.


International Transfers may have a domestic component. Where there is a domestic component of an international move forwarders shall have the ability to work with a single Van Line per cycle. The van line selected by TSP for the contract cycle must have DOS non-alternating rate offers on file in TMSS. Associated van lines with rates that are not cost effective may be grounds for non-use. The TSP and their affiliated Van Line for the current contract cycle shall have non-alternating rates available in TMSS for all 48 contiguous states as origin and or destinations in order to participate in the domestic or international TOS. For example, if a TSP has filed rate offers to Spain they shall have rate offers on file to and from Spain for all for all locations in the 48 contiguous states as origins and destinations. The majority of the domestic van line shipments affiliated with international moves originating outside of the DC area will go to our DOS Hagerstown storage facility.

3-13.10. Sub-Forwarding.

TSPs accepted under DOSDD shall not sub-forward for any other TSPs accepted under DOSDD. Neither shall they tender for sub-forwarding to any other TSP doing business with the DOS. TSPs filing rate offers under DOSDD may choose to work with other business partners so long as they are not doing business with the DOS under this DOSDD. In all cases, the TSP to whom we issue the move and the work order will be responsible for all aspects of the move. The TSP shall be the primary POC for DOS customers and for our DOS counselors.


TSPs are required by the DOS to bill all SIT charges based on the destination listed on the Bill of Lading, not the actual SIT location. Any shipment placed in SIT outside the 50-mile radius shall be considered SIT at TSP’s convenience (HTOS 5.5.2) unless the issuing office authorized in writing SIT over 50-miles from the destination listed on the Bill of Lading.


US Bank Freight Participation:

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment’s fee for this service is currently 1.33% of the invoice price, which is paid by the TSP. The 1.33% service fee is tied to the Wall Street Journal Prime Rate.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact the Transportation Analysis Section at TTM_Analysis@state.gov and the A/LM ARCHIVE at A/LMARChIVE@STATE.GOV within one week of receipt of this RFO. The Analysis Section will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be “US Bank Freight Payment Registration” and include the tender number(s) you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, the TSP with be provided with a contract to sign and return to DOS (no more than two weeks after receipt of the contract). Once the contract is received, US Bank
Freight Payment will establish a “trading partner” relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER or if a new or different SCAC will be utilized, they must contact DOS and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents must be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER). Invoice numbers must not contain a comma, colon, semi-colon, apostrophe, parenthesis, nor any coded data.

**NOTE:** The DOS’s system will only accept one (1) Invoice per Work Order Number. Once an invoice has moved to the “Approval Final”, “Payment Initiated” or “Payment Settled” status in US Bank Freight Payment, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another “invoice.” E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the **ACTUAL PICK-UP DATE** in the Notice Status field in US Bank Freight Payment.

**3-13.13. Excess weight charges.**
The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counselor of the shipment being overweight. A status report should also be sent in at this time. If the rate offer is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate offer from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** The TSP shall report Weights shall be 100% accurately and not modified to fit the employee’s entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

**3-13.14. Shipment of Boats, Kayaks or Canoes.**
The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

**3-13.15. Packed By Owner.**
TSPs must ensure that packing lists do not include any items listed as “packed by owner (PBO)” or “contents unknown.” Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

**3-13.16. Non-acceptance of locked gun cabinets and other similar items.**
TSPs shall ensure that packing lists do not include any items listed as “locked gun safe” or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s). **3-13.17. Shipment Tracking.**
All TSPs offering rate offers for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

**3-13.18. Claims Report.**
At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.
All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSP personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

3-13.20. Pickup and Delivery Hours.
Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder(s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out.

A TSP shall not submit multiple tender numbers when submitting rate offers for the same type/mode of domestic or international moves. Only one tender number shall be submitted for Domestic Code D shipments, one tender number for Domestic Code C shipments and one tender number for International shipments. Submission of multiple tender numbers could result in the DOS selecting only one or not selecting any at all.

Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in this RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorail expense.

The (ITGBL Freight Forwarder’s) TSP’s vehicle MUST be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: “Employee Name, Inventory, Shipment Number”.

All TSPs accepting shipments under DOSDD shall submit weekly updates of shipments in progress. Reports shall be submitted to TTMCNtracts@State.gov no later than 9:00 am Eastern Time each Monday covering undelivered shipments to date. Reports shall be in Excel format and comprised of the following fields: Customer Name, Broker, Origin City, Origin State, Destination City, Destination State, Load Date, Delivery Date, Estimated Weight, Miles.

3-13.26. GSA Form 3080 Household Goods Carrier Evaluation Report:
TSPs will initiate the 3080 via the electronic 3080 module in GSA’s Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on “Initiate.” When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 0190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 0190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA’s electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov. Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler’s Social Security Number.

3-13.27. Forms required for the exportation of POV.
Exhibit 1 List of Forms
Exhibit 2 Power of attorney format
Exhibit 3 Supplemental Reporting form (from 3-4.1.1)
Exhibit 4 Reporting locations

3-13.28. Forms required for the importation of Personal Effects including POVs.
WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. Do not request the SSN in association with any form. If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles (All) Dated 10-2009
3-13.29. Computer Software Requirement:
The DOS has developed an Automated Accessorial Program (paperless) to improve the efficiency of receipt, review, and processing of TSP accessorial requests. All TSPs must have Microsoft Office 2010 software to be in compliance with this requirement.

3-13.30. Rugs/Carpets destined to permanent storage:
All rugs and carpets destined to permanent storage shall be moth flaked, rolled, and wrapped in kraft paper, without folding, at the residence. Rugs which are 2.75 meters by 3.65 meters (9 FT X 12 FT) or larger must be identified on the inventory by color and size. The TSP shall be held responsible for all costs associated with additional services resulting from incorrect servicing of all rugs and carpets.

Refer to Section 12 of this RFO for additional information and requirements for DOSDD.

3-14. Department of State (DOS) – Hagerstown, MD (DOSHW)

The DOS maintains a warehouse at the United States Logistics Center - Hagerstown, Maryland. In this warehouse are shipments of household goods effects that at some point in the past have been placed there in a permanent and/or extended storage status. Rate offers submitted in accordance with Section 3-14 are for the door-to-door delivery of these shipments to their final destination at an international location in accordance with the instructions provided on the government issued Bill of Lading. Shipments may be crated or loose. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

3-14.2. Application.
Except for the exceptions and additions noted elsewhere in this Section 3-14, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSHW.

3-14.3. Volume.
Between May 1, 2015 and April 30, 2016, there were approximately 163 shipments with an average weight of 2,900 pounds. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from the selected TSPs.

3-14.4. Rate Offers.
Rate offers will only be accepted for shipments originating from the Hagerstown, MD warehouse (Service Area MD00) to all international locations. Rate offers will not be accepted for shipments from the international locations back to the Hagerstown, MD warehouse. Rate offers will also not be accepted for Category 1, 2, or 3 vehicles or UAB. TSPs should zero fill these positions when submitting rate offers for DOSHW.

3-14.5. Department of State, Hagerstown Warehouse Responsibilities.
Upon receipt of notification from the TSP that they accept an offered shipment, the designated Hagerstown Staff member will arrange to have the offered household goods effects staged and available within 48 hours of notification/acceptance from the selected TSP. For partial storage removals, the Hagerstown staff will be afforded ample time to communicate storage removal actions with the owner of the household goods effects. This is contingent on the owner’s actions and timeliness. Upon completion, the designated Hagerstown staff member will notify the Operations staff and TSP that the household goods effects are available for pickup. Prior to the pack/pickup date, Hagerstown will notify the TSP of weights and pieces to be removed and any unusual items requiring special attention. TSPs will be provided with existing inventories on all shipments moving under DOSHW.

3-14.6. TSP Responsibilities.
Upon receipt of the Allocation worksheet, the TSP shall contact the designated Hagerstown Staff member within 24 hours of receipt to obtain shipment availability. The TSP is required to load the shipment from the USLC-Hagerstown within 3 business days (5 days during peak season) of issuance of Bill of Lading. Multiple shipments can be scheduled for loading on the same truck to maximize resources. The TSP is required to pack all liftvans on site at the Hagerstown warehouse. TSPs must then deliver the household goods effects back to its agent’s warehouse for preparation and shipment to its final destination in accordance with all DOSDC and DOSHW guidelines. The TSP will be self-supporting in all aspects of their operations. The TSP shall furnish all equipment, materials and tools needed to pack and transport the shipment. The TSP can be charged for use of government resources. All debris generated by the TSP must be removed by the TSP. The TSP will ensure that brand new ISPM#15 standard crates (as defined in DOSDC) are used for all export shipments to post. The TSP shall affix four (4) seals according to the standards laid out above in DOSDC to lift vans...
loaded at the Hagerstown warehouse. The TSP shall band lift vans prior to containerization but banding is not required prior to departing the Hagerstown warehouse. The date that the shipment is reported by Hagerstown as available is the pack date to be used to compute the Required (RDD) Delivery Date. As previously noted, existing inventories are provided by USLC Hagerstown staff. TSPs who reinventory must cross-reference to the storage inventory provided by the USLC Hagerstown staff. All work at the Hagerstown warehouse facility must be completed during operating hours and the TSP must leave the premises prior to the warehouse closing at 4:00 PM.

3-14.7. Claims.
In lieu of the TSP liability at $6.00 as identified in 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, at a base value of $8.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value. Please note that the TSP retains the option for reviewing the inventory and repacking to certify any questionable items provided the TSP honors the terms of 3-14.6.; TSPs must bring the required materials needed, complete work by 4:00 PM and remove any debris generated by the repacking. Failure to certify the inventory will not be accepted as a reason to deny a claim.

3-15. Department of State (DOS) – Surface Air Pilot DOSSA

The DOS ITGBL program has historically been unable to meet the maximum 75 day transit to post with conventional ITGBL shipments. DOSSA is intended to expand the scope to recognize that in some cases a portion of the shipment may have to move by air to make a 75 day transit time. Under DOSSA, in all cases the final leg to post must move by air. Rate offers submitted in accordance with Section 3-15 are for the door-to-door delivery of shipments to their final destination at an international location in accordance with the instructions provided on the Government issued Bill of Lading. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

Except for the exceptions and additions noted elsewhere in this Section 3-15, all provisions of DOSDC as identified in section 3-12 of this RFO also apply to DOSSA.

3-15.3. Volume.
The DOS will implement the pilot at the post below and the count and gross weights for shipments for period May 1, 2016 through August 12, 2106 are included below. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from any selected TSPs.

<table>
<thead>
<tr>
<th>Post</th>
<th>Type</th>
<th>Count</th>
<th>Avg-Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinshasa</td>
<td>HHE</td>
<td>7</td>
<td>3,634</td>
</tr>
</tbody>
</table>

3-15.4. Rate Offers.
When submitting the Single-Factor Rate Offer for transportation, the Single-Factor Rate Offer must include the charges related to all modes of transportation used to get the shipment to its final destination. Rate offers will only be accepted for shipments originating from Washington, DC, Maryland and Virginia (rate filing codes DC00, MD00 and VA00) and all international locations. When submitting rate offers, the Destination Code of 2910 must be used; however, rate offers accepted under DOSSA will apply only to the post of Kinshasa and not the entire country of Democratic Republic of the Congo. DOS may request OTO rate offers from other areas of the United States for the period of the pilot.

3-15.5. Performance of Services.
The TSP shall make routing decisions to ensure a door-to-door transit of no more than 75 days. The TSP may route the first leg of the shipment by either air or surface as required to support the RDD. The final leg to Kinshasa must be by air.
THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE POV:

1. The front and back copy of the title OR a certificate of origin
   (Forwarder will have a copy of the CFR 192.2 should U.S. Customs ask for the original title. Electronic copies of the title are not acceptable)

2. The original lien release (if the title shows a financial institution)

3. If the name on the title or lien is different than the name on the GBL, attach a copy of the marriage certificate.

4. The Government Bill of Lading (GBL)

5. A copy of the passport

6. A copy of the applicable travel authorization or travel order

7. Two copies of a power of attorney; (use the generic power of attorney form attached)

8. A copy of a valid driver’s license

9. A completed Form JF 49 (State Department form) prepared by the employee. This form contains the required information on POV and pickup location)

**Note to Transportation Counselor and Employee:** All documents must be in the possession of the freight forwarder at least ten (10) calendar days prior to the pickup date

**Note to Forwarder:** If ALL documents are not received from the employee at least 10 calendar days prior to the pickup date, immediately notify the counselor and Operations Management at Transportationquery@state.gov that the POV pickup must be cancelled.

The employee will provide all of the POV documents to the forwarder except for the JF 49. The employee will provide the JF 49 to the Transportation Counselor

**Note to Forwarder:** Forwarder is required to brief the employee before pickup that at time of pickup the POV may not have more than ¼ tank of gas, no personal items, no after-market additions (i.e. ski / bike racks); you or anyone acting on your behalf will sign off on a condition report and accept a set of keys.
Exhibit 2

LIMITED POWER OF ATTORNEY

FOR

EXPORT/IMPORT OF PERSONAL EFFECTS AND VEHICLES

DATE____________________

Applies to:
POV _____ Initial
Personal Effects _____ Initial

I hereby name and appoint ___________________________ (Type or Print Name) of ___________________________ to be my lawful attorney-in-fact to act on my behalf to conduct all transactions necessary with the U.S. Customs Service in the proper exportation or importation of the below stated personal vehicle or Household Effects which are described as

____________________________________________________________________ Year

Make    Model    Color    Body    ___________________________ ____ Vehicle Identification Number (VIN) Title Number

OR

____________________________________________________________________ ____ Household Effects description

and to do all things necessary to ensure compliance with all requirements pursuant to section 192 of the Customs Regulations.

____________________________________________________ Signature of Owner Owner’s Name- Type or Print

____________________________________________________ Signature of Co-Owner Co-Owner’s Name - Type or Print

____________________________________________________ Home Address of Owner City/State/Country Zip Code

Pursuant to the Customs regulation CFR 19 Part 111.29(b), if you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes, or other debts owed to Customs) in the event the charges are not paid by the broker. Therefore, if you make payment by check, Customs charges may be paid with a separate check made payable to “U.S. Customs and Border Protection” which shall be delivered to CBP by the broker.
Exhibit 3

This form is only to be used by new carriers pending adoption of EDI or as requested by the booking office.

**Daily ITGBL Shipment Status Report** - _______________ HHE, UAB, CNS or POV

**CARRIER’S NAME:** ____________________________________________

**Packing Information**

Weight and pieces must be reported within five calendar days for UAB and seven calendar days for HHE, CNS and POV from the day after the shipment is picked up. Report should reach the DOS Office via e-mail to: TTMContracts@state.gov

Employee’s Name

DA Shipment Number (Box 18 of GBL) ____________________________________

Pack Begin/Pack End/Pick-up Date ____________________________

Origin/Destination (city, state and country) ____________________________________

GBL Number ____________________________________

Survey Weight ____________________________________

Pieces ____________________________________

Gross Weight ____________________________________

Net Weight ____________________________________

Cube ____________________________________

Date Requested Post’s Permission to Ship ____________________________

Date Permission Granted ____________________________ (If post fails to respond within 3 days notify the booking office).

*Date Info Emailed to State Department (update with current date when information changes) ____________________________

**Shipping Information**

Shipping details must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post.

Date delivered to Pier ____________________________

Port of Origin (no abbreviations) ____________________________

Full Name of Airline/Shipping Lines ____________________________

Ship Name ____________________________

Voyage/Flight Number ____________________________

Departure/Sail Date ____________________________

Port of Discharge (air/sea) no abbreviations ____________________________

ETA at Destination ____________________________

Booking Number or Airway/Master Bill # ____________________________

*Date Info Emailed to State Department (update with current date when information changes) ____________________________

**Delivery Information**

Delivery information must be reported within one business day after the shipment is delivered to SIT or residence.

RDD ____________________________

Date available for delivery (or put in SIT) ____________________________

Date Delivered to Residence (actual not scheduled date) ____________________________

Remarks if any (such as delay in Notification, Change Booking Details etc.) ____________________________

*Date Info Emailed to State Department (update with current date when information changes) ____________________________
Notification Procedures for all DA’s for the Daily ITGBL Shipment Status Report.

Please copy ALMArchive@STATE.GOV for ALL shipments.

Shipment number starting with DC Send report to TTMCONTRACTS@state.gov

Shipment number starting with AI Send report to AID, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with MI Send report to USDA Miami, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with SE Send report to USDA Seattle, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with EL Send report to USDA ELSO, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with BR Send report to USDA Brownsville, Copy to TTMCONTRACTS and to the counselor
Instructions for completing CBP Form 3299 for Free Entry of Unaccompanied Articles Dated 10-2009 (see Exhibit 5).

The 3299 must be completed as defined below. The employee will complete 1-7, the carrier’s port agent will complete 8. A-F. **DO NOT** include the Employee’s social security number (SSN) on the form.

**Part I**

**To be completed by The Employee**

1. Employee’s full name as it appears in the passport
2. Employee’s Date of Birth
3. Date the Employee will arrive
4. Employee’s US Address including phone number if available
5. City where the Employee will clear customs (if available)
6. Name of Arriving Vessel carrier and flight/train (if available)
7. Names(s) of Accompanying Household Members

**To be completed by The Carrier**

8. Importation information
   A. Date of Import
   B. Name of Vessel
   C. Origin of Shipment
   D. Bill of Lading or Air Way Bill number
   E. Number and kinds of containers
   F. Marks and Numbers (see above, **DO NOT** include the Employee’s social security number (SSN) on the form).

**Part II**

**To be competed by The Carrier**

The Employee is returning U.S. Personnel. The carrier is responsible for ensuring that all staff (including origin agents) are aware that DOS staff are US personnel and thus must complete Part III not Part II.

**Part III**

**To be completed by The Employee**

1. Date of Employee’s last departure from the U.S. To be obtained from the Employee.
2. Employees Travel Orders. To be provided by the Employee.

**Part IV**

**To be completed by The Employee**

A. If applicable.
B. If applicable If item B (7) is selected duties may be collected.
C. If applicable.
D. Must be filled in only if selections were made from items A, B and C.

**Part V**

**To be completed by The Carrier.**

1. Name, 2. Sign & Date

**Part VI**

**To be completed by The Employee**

1. B. To be Selected, 2. Signed and 3. Dated

**Part VII Leave Blank**
### DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

**DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

**PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES**

(These are to be submitted in duplicate. Please consult with the CBP official for additional information or false declarations or failure to declare articles could result in penalties.)

1. **IMPORTER'S NAME** (Last, first, and middle)
2. **IMPORTER'S DATE OF BIRTH**
3. **IMPORTER'S DATE OF ARRIVAL**

4. **IMPORTER’S U.S. ADDRESS**

5. **IMPORTER’S PORT OF ARRIVAL**
   A. **NAME OF ARRIVING VESSEL/ARRIER AND FLIGHT/TRAIN**

6. **NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS** (wife, husband, minor children, etc.)

7. **THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED**
   A. **DATE**
   B. **NAME OF VESSEL/CARRIER**
   C. **FROM (Country)**
   D. **B/L OR AWE OR I.T. NO.**

8. **NUMBER AND KINDS OF CONTAINERS**
   F. **MARKS AND NUMBERS**

**PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES**

9. **RESIDENCY** (check appropriate box)
   - [ ] I declare that my place of residence abroad was
   - [ ] I declare that my place of residence abroad was

   A. **NAME OF COUNTRY**
   B. **LENGTH OF TIME**

   Yr. Mo.

10. **RESIDENCY STATUS UPON YOUR ARRIVAL** (check appropriate box)
    - [ ] Returning resident of the U.S.
    - [ ] Nonresident
      - [ ] a. Emigrating to the U.S.
      - [ ] b. Visiting the U.S.

11. **STATEMENTS OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES**
    I, the undersigned, further declare that [ ] all applicable items and submit packing list:

   A. **Applicable to RESIDENT and NONRESIDENT**
   1. All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of one of which I or my family was a resident at the time of such period of use, and are not intended for any other person or for sale. (9004.00.05, HTSUSA)
   2. All instruments, implements, tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9004.00.10, 9004.00.15, HTSUSA)

   B. **Applicable to NONRESIDENT ONLY**
   All personal effects for which free entry is sought were taken abroad by me or for my account. (9004.00.45, HTSUSA)

12. **PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY**

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct possession of the importer, or a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9605.00.50, Harmonized Tariff Schedule of the United States.

13. **DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.**
14. **DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.**

**PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES**

Certain articles may be subject to duty and other requirements and must be specifically declared herein. Please check all applicable items and list them separately in Item D on the reverse.

<table>
<thead>
<tr>
<th>A. For U.S. Personnel, Evacuees, Residents and Non-Residents</th>
<th>B. For Residents and Non-Residents ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Articles for the account of other person.</td>
<td>(7) Foreign household effects acquired abroad and used less than one year.</td>
</tr>
<tr>
<td>(2) Articles for sale or commercial use.</td>
<td>(8) Foreign household effects acquired abroad and used more than one year.</td>
</tr>
<tr>
<td>(3) Firearms and/or ammunition.</td>
<td>(9) Personal effects acquired abroad.</td>
</tr>
<tr>
<td>(4) Alcoholic articles of all types or tobacco products.</td>
<td>(10) Foreign made articles acquired in the United States and taken aboard on this trip or acquired abroad on another trip that was previously declared to CBP.</td>
</tr>
<tr>
<td>(5) Fruits, plants, seeds, meats, or birds.</td>
<td>(11) Articles taken aboard for which alterations or repairs were performed abroad.</td>
</tr>
</tbody>
</table>

CSP Form 3299 (10/09)

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GSA RFO, Issued 9/14/2016  Page 3 - 32
### Exhibit 5 Continued

<table>
<thead>
<tr>
<th>(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.</th>
<th>(2) DESCRIPTION OF MERCHANDISE</th>
<th>(3) VALUE OF COST OF REPAIRS</th>
<th>(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER
The undersigned carrier, to whom or upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER
2. SIGNATURE OF AGENT (Print and sign)  Date

#### PART VI – CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY
I, the undersigned, certify that this declaration is correct and complete.

1. "X" One
   - [ ] A. Authorized Agent* (From facts obtained from the importer)
   - [ ] B. Importer

   2. SIGNATURE

3. DATE

*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).  

#### PART VII – CBP USE ONLY
(Inspected and Released)

1. SIGNATURE OF CBP OFFICIAL
2. DATE

CBP Form 3399 (10/09)
Instructions for completing DOT HS-7 Declaration for Motor Vehicles Importation Dated 5-2006 (see Exhibit 6)


To be completed by The Carrier

- Port of Entry
- Customs Port Code
- Customs Entry No.
- Entry Date.

To be completed by The Employee

- Make of Vehicle
- Model, Year
- Vehicle Identification Number (VIN)
- The Employee shall select the appropriate eligibility number on the form (1-13). Re-imported US manufactured vehicles are eligible under 2A.
- Name of Importer
- Importer’s Address
- Name of Declarant
- Declarant’s Capacity (Owner)
- Sign and Date.
**Exhibit 6**

**—DECLARATION—**

Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards

- **POST OF ENTRY:**
  - **CUSTOMER POST CODE:**
  - **CUSTOMER IDENTIFICATION NUMBER:**
  - **ENTRY DATE:**

- **SHIPPED IMPORTER NAME AND NICK NAME:**
  - **U.S. REGISTRATION NUMBER:**
  - **VEHICLE IDENTIFICATION NUMBER:**
  - **VEHICLE EQUIPMENT NO:**

- **DESCRIPTION OF VEHICLES AND DEVICES TO BE OLD:**

- **SHIPPED IMPORTER LOCATION:**
  - **CITY:**
  - **STATE:**
  - **ZIP CODE:**
  - **PHONE NUMBER:**

- **SHIPPED IMPORTER ADDRESS:**
  - **NAME:**
  - **TITLE:**
  - **ADDRESS:**
  - **CITY:**
  - **STATE:**
  - **ZIP CODE:**

**DECLARATION:**

I declare, on my oath and as a true and correct statement, that all vehicles and devices to be imported into the United States have been tested and are in compliance with all applicable Federal Motor Vehicle Safety Standards, Bumper Standards, and Theft Prevention Standards, as set forth in Title 49, Code of Federal Regulations, Parts 500, 545, and 581, respectively, and are not subject to recall as required by Title 49, Code of Federal Regulations, Part 571.

SIGNED: ____________________________

[DECLARANT’S SIGNATURE]

DATE: ____________________________

[DATE]

**EFFECTIVE REQUIREMENTS:**

Importers of motor vehicles and devices to be imported into the United States must also ensure EPA form 3500-1 or 3520-2 is used by Customs and Border Protection to identify the basis for importation into the United States and be submitted to the town administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/vehicles/about-federal-standards.html.

[DATE: 08/14/2016]
EPA 3520-1 Air Pollution Compliance (POV Only) Rev. 10-10 (see Exhibit 7)

To be completed by The Employee
4. Vehicle Identification Number (VIN) .
5. Manufacture Date
6. Manufacturer (make)
7. Model
10. Owner
12. Signature
13. Date
14. Name, company and phone

To be completed by The Carrier
1.-3.
9. Importer
11. Storage location

Commercial imports, leave blank
8. Applies only to codes A,C,J,Z

U.S. conforming and “identical” vehicles
Appropriate box to be selected by employee. Notify TransportationQuery@state.gov if vehicle is non-conforming do not move without authorization from DOS Transportation Operations.
### United States Environmental Protection Agency

**Declaration Form**

Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

| U.S. E.P.A., Compliance & Innovative Strategies Division, 2001 Traverne Drive, Ann Arbor, MI 48105 | http://www.epa.gov/telereg e-mail epa-at-uscg-dc Phone (734) 214-4100 Fax (734) 214-4176 |

This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and D require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.

**Penalties:** Anyone who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to $250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to $32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).

### Description and Declaration of Motor Vehicle or Motor Vehicle Engine

**Note:** Heavy-duty Engines must use form 3520-21

<table>
<thead>
<tr>
<th>1. Part Code:</th>
<th>2. Entry date (mm/dd/yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Customs entry number:</td>
<td>4. Vehicle Identification Number (VIN) or engine serial number:</td>
</tr>
<tr>
<td>7. Model:</td>
<td>8. ICI imports only codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:</td>
</tr>
</tbody>
</table>

**Certification:** I certify that I have read and understand the purpose of this form, the penalties for falsifying information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

**U.S. conforming and "identical" vehicles**

- **code B - U.S. certified** - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.

- **code F - U.S. certified, catalyst restoration** - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.

- **code EE - identical in all material respects to a U.S. certified version** - either 1) Canadian vehicle (proof required such as Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.

- **code FF - Canadian identical models imported for resale or lease** - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAPE requirements as specified by EPA.

**EPA exempted vehicles**

- **code M - miscellaneous exemption**, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.

- **code E - vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.**

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EPA Form 3520-1 (Rev. 10-10) Previous editions are obsolete

GSA RFO, Issued 9/14/2016  Page 3 - 37
Exhibit 7 Continued

Excluded vehicles
- code L - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.
- code U - 2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and rated speed greater than 5000 rpm.
- code W - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.
- code Y - unregulated fuel - a vehicle that (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991-1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.

Temporary imports
- code G - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code I - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code K - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code N - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.
- code O - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports
- code A - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.
- code C - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.
- code J - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). Customs bond required.
- code Z - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports
- code H - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.
- code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

U.S. Department of Transportation Requirements

Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import.

Paperwork Reduction Act Notice
This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are voluntary (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 226). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information; processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.
II RC-159 Treasury Department Supplemental Declaration (see Exhibit 8)

Background: Office of Management and Budget (OMB) has found that the II RC-159 Treasury Department Supplemental Declaration does not meet guidelines and cannot be demanded by customs officers as a routine form. Nonetheless, some customs officers still require this form possibly causing transportation delays if the form is unavailable. Although the form is not authorized, the forwarder should request the form as the traveler may not be available when the shipment is clearing customs. **Instruct the employee not to fill in the SSN field.** Supply a copy of the passport instead.

The carrier is directed to accept the form and keep it on file. It must not be submitted as a part of a standard customs package. If a customs officer requests the form the carrier is asked to contact our office with the name of the officer so the DOS can work with CBP to resolve the issue. DOS will advise carriers of revised instructions as the situation develops.
Exhibit 8

TREASURY DEPARTMENT
U.S. CUSTOMS SERVICE

SUPPLEMENTAL DECLARATION FOR
UNACCOMPANY PERSONAL AND HOUSEHOLD EFFECTS

1. OWNER OF HOUSEHOLD GOODS
   (Last name, first and middle)

2. DATE OF BIRTH:

3. CITIZENSHIP

4. PASSPORT (Country and number)

5. SOCIAL SECURITY NO:

6. RESIDENT ALIEN NO:

7. U.S. ADDRESS

10. EMPLOYER

11. POSITION WITH COMPANY

8. FOREIGN ADDRESS

12. LENGTH OF EMPLOYMENT

9. REASON FOR MOVING

13. NATURE OF BUSINESS

14. NAME & TELEPHONE OF COMPANY OFFICIAL WHO CAN VERIFY ABOVE INFORMATION

15. NAME AND ADDRESS OF FREIGHT FORWARDERS, PACKERS AND SHIPPING AGENTS

16. SHIPMENT ITINERARY
   (Specific place of loading and intermediate ports)

17. CERTIFICATION
   A. AUTHORIZATION AGENT
   B. IMPORTER (Check One)

18. SIGNATURE

FORM II-RC-159
SECTION 4
EVALUATION AND ACCEPTANCE

4-1. Evaluation.

4-1.1. General.
Evaluation of a TSP’s rate offer(s) for transportation services will be based on the combination of the TSP’s service performance and its offered charges. That combination will take the form of a Value Index (VI) as explained below.

4-1.2. Performance Evaluation.

4-1.2.1. DOMESTIC. For the 2016-2017 Filing Cycle, evaluation of the TSP’s service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP’s performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered “Unindexed” and its performance will not be a factor in the evaluation.

4-1.2.2. INTERNATIONAL. For the 2016-2017 Filing Cycle, evaluation of the TSP’s service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP’s performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered “Unindexed” and its performance will not be a factor in the evaluation.

4-1.3. Value Index (VI).

4-1.3.1. Computation. A TSP’s VI is computed at the time each cost comparison is run. The computation uses the following steps:

1. A base total charges is computed for the cost comparison by adding together
   - Total Transportation Charges (line-haul, packing, and accessorial);
   - SIT Charges for 30 days (pickup/delivery & storage);
   - The greatest vehicle price offered by all TSPs for that cost comparison, if applicable; and
   - The UAB Charge, if applicable (average of the weight breaks found in the base-line rate table in Section 2-7).

   This base total is absent any discounts or percentages.

2. The average charge by all TSPs on that route is calculated.

3. The average discount is calculated by subtracting the average charge from the base total charges (#1 and #2 above)

4. The charge for each individual TSP is calculated based on its offered discounts/percentages/rates.

5. Each individual TSP’s discount is calculated by using the absolute value (abs) of the amount determined by subtracting the TSP’s charge from the base total charges (abs (#1 and #4 above)

6. The Discount Index (DI) for each TSP is computed by dividing each TSP’s discount by the average discount and multiplying the result by 100 (#5/#2, above)*100).

7. The VI for each TSP is finally computed by summing 70% of the TSP’s Customer Satisfaction Index (CSI) with 30% of the DI ((.7*CSI)+(.3*#6, above)).

Example 1. If a TSP’s CSI is 105.37 and its DI is 91.55, its VI = 101.22

((105.37*.70) + (91.55*.30)).

Example 2. If a TSP has no CSI and its DI is 137.96, its VI = 41.39

((0*.70) + (137.96 *.30)).
4-2. Acceptance.

4-2.1. Domestic.
Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.2. Agency Specific.
Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.3. International.
Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with the provisions of Section 4-3.

4-3. Cost Comparison Listing.

4-3.1. Definitions.

4-3.1.1. New TSP. New TSP as used in this provision means a TSP approved to participate in the GSA's CHAMP after February 1, 2016.

4-3.1.2. Indexed TSP. Indexed TSP as used in this provision means any TSP, except a new TSP, for which GSA can calculate a CSI.

4-3.1.3. Unindexed TSP. Unindexed TSP as used in this provision means any TSP, except a new TSP, for which GSA cannot calculate a CSI for this Filing Cycle.

4-3.2. TSP Categories.

4-3.2.1. Category 1. All new TSPs will be listed on the cost comparison in cost ascending order.

4-3.2.2. Category 2. Category 2 TSPs are those with VI of 100.0 or greater. All TSPs with a VI equal to or greater than 100.0 as computed in accordance with Section 4-1.3 will be listed in VI descending order. TSPs with a VI less than 100.0 will be listed in no order and be identified as Category 3 TSPs.

4-3.2.2.1. Category 3. Category 3 are all TSPs with a VI of 99.99 or less and all unindexed TSPs. These TSPs will be randomly selected and randomly sorted on each cost comparison requested by a Federal Agency.
### SECTION 5
**FILING CODES AND ABBREVIATIONS**

5-1. **Agency Specific Codes.**

Listed below are the Federal civilian agencies/locations for which GSA is requesting rate offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in Section 6.

<table>
<thead>
<tr>
<th>Federal Agency Name</th>
<th>Location</th>
<th>Code</th>
<th>Application</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Bureau of Prisons Relocation Service</td>
<td>Washington, DC</td>
<td>FBPDC</td>
<td>Domestic &amp; International</td>
<td>Alternating</td>
</tr>
<tr>
<td>Federal Aviation Agency</td>
<td>Washington, DC</td>
<td>FAAIN</td>
<td>International <em>(Excluding off-shore points of Hawaii, Puerto Rico, Guam, &amp; Virgin Islands)</em></td>
<td>Alternating</td>
</tr>
<tr>
<td>Federal Aviation Agency</td>
<td>Oklahoma City, OK</td>
<td>FAADC</td>
<td>Domestic <em>(Including off-shore points of Hawaii, Puerto Rico, Guam, &amp; Virgin Islands)</em></td>
<td>Alternating</td>
</tr>
<tr>
<td>Drug Enforcement Agency</td>
<td>Washington, DC</td>
<td>DEADC</td>
<td>International</td>
<td>Alternating</td>
</tr>
<tr>
<td>Drug Enforcement Agency - (refer to Section 3-8)</td>
<td>Washington, DC</td>
<td>DEADD</td>
<td>Domestic</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of Veterans Affairs - (refer to Section 3-2)</td>
<td>Washington, DC</td>
<td>DVADC</td>
<td>Domestic</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of Veterans Affairs - (refer to Section 3-3)</td>
<td>Washington, DC</td>
<td>DVADC</td>
<td>International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Department of Interior, National Business Center - (refer to Section 3-4)</td>
<td>Denver, CO</td>
<td>NBCCO</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>US Geological Survey - (refer to Section 3-5)</td>
<td>Reston, VA</td>
<td>GEOVA</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>US Forest Service - (refer to Section 3-6)</td>
<td>Albuquerque, NM</td>
<td>FSVNM</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>Dept of Treasury, Admin Resource Center - (refer to Section 3-7)</td>
<td>Parkersburg, WV</td>
<td>ARCWV</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>U. S. Postal Service - (refer to Section 3-9)</td>
<td>Washington, DC</td>
<td>USPDC</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
<tr>
<td>General Services Administration - (refer to Section 3-10)</td>
<td>Washington, DC</td>
<td>GSADI</td>
<td>Domestic &amp; International</td>
<td>Non-Alternating</td>
</tr>
</tbody>
</table>
5-2. **Domestic Service Areas.**

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

### 5-2.1. Interstate Identification Codes.

<table>
<thead>
<tr>
<th>Service Area Pair Definitions</th>
<th>Origin Service Area</th>
<th>Destination Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points in the State of California</td>
<td>CA00</td>
<td>0100</td>
</tr>
<tr>
<td>Points in the States of Washington and Oregon</td>
<td>WA00 OR00</td>
<td>0200</td>
</tr>
<tr>
<td>Points in the States of Nevada and Utah</td>
<td>NV00 UT00</td>
<td>0300</td>
</tr>
<tr>
<td>Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming</td>
<td>ID00 MT00 ND00 SD00 WY00</td>
<td>0400</td>
</tr>
<tr>
<td>Points in the State of Colorado</td>
<td>CO00</td>
<td>0500</td>
</tr>
<tr>
<td>Points in the States of Arizona and New Mexico</td>
<td>AZ00 NM00</td>
<td>0600</td>
</tr>
<tr>
<td>Points in the States of Oklahoma and Texas</td>
<td>OK00 TX00</td>
<td>0700</td>
</tr>
<tr>
<td>Points in the States of Iowa, Kansas, Missouri, and Nebraska</td>
<td>IA00 KS00 MO00 NE00</td>
<td>0800</td>
</tr>
</tbody>
</table>
Points in the States of Michigan, Minnesota, and Wisconsin  | MI00  | 0900  | MN00  | 0900  | WI00  | 0900  
Points in the States of Illinois, Indiana, Kentucky, and Ohio | IL00  | 1000  | IN00  | 1000  | KY00  | 1000  | OH00  | 1000  
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee | AR00  | 1100  | AL00  | 1100  | LA00  | 1100  | MS00  | 1100  | TN00  | 1100  
Points in the State of Florida | FL00  | 1200  
Points in the States of Georgia, North Carolina, and South Carolina | GA00  | 1300  | NC00  | 1300  | SC00  | 1300  
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia | DE00  | 1400  | DC00  | 1400  | MD00  | 1400  | VA00  | 1400  | WV00  | 1400  
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania | CT00  | 1500  | RI00  | 1500  | MA00  | 1500  | NJ00  | 1500  | NY00  | 1500  | PA00  | 1500  
Points in the States of Maine, New Hampshire, and Vermont | ME00  | 1600  | NH00  | 1600  | VT00  | 1600  
Points in Alaska:
- Anchorage, Alaska | AN00  | 2200  
- Cordova, Alaska | CV00  | 2201  
- Fairbanks, Alaska | FB00  | 2202  
- Juneau, Alaska | JN00  | 2203  
- Ketchikan, Alaska | KN00  | 2204  
- Kodiak, Alaska | KD00  | 2205  
- Petersburg, Alaska | PB00  | 2206  
- Sitka, Alaska | SA00  | 2207  
- Wrangell, Alaska | WG00  | 2208  
Points in Canada: 
- Alberta, Canada | AB00  | 2300  
- British Columbia, Canada | BC00  | 2301  
- Manitoba, Canada | MB00  | 2303  
- New Brunswick, Canada | NB00  | 2304  

GSA RFO, Issued 09/14/16
Page 5 - 3
- Newfoundland and Labrador | NL00 | 2313
- Northwest Territory, Canada | NT00 | 2311
- Nova Scotia, Canada | NS00 | 2306
- Ontario, Canada | ON00 | 2307
- Prince Edward Isle, Canada | PE00 | 2308
- Quebec, Canada | PQ00 | 2309
- Saskatchewan, Canada | SK00 | 2310
- Yukon, Canada | YT00 | 2312

Note: If submitting a rate offer for an intra Alaska shipment, please use the service area pairs (AN00 – WG00 for Origins and 2200 – 2208 for Destinations) listed above, in lieu of the intrastate identification codes in Section 5-2.2.

### 5-2.2. Intrastate Identification Codes.

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5-3. International Service Areas.

5-3.1. International Identification Codes.
The following codes will be used when completing electronic rate transmission record requirements as defined in Section 6.

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<td>Sierra Leone</td>
<td>7900</td>
</tr>
<tr>
<td>Singapore</td>
<td>7950</td>
</tr>
<tr>
<td>Slovak Republic</td>
<td>114S</td>
</tr>
<tr>
<td>Slovenia</td>
<td>7890</td>
</tr>
<tr>
<td>Somalia</td>
<td>7899</td>
</tr>
<tr>
<td>Solomon Islands</td>
<td>789S</td>
</tr>
<tr>
<td>South Africa – all other points</td>
<td>8010</td>
</tr>
<tr>
<td>- Capetown</td>
<td>80CT</td>
</tr>
<tr>
<td>- Durban</td>
<td>80DB</td>
</tr>
<tr>
<td>- Johannesburg</td>
<td>80JB</td>
</tr>
<tr>
<td>- Pretoria</td>
<td>80PT</td>
</tr>
<tr>
<td>South Sudan</td>
<td>8360</td>
</tr>
<tr>
<td>Spain</td>
<td>8300</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>2720</td>
</tr>
<tr>
<td>Sudan</td>
<td>8350</td>
</tr>
<tr>
<td>Suriname</td>
<td>8400</td>
</tr>
<tr>
<td>Swaziland</td>
<td>135S</td>
</tr>
<tr>
<td>Sweden</td>
<td>8500</td>
</tr>
<tr>
<td>Country</td>
<td>Code</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Switzerland</td>
<td>8550</td>
</tr>
<tr>
<td>Syria</td>
<td>8580</td>
</tr>
<tr>
<td>Tahiti</td>
<td>350T</td>
</tr>
<tr>
<td>Taiwan</td>
<td>2810</td>
</tr>
<tr>
<td>Tajikistan</td>
<td>136T</td>
</tr>
<tr>
<td>Tanzania</td>
<td>8650</td>
</tr>
<tr>
<td>Thailand</td>
<td>8750</td>
</tr>
<tr>
<td>Togo</td>
<td>115T</td>
</tr>
<tr>
<td>Trinidad</td>
<td>205T</td>
</tr>
<tr>
<td>Tunisia</td>
<td>8900</td>
</tr>
<tr>
<td>Turkmenistan</td>
<td>116T</td>
</tr>
<tr>
<td>Turkey</td>
<td>9050</td>
</tr>
<tr>
<td>Uganda</td>
<td>9100</td>
</tr>
<tr>
<td>Ukraine</td>
<td>9280</td>
</tr>
<tr>
<td>United Arab Emirate</td>
<td>8880</td>
</tr>
<tr>
<td>United Kingdom – all other points</td>
<td>925U</td>
</tr>
<tr>
<td>- London</td>
<td>925L</td>
</tr>
<tr>
<td>- Edinburgh</td>
<td>925D</td>
</tr>
<tr>
<td>- Northern Ireland</td>
<td>925I</td>
</tr>
<tr>
<td>Uruguay</td>
<td>9300</td>
</tr>
<tr>
<td>Uzbekistan</td>
<td>117U</td>
</tr>
<tr>
<td>Venezuela</td>
<td>9400</td>
</tr>
<tr>
<td>Vietnam</td>
<td>9450</td>
</tr>
<tr>
<td>Virgin Islands of St. Thomas and St. Croix</td>
<td>190V</td>
</tr>
<tr>
<td>Virgin Islands of St. John</td>
<td>200V</td>
</tr>
<tr>
<td>Western Samoa</td>
<td>9630</td>
</tr>
<tr>
<td>Yemen</td>
<td>9650</td>
</tr>
<tr>
<td>Zambia</td>
<td>9900</td>
</tr>
<tr>
<td>Zimbabwe</td>
<td>8180</td>
</tr>
</tbody>
</table>

*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.*
SECTION 6
FORMAT REQUIREMENTS

6-1. Format Requirements.
TSPs or RFSPs submitting rate offers in response to this RFO MUST submit their rate offers electronically via one of the four methods identified in the Cover Letter of this RFO. TSPs or RFSPs “Uploading” rate offers and not using the TMSS rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 6-2 below. A TSP or RFSP must have access to the “HHG Rate Filing” module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-1.6.

Important Notes on the Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. Record type ‘H1’ is mandatory and all TSPs must file this record.
3. Record type ‘H2’ is an optional record and should be filed only by a Rate Filing Service Provider (RFSP). The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
4. Four new ‘Tender Identifiers’ have been added for the submission of Containerized rate offers – 12,13,14,15.
5. Changes have been made to the ‘Origin’ field for Tender Identifiers 01,02,03,04,12,13,14,15 (see Section 5.2.1)
6. TSPs filing rate offers from/to Canada must now submit a UAB percentage in Positions 61-64.
7. When the rate file preparation is complete, it MUST be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.
### 6-2. Header Records.

#### 6-2.1. Header Record.

<table>
<thead>
<tr>
<th>Record Field</th>
<th>Maximum Positions</th>
<th>Positions</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record ID</td>
<td>2</td>
<td>1-2</td>
<td>H1</td>
</tr>
<tr>
<td>SCAC</td>
<td>4</td>
<td>3-6</td>
<td>4 Digit Standard Carrier Alpha Code</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>7-7</td>
<td>\</td>
</tr>
<tr>
<td>TSP Name</td>
<td>45</td>
<td>8-52</td>
<td>Name of the TSP</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>53-53</td>
<td>\</td>
</tr>
<tr>
<td>Effective Date-- YYYYMMDD</td>
<td>8</td>
<td>54-61</td>
<td>Initial Filing, New Filings: must be 20161216 Late Filings, Supplemental Filings: 20170501</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>62-62</td>
<td>\</td>
</tr>
<tr>
<td>Reserved</td>
<td>9</td>
<td>63-71</td>
<td>Please enter 9 spaces (space bar)</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>72-72</td>
<td>\</td>
</tr>
<tr>
<td>DUNS Number</td>
<td>9</td>
<td>73-81</td>
<td>Data Universal Numbering system, assigned by Dun &amp; Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>82</td>
<td>\</td>
</tr>
<tr>
<td>DUNS Extension</td>
<td>4</td>
<td>83-86</td>
<td>Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>87</td>
<td>\</td>
</tr>
<tr>
<td>TSP’s Government Representative</td>
<td>45</td>
<td>88-132</td>
<td>Name of TSP’s authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.</td>
</tr>
</tbody>
</table>

#### 6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.

<table>
<thead>
<tr>
<th>Record Field</th>
<th>Maximum Positions</th>
<th>Positions</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record ID</td>
<td>2</td>
<td>1-2</td>
<td>H2</td>
</tr>
<tr>
<td>RFSP Code</td>
<td>4</td>
<td>3-6</td>
<td>4 Digit Code Assigned by GSA</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>7-7</td>
<td>\</td>
</tr>
<tr>
<td>RFSP’s Name</td>
<td>45</td>
<td>8-52</td>
<td>Name of RFSP filing on behalf of the TSP</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>53-53</td>
<td>\</td>
</tr>
<tr>
<td>RFSP’s Phone Number</td>
<td>12</td>
<td>54-65</td>
<td>Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>66-66</td>
<td>\</td>
</tr>
<tr>
<td>RFSP’s Fax Number</td>
<td>12</td>
<td>67-78</td>
<td>Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>79-79</td>
<td>\</td>
</tr>
<tr>
<td>RFSP’s Email Address</td>
<td>45</td>
<td>80-124</td>
<td>Email address of Rate Filing Service Provider. This email address will be used to send the file transmission and confirmation</td>
</tr>
</tbody>
</table>
### 6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE  \20161216\  \12345DUNS\1234\KA\Anderson
H2HHGB\RATE FILING SERVICES, INC  \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

### 6-3. Rate Record

<table>
<thead>
<tr>
<th>Record Field</th>
<th>Maximum Positions</th>
<th>Positions</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Identifier</td>
<td>2</td>
<td>1-2</td>
<td>Enter “01” for <strong>GDTS</strong>, General Domestic Transportation Services; Enter “02” for <strong>ADTS</strong>, Agency Specific Domestic Transportation Services; Enter “03” for <strong>GDMS</strong> General Domestic Move Management Services; Enter “04” for <strong>ADMS</strong> Agency Specific Domestic Move Management Services; Enter “05” for <strong>GITS</strong>, General International Transportation Services; Enter “06” for <strong>AITS</strong>, Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS &amp; between off-shore points with FAADC) Enter “07” for <strong>GIMS</strong>, General International Move Management Services; Enter “08” for <strong>AIMS</strong>, Agency Specific International Move Management Services; (Use this code for off-shore shipments to/from CONUS &amp; between off-shore points with FAADC) Enter “12” for <strong>GCTS</strong>, General Containerized (Domestic Only) Transportation Services; Enter “13” for <strong>ACTS</strong>, Agency Specific Containerized (Domestic Only) Transportation Services; Enter “14” for <strong>GCMS</strong> General Containerized (Domestic Only) Move Management Services; Enter “015” for <strong>ACMS</strong> Agency Specific Containerized (Domestic Only) Move Management Services.</td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>3</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>TSP Tender Number</td>
<td>4</td>
<td>4-7</td>
<td>TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).</td>
</tr>
<tr>
<td><strong>NOTE:</strong> A separate Tender Number should be assigned to identify each type of Tender Identifier, above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separator</td>
<td>1</td>
<td>8</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>Agency ID</td>
<td>5</td>
<td>9-13</td>
<td><strong>Domestic</strong>: For Tender Identifier 01,03,12,14 -</td>
</tr>
<tr>
<td>_separator</td>
<td>1</td>
<td>14</td>
<td>Use a comma ( , )</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **Origin**| 4 | 15-18 | **Domestic**: For Tender Identifiers 01,02,03, 04,12,13,14,15: **INTERSTATE** – use the ORIGIN Service Area Codes in Section 5.2.1; **INTRASTATE** - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the ORIGIN Service Area Codes in SECTION 5.2.1)  
**International**: For Tender Identifiers 05,06,07,08: Use Service Area Codes in Section 5.2.2 and 5.3 |
| Separator| 1 | 19 | Use a comma ( , ) |
| **Destination**| 4 | 20-23 | **Domestic**: For Tender Identifiers 01,02,03, 04,12,13,14,15: **INTERSTATE** - use the DESTINATION Service Area Codes in Section 5.2.1; **INTRASTATE** - use the Service Area Codes in Section 5.2.2 (For intrastate Alaska, use the DESTINATION Service Area Codes in Section 5.2.1)  
**International**: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3 |
| Separator| 1 | 24 | Use a comma ( , ) |
| **Transportation Percentage**| 4 | 25-28 | **Domestic including Alaska and Canada**: For Tender Identifiers 01,02,03,04,12,13,14,15 – Linehaul/Transportation Discount: Enter the Linehaul/Transportation Discount being offered; for example: 0045 (45%)  
**International**: For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%). |
| Separator| 1 | 29 | Use a comma ( , ) |
| **Category 1 Vehicle**| 6 | 30-35 | **Domestic (except Alaska)**: price per mile; example 000050 ($0.50).  
**International (including Alaska)**: Flat price per vehicle less than 300 cubic feet; example: 000975 ($975); 003900 ($3900). |
| Separator| 1 | 36 | Use a comma ( , ) |
| **Category 2 Vehicle**| 6 | 37-42 | **Domestic (except Alaska)**: price per mile; example 000050 ($0.50).  
**International (including Alaska)**: Flat price per vehicle between 300–800 cubic feet; example: 000975 ($975); 003900 ($3900). |
| Separator| 1 | 43 | Use a comma ( , ) |
| **Category 3 Vehicle**| 6 | 44-49 | **Domestic (except Alaska)**: price per mile; example 000050 ($0.50).  
**International (including Alaska)**: Flat price per vehicle over 800 cubic feet; example: 000975 ($975); 003900 ($3900). |
### GSA 2016-2017 Request for Offers

**Centralized Household Goods Traffic Management Program (CHAMP)**

<table>
<thead>
<tr>
<th>Separator</th>
<th>1</th>
<th>50</th>
<th>Use a comma (,)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Storage-in-Transit (SIT) Percentage</strong></td>
<td>4</td>
<td>51-54</td>
<td>Domestic including Alaska and Canada: For Tender Identifiers 01,02,03,04,12,13,14,15 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) International: For Tender Identifiers 05,06,07,08: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
<tr>
<td><strong>Separator</strong></td>
<td>1</td>
<td>55</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td><strong>Accessory</strong></td>
<td>4</td>
<td>56-59</td>
<td>Domestic including Alaska and Canada: For Tender Identifiers 01,02,03,04,12,13,14,15 - Accessorial Discount: ZERO FILL; example: 0000 International: For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
<tr>
<td><strong>Separator</strong></td>
<td>1</td>
<td>60</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td><strong>Unaccompanied Air Baggage (UAB)</strong></td>
<td>4</td>
<td>61-64</td>
<td>Domestic: For Tender Identifiers 01,02,03,04,12,13,14,15 - Applies to Alaska and Canada shipments only: Enter the UAB percentage being offered; for example: 0045 (45%). For all points except Alaska and Canada ZERO FILL; example: 0000 International: For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).</td>
</tr>
<tr>
<td><strong>Separator</strong></td>
<td>1</td>
<td>65-65</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td>12</td>
<td>66-77</td>
<td>General Transportation: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. MMS Provider: Phone number must be a toll free number used to book shipments.</td>
</tr>
<tr>
<td><strong>Separator</strong></td>
<td>1</td>
<td>78-78</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td><strong>Facsimile Number</strong></td>
<td>12</td>
<td>79-90</td>
<td>Facsimile Number that requesting customer agency may utilize to contact TSP.</td>
</tr>
<tr>
<td><strong>Separator</strong></td>
<td>1</td>
<td>91-91</td>
<td>Use a comma (,)</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td>45</td>
<td>92-136</td>
<td>Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.</td>
</tr>
</tbody>
</table>

---

**6-3.1. Examples.**

<table>
<thead>
<tr>
<th>Tender Identifier</th>
<th>State</th>
<th>City</th>
<th>ZIP</th>
<th>SIT Percentage</th>
<th>Accessorial Percentage</th>
<th>UAB Percentage</th>
<th>Phone Number</th>
<th>Facsimile Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>01,1234,00000,CA00,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JOE@XYZ.COM">JOE@XYZ.COM</a></td>
<td>California</td>
<td>1234</td>
<td>00000</td>
<td>45%</td>
<td>0%</td>
<td>0%</td>
<td>703-555-1234</td>
<td>703-555-1234</td>
<td>JOE@ XYZ.COM</td>
</tr>
<tr>
<td>02,1236,DEADC,OK00,1100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JOE@XYZ.COM">JOE@XYZ.COM</a></td>
<td>Oklahoma</td>
<td>1236</td>
<td>00000</td>
<td>45%</td>
<td>0%</td>
<td>0%</td>
<td>703-555-1234</td>
<td>703-555-1234</td>
<td>JOE@ XYZ.COM</td>
</tr>
<tr>
<td>03,1300,00000,CA00,0500,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JOE@XYZ.COM">JOE@XYZ.COM</a></td>
<td>California</td>
<td>1300</td>
<td>00000</td>
<td>45%</td>
<td>0%</td>
<td>0%</td>
<td>703-555-1234</td>
<td>703-555-1234</td>
<td>JOE@ XYZ.COM</td>
</tr>
<tr>
<td>04,1301,FBPDC,MD00,0100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,<a href="mailto:JOE@XYZ.COM">JOE@XYZ.COM</a></td>
<td>Maryland</td>
<td>1301</td>
<td>00000</td>
<td>45%</td>
<td>0%</td>
<td>0%</td>
<td>703-555-1234</td>
<td>703-555-1234</td>
<td>JOE@ XYZ.COM</td>
</tr>
<tr>
<td>05,1237,00000,210H,1410,0145,0000975,0000975,0000975,0145,0145,0145,703-555-1234,703-555-1234,<a href="mailto:JOE@XYZ.COM">JOE@XYZ.COM</a></td>
<td>Other</td>
<td>1237</td>
<td>00000</td>
<td>45%</td>
<td>0%</td>
<td>0%</td>
<td>703-555-1234</td>
<td>703-555-1234</td>
<td>JOE@ XYZ.COM</td>
</tr>
</tbody>
</table>
TIPS:

1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of TSP rate submissions to ensure that the requirements as provided in this request are met.

   - Missing Header Record, Must provide record type H1
   - Invalid record type, Must be H1
   - Valid TSP's Government Representative must be provided
   - Invalid record type, Must be H2
   - RFSP's Name must be provided
   - Valid RFSP's Email Address must be provided
   - Invalid RFSP's SCAC number
   - Invalid SCAC number
   - Invalid Phone Number
   - Invalid Fax Number
   - Email ID is required
   - Invalid Move Management Phone Number
   - Invalid Domestic Origin
   - Invalid International Origin
   - Invalid Domestic Origin for FAADC
   - Invalid Domestic Destination
   - Invalid International Destination
   - Invalid International Destination for FAADC
   - Invalid International Route
   - Invalid Domestic Service Pair Combination
   - Invalid Agency Code
   - Type 1, 2, 3, 4, 12, 13, 14, 15 Records Rejected, No Domestic Transportation TPA on File
   - Type 1, 2, 3, 4, 12, 13, 14, 15 Records Rejected, TSP Not Authorized For General Domestic Transportation and/or Move Management Services
   - Type 5, 6, 7, 8 records Rejected. No International Bond on file.
   - Type 5, 6, 7, 8 Records Rejected, No International TPA on File
   - Type 5, 6, 7, 8 Records Rejected, TSP Not Authorized for International Transportation
   - Domestic Records that contain rates over 100% (40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)
   - Records that don't contain valid rates for Domestic
   - Records that don't contain valid rates for International
   - Suspect Alaskan and International records with auto rates > $20,000
   - Suspect Alaskan records with auto rates < $5.00 (AK should be flat rate vs. cents per mile)
   - Suspct Domestic records auto rates < $0.30
   - Not within the TSP’s Approved Scope of Operation
   - Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:

   (a) 40% offered discount means 40% of the baseline rate;
   (b) 100% offered discount means 100% of the baseline rate;
   (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.
SECTION 7
ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to rate offer submissions when TSPs or RFSPs are not using the TMSS rate filing screens for the creation/addition/deletion of rate offers, but instead are manually creating rate offers to “upload.”

7-1.1. ELECTRONIC TRANSMISSION.
All electronic rate transmissions submitted in accordance with this request MUST be accomplished via the “Upload Rate File” function of TMSS within the TMSS HHG Rate Filing module. Non-electronic submissions will not be considered.

7-1.2. FORMAT REQUIREMENTS.
Format requirements, as set out in Section 6 must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.
In order to upload the file, it must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.
Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.
This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

<table>
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<tr>
<th>FILE NAME</th>
<th>MAXIMUM POSITIONS</th>
<th>POSTIONS</th>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td>3</td>
<td>1-3</td>
<td>Must be HHG</td>
</tr>
<tr>
<td>TSP’s SCAC</td>
<td>4</td>
<td>1-4</td>
<td><strong>RFSP</strong>: If transmitting rates on behalf of a TSP, enter TSP’s SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.</td>
</tr>
<tr>
<td>Rate File Number</td>
<td>3</td>
<td>5-8</td>
<td>A running serial number starting with 001</td>
</tr>
<tr>
<td>Extension</td>
<td></td>
<td></td>
<td>File Extensions will NOT be supported.</td>
</tr>
</tbody>
</table>

Example of filenames:
File name where assigned SCAC has four positions: HHGABCD001 where ‘ABCD’ is the SCAC

The TSP or RFSP can send one or more files for rate filing. The TSP or RFSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.
Examples of multiple filenames for a SCAC:
TSP transmitting only one file: File Name: HHGABC001
TSP transmitting two files: First File Name: HHGABC001, Second File Name: HHGABC002
TSP transmitting three files: First File Name: HHGABC001, Second File Name: HHGABC002, Third File Name: HHGABC003.

If a TSP or RFSP is unsure of their firm’s SCAC or code in GSA’s CHAMP, contact GSA.

The File Naming Convention identified above MUST be strictly adhered to. If a firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the TSP’s or RFSP’s Upload directory and/or automatic rejection of the rate offer(s). TSPs will not receive Email for transmitting files with non-standard file names.
7-1.4. ACCESSING Upload Rate File Function.
In order to access the "Upload Rate File" function, a firm’s TMSS Group Administrator must first designate who will have access to this function and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the main screen. This takes them to the Account Info-Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the “Allow Upload” toggle button from the available menu. They will also need to ensure that the “Rate File” toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the UpLoad Rate File Link available from the Review/Edit HHG Rates screen within the HHG Rate Filing Module.

When rate offers are ready for submission, the User will click on the Upload Rate File Link. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download. The user will then need to locate the file and then select it for upload.

7-1.4.1. UPLOAD DIRECTORY ACCESS.
Once the rate offers have been uploaded using the Upload Rate File function, the user may verify that the firm’s file was successfully transmitted. If the file doesn’t appear in the firm’s directory, the user will need to “Upload” the file again. This will only assist in verifying that the firm’s rate offer file was transferred successfully and WILL NOT verify that the contents of the firm’s rate offer file have been formatted correctly.

To access the firm’s own directory, click on the File Download link from the main menu. The user will then be taken to a directory tree. Scroll down to find the firm’s folder, which will be identified by its Standard Carrier Alpha Code (SCAC). The user will then be able access the folder and verify that the file(s) are present. NOTE: This will only allow the user to verify that the file is present in the directory. The user will need to follow the provisions of 7-1.5 below to check for error reports and acceptance of rate records in TMSS.

7-1.5. Confirming Rate Transmission.

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day by TSPs and RFSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP’s email address OR the RFSP’s email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the firm’s directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will not have an opportunity to correct any errors detected in a file submitted for the last rate offer(s) validation at 10:00pm CST validation on the closing date of October 27, 2016 or March 13, 2017. Users will need to connect to their directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.7.
### Calendar Year 2015 Domestic Traffic Volume

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ITGBL Local Agents

Country: Afghanistan
Post: Herat

Local Agents:

Country: Albania
Post: Tirana

Local Agents:

1) AES Cargo/ Move One
Rruga "Brigada e VIII"
P. Teknoprojekt Sh.2 Ap 3/2 Nr. 33/1
Tirana, Albania
POC: Glenda Pajo
Tel: 355 4 225 8103
Cell: 355 69 206 7269
Email: albania@moveonerelo.com

2) AGS Tirana
Rruga: Llazar Xhajanka
1027 Tirana, Albania
POC: Genti Jacellari
Mob: 355 69 20 86 315
Tel, Fax: 355 44 500 617
Email: admin-tirana@agsmovers.com

3) Corstjens Worldwide Movers Group
POC: Joop Corstjens, Director Operations
World Headquarters
P.O. Box 71145
1008 BC Amsterdam
The Netherlands
Tel: 31 20 42 63 777
Fax: 31 20 42 63 789
Direct Phone: 31 20 42 63 756
Direct Fax: 31 20 42 63 757

1) PAXTON International
House #1, Corner of Shura and Park Streets
Karte Seh
Kabul, Afghanistan
POC: Wali Mohammad Wasif
Tel: 93 (0) 70 295 329
Cell: 0093 (0) 700 29 53 29
Email: kabul@paxton.com
Website: www.paxton.com

MEBS Global Reach
Block 4, Industrial Parks,
District 9
Kabul, Afghanistan
Country: Algeria
Post: Algiers
Bureau: NEA

Local Agents:
Master International Moving
POC: Mr AZOUZI Sofiane
Email: contact@masterinternationalmoving.com
Tel: +213661527810

Algeria Moving and Shipping
13 Lot Beau Sejour La Sapiniere
No. 7 Birmandreis
Algers, Algeria
POC: Mme. Ahlem Menar, GM
Tel/Fax: 213-21-56-48-53
Cell: 213-0770-415-261
algeria.mvg.shpg@hotmail.com

Country: Angola
Post: Luanda
Bureau: AF

Local Agents:
3) TransPiramide, LDA
Travessa da Se, Ingombota
Luanda, Angola
POC: Rodrigo Celestino Junior
Tel: 244 222 396 207/ 928 149 533/ 912 519 039
Fax: 244 222 393 322
Email: info-transpiramide@hotmail.com
for inbound shipments only, not for pack outs.

1) EMP-TRANS
Cargo Center Lds.
Rua Gastao de Sousa Dias
Nr. 6 r/c Luanda, Angola
POC: Hugo Silva or Rodrigo Junior
Tel: 244-222-324632 or 244-222-321840
Email: cargocenter@ebonet.net

2) Africa International Removals LDA/AGS Frasers Angola
Rua do Futungo
Bombas de gasolina de Sonangol “Mirantes”
Atras do restaurante “Girassol”
CP 5040 Luanda, Angola
POC: Mr. Gilles de Matos, Director General,
Branch Manager
Tel: (00244) 228 740 427
Cell: (00244) 923 71 46 44
Skype: manager_agsangola
Email: direction-angola@agsmovers.com
**Country:** Argentina  
**Post:** Buenos Aires  
**Bureau:** WHA

**Local Agents:**

3) Nazareno Villa Abrille  
Sales Manager  
ARGENVANS Transportes Internacionales SA  
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++54 11 4813-2000  
(C1060ABQ) - Buenos Aires - Argentina  
Email: http://www.argenvans.com.ar

Transpack Argentina S.A  
POC and title: Patricia Fluck Managing Director/ Luciana Ventura (Traffic Manager)  
Address: Av. Bernardo Ader 2250 Munro  
B1605FEF - Buenos Aires - Argentina.  
Email: info@transpack.com.ar  
Tel: Tel: +54 11 3221 6900 · Fax: +54 11 3221 6901

1) Argentina International Moving SRL  
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1008 Buenos Aires, Argentina  
POC: Daniel Oviedo  
Tel: 54-11-4325-0500  
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2) Universal Cargo  
Tacuarí 202 Piso 1  
(C1071AAF) Buenos Aires, Argentina  
POC: Lily Campbell  
Tel: 54-11-5352-3400/54-11-5352-3403  
Email: http://universalcargo.com.ar

**Country:** Armenia  
**Post:** Yerevan  
**Bureau:** EUR

**Local Agents:**

2) Globalink  
38/28 Ashtots Avenue  
Yerevan, Armenia  
POC: Rajiv Nagri  
Tel: 374-10-539197  
Email: r.nagri@globalinkllc.com

3) North-South Transport  
4 Charentz Street, Apt. 121  
Yerevan 0010, Armenia  
POC: Irhan Kent  
Tel: 374-10-571399  
Email: irhankent@ns-trans.com  
* shipping only, no packing*

1) Gosselin Yerevan  
2/6 Gyulbekyan Street  
Yerevan, Armenia  
POC: Vahram Jordan  
Tel: 374-10-268678/ 374-91-402445  
Email: nomad@arminco.com
**ITGBL Local Agents**

**Country:** Australia

**Post:** Canberra

**Local Agents:**

3) Wridgways
Kirby Holland
E-Mail Kirby.Holland@santaferelo.com
Ph. 02 6297 5444

4) Crown Relocations
Peter Schacht
E-Mail porschacht@crownww.com
Ph. 02 8787 0417

2) Allied Pickfords
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E-Mail Ron.Doolan@alliedpickfords.com.au
Ph. 02 8868 2820

5) NUSS Relocations
Nigel Saunders
nigelsaunders@nuss.com.au
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1) Grace Removals
Rebecca Powell
RPowell@grace.com.au
02 6260 1344

**Post:** Melbourne

**Bureau:** EAP

**Local Agents:**

1) Crown Worldwide (Aust) Pty Ltd
118 Boundary Road
Braeside, VIC 3195
Australia
Ph: 613 8586 7600
Email: Melbourne@crownrelo.com
Mike Curtis- mcurtis@crownrelo.com
Karen Taylor- ktaaylor@crownrelo.com
Exports- Russell Barber- email: rbarber@crownrelo.com
Imports- Sarcha Thorpe- email: sthorpe@crownrelo.com

1) Allied Pickfords
228 Greens Road, Dandenong
Victoria, Australia 3134
POC: Ron Gates
Tel: 613 9797 1533
Fax: 613 9797 1555
Email: Ron.Gates@alliedpickfords.com.au **bonded facility**

1) Nuss Relocations
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Melbourne,
Victoria, 3174
Australia
Tel: + 61 (03) 8793 4800
Fax: 61 (03) 8793 4888
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Email: ikederes@nuss.com.au
Tel: 03 8793 4800
Exports: Ray Beard
Email: raybeard@nuss.com.au
Tel: 03 8793 4801
Mob: 0413 833 039

1) Grace Removals Group
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Victoria, Australia
Tel: 613 9796 5155
Fax: 613 9796 5221
Local Agents:

Wridgways
Chelsea Smith
Imports Manager
Wridgways The Worldwide Movers
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Tel: +61 89359 7377
FAX: 61 89359 7378
Email: chelsea.smith@wridgways.com.au
www.wridgways.com.au

Allied Pickfords
John Blunsum
International Supervisor
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Welshpool WA 6106
Phone 61-89334 5555
FAX: 61 89334 5511
Email: John.Blunsum@alliedpickfords.com.au
www.alliedpickfords.com.au

Crown Relocations
Stephen Blackwell
State Manager
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Welshpool WA 6106
Tel: +61 8 9351 7100
Email: s.blackwell@crownrelo.com

Grace Removals
POC: Linda Liebenberg, Sales Manager
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Ph: +61 8 94540959
Local Agents:

Nuss Relocations
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Australia
POC: Nigel Saunders
Tel: +61 0 2 9425 4621
Email: nigelsaunders@nuss.com.au
Export POC: Janet Reyes
Tel: +61 2 9425 4613
Fax: +612 9420 2914
Email: janetreyes@nuss.com.au
IMPORT POC: Cindy Ly
Tel: +612 9425 4603
Fax: +612 9420 2914
Email: cindylly@nuss.com.au

Website: www.nuss.com.au
** bonded facility**

Allied Pickfords Export:
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Pemulwuy, NSW, 2145
Australia
EXPORT POC: Steven Vavdinos
Tel: +612 8868 2843
Fax: +612 8868 2811
Email: steven.vavdinos@alliedpickfords.com.au

Allied Pickfords
254 Toongabbie Rd
Girraween NSW 2145
Australia
** bonded facility **
IMPORT POC: Cathy Syfonios,
Tel: +61 2 9636 2466
Fax: 61 2 9636 2466
Email: Cathy.Syfonios@alliedpickfords.com.au

Website: www.alliedpickfords.com.au

Grace Removals Group
4 Tucks Road
Seven Hills NSW 2147
Australia
POC: FELIX MAGPANTAY
TEL: +612 9838 5639
FAX: +612 9838 5751
EMAIL:
IMPORTS: IMPORTSYD@GRACE.COM.AU
EXPORTS: EXPORTSYD@GRACE.COM.AU
** customs bonded facility**

Wridgways
14 Epic Place
Villawood NSW 2163
Australia
EXPORT POC: John Santi
Tel: +61 2 9645 7700
Fax: +61 2 9644 7111
Email: John.Santi@wridgways.com.au
Website: http://www.wridgways.com.au
Import POC: Naomi Yawson,
Tel: +61 02 9645 7738
F: +61 02 9743 8296
Email: Naomi.yawson@wridgways.com.au
** customs bonded facility**
ITGBL Local Agents

Unigroup Worldwide UTS -
Chess Moving
13 Bessemer Street
Blacktown NSW 2148
Australia
EXPORT POC: John Peterson
Tel: 61 (02) 9671 8428
Fax: 61 (02) 9671 8485
Email: johnP@Chessmoving.com.au
IMPORT POC: Vijay Lal
Tel: 61 (02) 9671 8400
Fax: 61 (02) 9671 8485
Email: Vijayl@chessmoving.com.au
Website: www.chessmoving.com.au
**bonded facility**

Crown Relocations
PO Box 2314 Smithfield NSW
2164, Australia
EXPORT POC: Mike Curtis
Tel: +612 8787 0415
Fax: +612 8787 0466
Email: mcurtis@crownrelo.com
IMPORT POC: Stacey Lohmeyer
Tel: +612 8787 0457
Fax: +612 8787 0466
Email: slohmeyer@crownrelo.com
Local Agents:

3) E. Fall
International Movers
Hans Fronius Str. 13
A-2380 Perchtoldsdorf
Austria
POC: Otto Schmideg, Manager
Tel: 43 1 865-9533
Email: otto.schmideg@e-fall.com

2) Santa Fee
Relocation Services
Interdean Internationale Speditionsges.m.b.H
(Post shipping contractor)
Eitnergasse 5
A-1230 Vienna
Austria
POC: Janos Penzes
(Corporate Account Manager)
Tel: 43 1 865 4706
Fax: 43 1 865 4708
Email: janos.penzes@interdean.com
**bonded facility**

1) A. Kühner and Sohn GmbH
(Post shipping contractor)
Relocation Solutions
Girakstrasse 15
A-2100 Korneuburg
Austria
POC: Dr. Andreas Bauer-Kuehner
Tel: 43 2262 74544/10
Fax: 43 2262 74544/44
Email: abk@kuehner.co.at
**bonded facility**

5) Lang Worldwide Moving
Spedition Lang GMBH
Obachgasse 4
A-1220 Vienna
Austria
POC: Ms. Karin Lang, Manager
Tel: 43 1 512-5201/0
Email: K.lang@lang-moving.at
**bonded facility**

4) Sobolak International Moving, Relocations
Stockerauer Strasse 161
2100 Leobendorf
Austria
POC: Reinhold Karpisek
Tel: 43 3362 691 19
Email: reinhold.karpisek@sobolak.com
**bonded facility**
**ITGBL Local Agents**

**Country:** Azerbaijan  
**Post:** Baku  
**Bureau:** EUR

**Local Agents:**

1) Gosselin Moving Azerbaijan  
Ahad Yagubov Street 1/1, Baku Azerbaijan  
Tel: +994 12-491-23-81,  
POCs: Sabina Jafarova, Branch Manager  
e-mail: sabinaj@gosselingroup.eu  
John Braeckeveldt, Gosselin Moving-Georgia  
e-mail: JohnB@gosselingroup.eu

3) Globalink Caspian –  
25-A Teymur Aliyev Street, English Yard Business Center, Baku, Azerbaijan  
Tel: +994 12 447 3111, fax: +994 12 447 30 16  
POC: Mir Junaid Ahmed, Branch Manager  
e-mail: j.ahmed@globalinkllc.com

2) Interdean Ltd  
Nobel Ave. 15  
AZURE Business Center, Floor 8, Office 39  
Baku, Azerbaijan  
Tel: +994 12 447 4346, +994 12 448 6485/86  
POC: Mr. Vagif Samosud, e-mail: vagif.samosud@interdean.com  
Mobile: +994 50 210 7384

---

**Country:** Azores  
**Post:** Ponta Delgada  
**Bureau:** EUR

**Local Agents:**

Transpac  
Canada do Vigario #2  
9760-310 Lajes VPV  
Terceira, Azores  
POC: Alfredo Goulart  
Tel: 295517199  
Email: Transpac@viaoceanica.com  ** bonded facility **

Oldemiro Cardoso Coelho & Herdeiros  
Volta do Paul, #4  
9760-512 Praia da Victoria  
Terceira, Azores  
POC: Mr. Hilario  
Tel: 295512917  
Fax: 295512943  
Email: Occpv@iol.pt  ** bonded facility **

Agencia de Navegacao Oceanica, Lda.  
Av. Alvaro Martins Homen #21  
9760-412 Praia da Victoria  
Terceira, Azores  
POC: Fernando Lima  
Tel: 295512080  
Email: Fernando.lima@agoceanica.com  ** bonded facility **
ITGBL Local Agents

**Country:** Bahamas  
**Post:** Nassau  
**Bureau:** WHA

**Local Agents:**
2) Wide World Forwarding Ltd  
P.O. Box N-460  
Windsor Road  
Nassau, Bahamas  
POC: Martin Munroe  
Tel: 242 352-3636 or 242 377-5605  
Fax: 242 352-1990 or 242 377-3271  
Email: martin.munroe@wideworldforwarding.com

**Country:** Bahrain  
**Post:** Manama  
**Bureau:** NEA

**Local Agents:**
1) Circle Freight International  
P.O. Box 5069  
Manama, Kingdom of Bahrain  
POC: Sunil Kumar  
Tel: 973-17-735-355 or 973-17-731-904  
Fax: 973-17-735-193  
Email: Sunil@circlefreight.com.bh  
Mr. Aleem - Military Move Supervisor Mob # (+973) 3984-8638; aleem@circlefreight.com.bh

**Country:** Bangladesh  
**Post:** Dhaka  
**Bureau:** SCA

**Local Agents:**
Homebound Packers and Shippers  
SW(A) 26, Gulshan Avenue  
P.O. Box No. GN 6052  
Dhaka-1212, Bangladesh  
Tel: 880-2-9887872, 9894645-46, 9894745-50  
Fax: 880-2-8823416, 8823519  
E-mail: henry.jacob@homeboundbd.com  
Web: www.homeboundbd.com

**Country:** Barbados  
**Post:** Bridgetown  
**Bureau:** WHA

**Local Agents:**
1) Michael Greaves Associates  
Carmichael House  
Carmichael  
St. George, Barbados  
POC: Mr. Michael Greaves, Managing Director  
POC: Mr. Karl Greaves, Operations Manager  
Tel: 1-246-426-2417  
Fax: 1-246-435-1847  
E-MAIL: info@mgassociates.net / shipping@mgassociates.net  
Ph: + (246) 426-2417  
Fax: + (246) 435-1847
### Local Agents:

#### 4) Interdean Moscow International Relocation
Novocheryomushkinskaya 61, Floor 3
117418 Moscow, Russia
POC: Victor Gordievich
Tel: 7 (495) 933 5232
Email: viktor.gordievich@interdean.com;
moscow@interdean.com
Minsk:
Oleg Fedorchenko
T: +375 29 6577880
F: +375 17 2057722
E: minsk@interdean.com
interdean@tut.by

#### 2) Cargo Partner Ltd.
Cargo Partner (BY)LTD,
Promyshlennaja Str. 6B, office 15,
Minsk, 220075, Belarus.
POC: Olga Askolkina, Natalia Kracheva
Phone: +375 17 3462381
Fax: +375 17 3462382
Mobile: +375 29 1180790
E-mail: Natalia.Kracheva@cpartner.by
Mobile: +375 29 6484822
Email: olga.askolkina@cpartner.by

#### 1) Calenberg Vilnius, UAB International Movers
Bukiskes, Avizieniai
LT-14182 Vilniaus raj., Lithuania
POC: Mr. Andrejus Lisovskis
Tel: 370 5 2430004
Fax: 370 5 2430005
Email: calenberg.Vilnius@takas.lt;
info@kraustymai.lt

#### 3) Corstjens Worldwide Movers Riga
Krasta 103
LV 1019 Riga, Latvia
POC: Olga Petroveca
Tel: 371 67 800 800
Fax: 371 67 800 801
Email: info.riga@corstjens.com; info@corstjens.lv;
olgap@corstjens.com
## ITGBL Local Agents

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<tr>
<th>Country:</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100 Antwerp, Belgium</td>
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<td>POC: Mark Green</td>
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<tr>
<td>Tel: 011-501-662-1058</td>
<td></td>
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<tr>
<td>Email: <a href="mailto:greenmovers1@yahoo.com">greenmovers1@yahoo.com</a></td>
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<td>POC: Raul Pelayo</td>
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<td>Cel: 501-602-3003</td>
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<tr>
<td>Tel: 501-203-0809</td>
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<tr>
<td>Email: <a href="mailto:easy_move_packing@live.com">easy_move_packing@live.com</a></td>
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**ITGBL Local Agents**

**Country:** Benin  
**Post:** Cotonou  
**Bureau:** AF

**Local Agents:**

KANGOUROU LOGISTICS  
C/1300 SAINTE RITA  
02 BP 1163 Cotonou, Benin  
Office tel (229) 96154037,  
Manager: Clement GNANSOUNOU  
Cell phone (229) 95 42 99 09 E-mail: kangouroullogistics@gmail.com  
***INCOMING AND OUTGOING SHIPMENTS****INCOMING AND OUTGOING SHIPMENTS

CAT LOGISTICS SA  
Carré 00059 M, Avlékété  
2ème étage de l'immeuble SIVOTRANS - 001 BP 938  
Tél: +229 21 31 05 96 / 21 31 09 34  
Fax: +229 21 31 09 05  
Operation Manager : Hilaire AZANDEGBE  
Cel: +229 95 96 40 60 / 98 81 02 61  
E-mail: h.azandegbe@catbenin.com  
General Manager : Franck ABALO  
E-mail: f.abalo@catbenin.com  
Cell. +229 98 81 02 62  
+229 95 95 65 13 ***INCOMING SHIPMENTS ONLY

AGS FRASERS PK4 Zone Industrielle 312  
Nvenamede 4021 F  
Manager: Jonathan Combarieu  
Email: manager-benin@agsmovers.com  
Tel: (229)21335403  
Cel: (229)97978333  
*** No POVs shipping FROM Benin Only

AEROTACTIC SARL  
ZONE FRET AEROPORT DE COTONOU  
04 BOX 0131 COTONOU  
TÉL: +229 21 30 88 20  
CEL: +229 97 77 32 78  
EMAIL: AEROTACT@BENINWEB.ORG
ITGBL Local Agents

Country: Bermuda
Post: Hamilton

Local Agents:

Best Shipping
Street Address:
3 Addendum Lane
Pembroke HM 07
Bermuda

Mailing:
P.O. Box HM 335
Hamilton HM BX
Bermuda

Inbound:
Point of Contact:
Name: David Sousa
Phone: 441-294-4411
Email: dsousa@best.bm
and
Name: Christina Trott
Phone: 441-294-4415
Email: ctrott@best.bm

Outbound:
Point of Contact:
Name: David Sousa
Phone: 441-294-4411
Email: dsousa@best.bm
And
Name: Christopher Osborne
Phone: 441-294-4428
Email: cosborne@best.bm

Bonded Warehouse: Yes

Bermuda Forwarders
Street Address:
2 Mill Creek Lane
Pembroke HM 05
Bermuda
Mailing:
P.O. Box HM 511
Hamilton HM CX
Bermuda
POC:
Incoming:
Name: Toby Kempe
Phone: 441-294-6232
Email: Reloin@bermudaforwarders.com
ITGBL Local Agents

**Country:** Bolivia  
**Post:** La Paz  
**Bureau:** WHA

**Local Agents:**

TOTAL BOLIVIAN MOVING SRL  
POC:    Carlos Ramos  
Phone 1:  +591 (2) 242 3060  
Phone 2:  +591 (2) 241 8582  
Email:   c.ramos@tobolmoving.com  
Web:     www.tobolmoving.com

DO NOT USE Tisur. Only the agents noted above are approved for Bolivia.

3) Exprinter Liftvans  
POC:    Jackeline Cano Illanes  
Phone:  591 2 222-7861  
Email:  jcano@exprinter.com.bo

La Paz, Bolivia

1) Inbolpack S.R.L.  
POC:    Fernando Duran  
Tel:     591 2 231-7070  
Fax:     591 2 239-2036  
Email:   inbolpack.lpz@inbolpack.net

La Paz, Bolivia

2) Express Cargo Services  
POC:    Arsenio Nina  
Phone:  591 2 236-1111  
Cell:    591 719-53915  
Email:   expresscargoser@entelnet.bo; anina@expresscargobolivia.com

La Paz, Bolivia

BOLIVIAN MOVERS  
POC: Alvaro Orellana  
Phone: 591 2 222-1509  
Cell: 591 670 00433  
Email: aorellana@bolivianmovers.com  
Web: www.bolivianmovers.com
Country: Bosnia-Herzegovina

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Local Agents:

See Sarajevo

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Local Agents:

See Sarajevo

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Local Agents:

3) Interdean Relocation Services
Sarajevo, Bosnia and Herzegovina
Put života 14, 71000 Sarajevo, BiH
Contact person: Adi Catibusic
Sales / Operations
T: + 387 33 525 143
M: + 387 63 377 561
F: + 387 33 525 143
E: adi.catibusic@interdean.com
***Bonded Facility

2) AGS Sarajevo
Luzansko Polje 7
Ilidza, Sarajevo
Bosnia – Herzegovina
POC: Mr. Jasmin Moro
Mobile: +387 61 192 086
Tel: 387 33 761 460
Fax: 387 33 761 461
E-mail: sales-sarajevo@agsmovers.com
***Bonded Facility

1) Move One
Ismeta Alajbegovic Serbe 30
Stup, Sarajevo
Bosnia -Herzegovina
POC: Mr. Fuad Merzic
Mobile: +387 61 133 002
Tel: 387 33 765 195
Fax: 387 33 765 196 ***
E-mail: bih@moveoneinc.com
***Bonded Facility
Country: Botswana
Post: Gaborone
Bureau: AF

Local Agents:

MR MOVE WORLDWIDE
UNIT H IMAGE PARK
PLOT 28900, GABORONE WEST
GABORONE
TEL: 392 7595
CTC: NIELS HENRIKSEN
EMAIL: move@info.bw

2) AGS FRASERS INTERNATIONAL
PLOT 14398, NEW LOBATSE ROAD
GABORONE WEST INDUSTRIAL
GABORONE
TEL: 392 2558
CTC: GERRY NAUDE
EMAIL: gerry.naude@agsfrasers.com

1) ELLIOTT INTERNATIONAL
UNIT 4/B/2, PLOT 22098
BDC WESTERN INDUSTRIAL ESTATE
GABORONE
TEL: 391 2531
CTC: BRENT ROUSE
EMAIL: brent.r@elliottmobility.com

3) CROWN RELOCATIONS
PLOT 14387, NEW LOBATSE ROAD
GABORONE WEST INDUSTRIAL
GABORONE
TEL: 316 5253
STEPHEN GOULDING
EMAIL: sgoulding@crownww.com
EMAIL: gaborone@crownrelo.com
Country: Brazil

Post: Brasilia

Local Agents:

2) Granero Transportes Ltda.
STRC Trecho 3, Conjunto B, Lote 4
Brasilia DF Brazil, CEP: 71.225-500
POC: Fausto Rocha Ribeiro, Int'l Dept. Manager
Tel: 5561 3233 3070
Fax: 5561 3234 2716
Email: bsb-internacional@granero.com.br
Website: www.granero.com.br

1) Fink Transportes S.A.
STRC Trecho 2, Conjunto D lotes 1-2
CEP: 71225-524, Brasilia DF., Brazil
POC: Mr. Arnaldo Assis, Director
Tel: 55 61 3233 1880
Fax: 55 61 3233 1999
Email: amaldo.fink@terra.com.br
**** following customs clearance, secure
warehouse facility ***
Email: finkbsb@terra.com.br
Email: amascarenhas@fink.com.br

Post: Recife

Local Agents:

2) Transportes Fink
Fernanda Viana
Tel 5521-3410-0716
Email fviana@fink.com.br

1) Transportes Frey
Rue Carlos Pena Filho
170 Jiquia Recife - PE 50850-030 Brazil
POC: Antonio Gomes, Jr.
Tel: 55-81-3428-3277
Fax: 55-81-3428-7791
Email: mfrey@hotlink.com.br

Post: Rio De Janeiro

Local Agents:

1) Transportes Fink S.A.
Estrada dos Bandeirantes 2.856
Jacarepagua
Rio de Janeiro – CEP: 22775-110
Rio de Janeiro – Brasil
POC: Ms. Laura Ganon, General Manager
E-mail:lganon@fink.com.br
POC: Ms. Marcela Britto (in/out shipments
Supervisor)
Tel: 55 21 3410-9715
E-mail: mbritto@Fink.com.br

2) Teamwork International Moving
Avenida Brasil, nº. 33.809 B
Bangu, Cep: 21852-002
Rio de Janeiro, RJ, Brasil
POC: Jania Pirete
Tel:(5521) 2481-2531
Fax: (5521) 3351-3569
jania@teamworkintl.com.br
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<th>Local Agents:</th>
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| Sao Paulo | WHA    | Brunei   | 1) Fink Transportes S.A.  
Rua Cardeal Santiago Luiz Copello, 81  
CEP: 05308-000 Sao Paolo - SP - Brazil  
POC: Cristiane Balista, Director  
Tel: 55 11 3839 5401  
Fax: 55 11 3835 3366  
Email: cbalista@fink.com.br  
General Email: finksp@fink.com.br |
| Bandar Seri Begawan | EAP    | Bulgaria | 2) Matrix Relocations  
Building 12, Business Park Sofia  
1766 Sofia, Bulgaria  
Website: www.matrixrelo.com  
POC: Dessislava Bosman  
D: +359 2 807 6631  
F: +359 2 807 6639  
M: +359 88 835 4591  
E: dessislava.bosman@matrixrelo.com  
Country Manager: Hristo Vassilev  
T: +359 2 807 6633  
F: +359 2 807 6639  
M: +359 88 897 2775  
E: hristo.vassilev@matrixrelo.com |
| Sofia     | EUR    | Bulgaria | 1) Orbit Ltd.  
International Forwarding & Moving  
Member of Orphee Beinoglou Group  
16, Prodan Tarakchiev Str.  
1540 Sofia, Airport Area  
Bulgaria  
POC: Ludmil Rangelov  
Central Tel.: +359 2 970 6300/400/500  
Direct Tel: +359 2 970 6311,  
Cell: +359 89 990 3339  
Fax: +359 2 970 6333  
e-mail: lrangelov@orbit.bg  
hhgs@orbit.bg  
www.orbit.bg |
Local Agents:

2) TRANS'DEM
01 BP 163 Ouagadougou 01, Sector 15 Ouaga 2000
Rue de la Jeunesse
Ouagadougou, Burkina Faso
POC: Bachetta Laurent
Tel: 226-50-37-67-30
Fax: 226-50-37-67-31
Email: transdem@fasonet.bl

1) AGS Worldwide Movers
Zone du Bois, 01 BP 1767 Ouagadougou, Burkina Faso
POC: Antoine Secretan
Tel: 226-50-36-16-79
Fax: 226-50-36-12-24
Email: direction-burkinafaso@agsmovers.com

3) SDV – Bollore, Africa Logistics
Mr. Michael Bassinga, Responsible Service Aérien
32, rue de l'UNICEF 01 BP 379 Ouagadougou 01
Tel: 226-50-31-77-55, 226-50-31-12-03
Fax: 226-50-31-25-08
Email: michael.bassinga@bollore.com
<table>
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| 2) Asian Tigers Mobility  
  Room 504, MMG Tower  
  #44/56, Kannar Road  
  41st-42nd Street  
  Botataung Township  
  Yangon, Myanmar  
  Phone: (951) 250 290  
  Mobile: (959) 506 3050  
  Fax: (951) 252 313  
  Attn: Ruud J.M. von Martels, Director  
  e-mail: ruud.vmartels@asiantigers-myanmar.com |
| 1) Crown Relocations (Crown Worldwide Movers)  
  #790 (Room #702) Danathihla Center  
  Bogyoke Aung San Street, Lanmadaw Township  
  Yangon, Myanmar  
  POC: Daw Su Htway Win, General Manager  
  Tel: (951) 223 288 x702  
  Fax: (951) 229 212  
  Email: yangon@crownrelo.com;  
  crownworldwide@mptmail.net.mm |
| 3) N.M.T. Ltd.  
  #123 – 2nd Floor, 42nd Street  
  Botataung Township  
  Yangon, Myanmar  
  Tel: 951-245854, 951-380389  
  Fax: 951-392424  
  POC: Daniel RAJIV  
  e-mail: NMT@mptmail.net.mm |
| 4) Schenker (Thai) Ltd., Yangon Branch  
  POC: Aung Kyaw Soe Thu (Branch Manager)  
  #59 A, U Lun Maung Street, 7 Mile, Mayangone  
  Tsp., Yangon, Myanmar  
  Tel/Fax: + 95 1 651 250, 667 686, 666 646  
  Mobile: + 95 9 4210 960 12 |
### ITGBL Local Agents

**Country:** Burundi  
**Post:** Bujumbura  
**Bureau:** AF

#### Local Agents:

<table>
<thead>
<tr>
<th>No.</th>
<th>Company</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
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</table>
| 1)  | BOLLORE AFRICA LOGISTICS | Avenue Teza, Quartier Asiatique, BP 2762 Bujumbura, Burundi | Roger Nkubito  
|     |                          | Tel: +257 22 24 58 04, Direct: +257 22 24 58 05, Mobile: +257 76 934 724 / +257 78 809 | Email: roger.nkubito@bollore.com |
| 2)  | AGS Frasers Burundi      | Avenue Teza, Quartier Asiatique               | Francis LECLET  
|     |                          | BP 2762 Bujumbura, Burundi                   | E-mail: manager-burundi@agsmovers.com |

Email address for US agent contact: ITGBL-Africa@agsmovers.com
Country: Cambodia
Post: Phnom Penh
Bureau: EAP

** Local Agents **

4) Crown Worldwide Ltd.
(Cambodia)
115-116 Street, 335, Corner 542,
Boeung Kok 2
Khan Toul Kork, Phnom Penh,
Cambodia
POC: Frank P. Kursteiner, Country Manager
Email: fkursteiner@crownrelo.com
Tel: 855-23 881 004
Fax: 855-23 884 451
Website: www.crownrelo.com
** bonded facility **

1) Asian Tigers Transpo
International (Cambodia) Ltd.
86 Street 160
Phnom Penh, Cambodia
POC: Paul Glew, Country Director
Tel: (855-23) 880 951
Fax: (855-23) 880 952
Email: paul.glew@asiantigers-cambodia.com
Website: www.asiantigersgroup.com
** bonded facility **

2) Circle Worldbridge International Ltd.
#104A, First floor of Hong Kong Center, Prah Sothears Blvd.
Phnom Penh, Cambodia
POC: Mr. Sear Rithy
Tel: (855) 23 216 049
Fax: (855) 23 224 453
Email: cfi@camnet.com.kh
   rithy_sear@worldbridge.com.kh
** bonded facility **

3) JVK-NAGA Movers Ltd.
1157 National Road #2, Bldg B
Sangkat Chakangrea Leu, Khan Mean Chey
Phnom Penh, Cambodia
Tel: 855-23-216-781
Fax: 855-23-216-751
E-mail: cambodia@jvkasia.com
POC: Mark Donohoe
Tel: (855) 23 724 746
Fax: (855) 23 366 323
Email: mark.donohoe@jvkasia.com
** bonded facility **
Country: Cameroon
Post: Douala
Bureau: AF

Local Agents:

Post: Yaounde
Bureau: AF

Local Agents:

2) CODEM AGS Groupe
Elig Edzoo Area
Box 6900
Yaounde, Cameroun
POC: Herve Bax de Keating
Tel: (237) 22 20 33 25
Fax: (237) 22 20 33 24
Cell: (237) 99 50 34 12
Email: direction-yaounde@agsmovers.com

1) MAC PAC INT'L
1321 RUE CHARLES BINDZI
B.P 1095
YAOUNDE - CAMEROUN
Tel: 00 237 22 20 41 74
Fax: 00 237 22 20 41 75
email: macpaclouis@yahoo.fr
ATTN: MR FRANCK HERTZ OR MR ALAIN HERTZ
**ITGBL Local Agents**

**Country:** Canada  
**Post:** Calgary  
**Bureau:** WHA

**Local Agents:**

1) Tippett Richardson  
2905 - 37 Avenue NE  
Calgary, Alberta T1Y 5Z9 Canada  
POC: Robert Montgomery, International Sales Manager  
Tel: (403) 299-9721  
Fax: (403) 299-9750  
Cell: (403) 560-9262  
Email: robm@tippet-richardson.com

2) AMJ Campbell  
901 - 57 Avenue, NE  
Calgary, Alberta T2E 8X9  
POC: Doug Jasper, Branch Manager  
Tel: (403) 204-6253  
Fax: (403) 248-7479  
Email: DJasper@AMJCampbell.com

Starline Overseas Moving  
POC: Grace Stypka  
Starline Overseas Moving  
Direct: 780-453-0496  
Toll Free: 800-267-9958 Main: 780-453-6777  
Fax: 587-473-9014  
Email: grace@starlineoverseas.com  
www.hsrelogroup.com | www.starlineoverseas.com
Local Agents:

1) Burgess Transfer, United Van Lines
20 Oland Court, Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1V2
POC: Graham Burgess, Co-Owner
Tel: 902-468-2929, 1-800-565-2929
Email: graham@burgesstransfer.com

4) AMJ Campbell Van Lines, Atlas Van Lines
15 Williams Avenue
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1X3
POC: Mike Duffy, Sales Consultant
Tel 902-481-2040
Email: mduffy@amjcampbell.com

2) Premiere Van Lines, Atlas Van Lines
31 John Savage Avenue
Dartmouth, Nova Scotia B2B 2C9
POC: Jessica Brown, Senior Sales Executive
Tel: 902-468-4313
Email: jbrown@premierevanlines.com

3) Guardian Transfer and Storage, North American Van Lines
210 Joseph Zatzman Driver
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1P4
POC: Dave Taylor, President and Co-Owner
Tel: 1-800-668-1353
Email: dtaylor@guardiantransfer.com

5) Maritime Moving and Storage, Allied Van Lines
51 Thornhill Drive
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1R9
POC: Jack Flemming, President and Owner
POC: Norman Burke, Financial Officer
Tel: 902-468-6868
Email: mduffy@amjcampbell.com

6) Halifax Transfer and Storage, Allied Van Lines
5 Burley Court
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 2A3
POC: Margaret Gray, Sales Representative
Tel: 902-468-6683
Email: M.gray@halifaxtransfer.ns.ca

Local Agents:

2) AMJ Campbell International
1475, 55ieme avenue
Dorval, Quebec, Canada
H9P 2W3
Tel: 1 800 874 1071
POC: Eric Belanger

1) Martel Express (Montreal) INC. (Member of United Van Lines)
10105 Boul. Henri-Bourassa West
Montreal, Quebec, Canada H4S 1A1
POC: Mathieu Valade
Tel: 514-331-3311
Fax: 514-331-0303
Email: mathieu.valade@martelexpressmontreal.com
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post: Ottawa</th>
<th>Bureau: WHA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 2) AMJ Campbell  
2710 Stevenage Dr  
Ottawa, ON  
POC: Claude Martel 613-737-0000  
cmartel@amjint.com |
| 3) Outaouais Moving  
150 Jean Proulx  
Gatineau, QC  
POC: Kym Leroux 819-771-1634  
Kym@outaouaismoving.com |

<table>
<thead>
<tr>
<th>Post: Quebec</th>
<th>Bureau: WHA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 3) CDP Inc.  
1010, ave. Godin  
Quebec (Quebec) G1M 2X(  
POC: Mr. Jacques Gobell  
Tel: 418-687-3830 or 1-800-663-3820  
Fax: 418-687-4419  
Website: http://gcmd.ca/contact/php |
| 1) Demenagement Ste-Foy  
445 Mendel Street  
Quebec (Quebec) G1X 4B9  
POC: Mr. Julien Richard  
Tel: 1-800-463-2606  
Fax: 1-418-872-2464  
Website: http://www.demenagementstefoy.com |
| 2) Demenagement Rapide, Inc.  
1630 Blvd. Talbot  
Quebec (Quebec) G2N 0C5  
POC: Mr. Jean Claude Marquis  
Tel: 1-800-463-5708  
Fax: 418-849-2764  
Website: http://www.demenagement.qc.ca/home.html |

<table>
<thead>
<tr>
<th>Post: Toronto</th>
<th>Bureau: WHA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1) Intercontinental Van Lines  
26 Riviera Drive, Unit #1  
Markham, Ontario, L3R 5M1  
POC: Tim Garside - President  
Tel: 905-946-859 / 800-533-5247  
Fax: 905-946-1798  
Email: timg@intercontinentalgroup.com Web-site: www.intercontinentalgroup.com |
| 3) Royal Moving and Storage  
2301 Royal Windsor Drive, Unit 5  
Mississauga, Ontario Canada L5J 1K5  
POC: John Ho, Managing Partner  
Tel: 905-823-6655 or 1 800 667 6046  
Fax: 905-823-9220  
E-mail: johnho@kms-royalmoving.com |
| 2) Global International  
450-3 Esna Park Drive  
Markham, Ontario, Canada L3R 1H5  
POC: Jim Petrakos. President  
Tel: 905-475-1990/800-230-8741  
Fax: 905-475-9542  
Email: jim@globalintlcanada.com  
simeona@globalintlcanada.com |
Local Agents:

2) Williams Moving International
2401 United Boulevard
Coquitlam, BC V3K 5Y3
POC: Cynthia Making
Tel: (604) 945-2517
Email: cmaking@williamsinternational.com

Tippet Richardson
Peter van den Berg
M + 1. 604.317.1934 - peterv@tippetrichardson.com

TR INTERNATIONAL DIVISION
8035 North Fraser Way
Burnaby (Vancouver) BC V5J 5M8
T 604.324.5015 | F 604.324.2047 | TF 1-800-771-5015

Bandstra Moving Systems ltd
9920 River Drive
Richmond, BC V6X 3S3

POC: John Bandstra
John@bandstra.com
Office 604-273-5111
Fax 604-279-1471

3) Bekins World Wide Moving
14251 Burrows Road, Suite 101
Richmond, BC V6V 1K9
POC: Peter Knight
Tel: (604) 214-4444
Email: peter@bekinsworldwide.com

4) Crown Worldwide Group
2112 Indian Fort Drive
Surrey, BC V4A 3L8
POC: Oleg Sverdin
Tel: (888) 531-2609
Email: Osverdlin@crownrelo.com

1) Salmon’s Transfer Ltd.
9500 Van Horne Way, Suite 100
Richmond, B.C. V6X 1W3
POC: Lynne Davies-Brown
Tel: (604) 273-2921
Email: lynne@salmontransfer.com

Local Agents:
### Country: Cape Verde

**Post:** Praia

**Local Agents:**

1) **AGS Cabo Verde Mudancas LDA**  
   24, Rua da UCCLA - Achada Sto. Antonio  
   CP 225-A  
   Praia, Cape Verde  
   POC: Yoann Lacerda  
   Tel: 238 262 36 22  
   Email: manager-caboverde@agsmovers.com  
   Website: www.agsworldwide-movers / www.agsfrasers.com

2) **TIBA - Cabo Verde**  
   Rua Andrade Corvo num.17-2º Plateau - Praia - Santiago  
   POC: Angela Rodrigues  
   Tel: 238 261 8541  
   Fax: 238 / 261 8542  
   Email: llima@tibagroup.com / capeverdedesk@tibagroup.com  
   Angela Rodrigues  
   Email: arodrigues@tibagroup.com  
   Cell: (238) 910-2262

**Agencia Fernandes e Monteiro, Lda**  
   Rua Serpa Pinto, nr.57  
   Plateau-Praia-Santiago  
   POC: Carla Brito/Water Serra-Manager  
   Tel: (238) 281-9838  
   Mobile: (238) 993-4743  
   Email: afm_lda@hotmail.com / geral@fernadesmonteiro.com
ITGBL Local Agents

Post: Bangui
Bureau: AF

Local Agents:

1) SDV Centrafrique **
Rue Parent, B.P. 32
Bangui, Central African Republic
Tel: 236 21614822
Fax: 236 21614278
Email: sdvbangui@cf.dti.bollore.com

2) TTCI Centrafrique **
Rue Martin Luther King
B.P. 1564
Bangui, Central African Republic
Fax: 236 21616050/ 21617751
Email: ttci_douane@yahoo.fr.

4) AGS Centrafrique *
Immeuble SOCATRAF Port Amont
B.P. 1468
Bangui, Central African Republic
Tel: 236 21610182/ 7505488
Fax: 236 21611378
Email: ags-bangui@ags-demenagement.com or agsbangui@intnet.cf
* sole packing company for post

3) SCAFE **
Avenue Barthelemy Boganda
B.P. 929
Bangui, Central African Republic
Tel: 236 21619261
Email: scafebgui@yahoo.fr or limchrist@yahoo.fr
** freight forwarders

Country: Chad
Post: N'djamena
Bureau: AF

Local Agents:
ITGBL Local Agents

Country: Chengdu
Post: Chengdu

Bureau: EAP

Local Agents:

UniGroup Relocation
808, Block 4, Idealism Center, No. 38, Tianyi Street, High-Tech Zone
Chengdu, China
POC: Aimee Zhang
Tel: +86-28-8528 7058 / +86 13060022902
Fax: +86-28-8528 7078
Email: aimee_zhang@unigrouprelocation.com

Sirva International Freight Forwarding (Shanghai) Co., Ltd., Chengdu Branch
Address: Room 1303, building 2, Dading Century Plaza, No. 387 Tianren road, High-Tech Zone

JVK Magellan International Movers Ltd.
Address: #143-9 Wulidun Dong Jie, Jinniu District, Chengdu, China.
POC: Sissi Yuan
Tel: 86-28-68068700/86-139 0809 8584
Fax: 028-68068700
Email: sissi.yuan@jvkasia.com

Crown Relocations (Chengdu)
Address: Room 821, Building C, Poly Center, Jinxiu Road no.1, Wuhou District, Chengdu, China
POC: Sheryl Song
Tel: +86 28 86080361
Fax: NA
Email: ssong@crownww.com

AGS Four Winds Chengdu
Address: RM 1305, Building 2-2, No.27 South Renmin Road
Chengdu, China
POC: Lucy Luo
Tel: +86 28 8529 3491
Fax: +86 28 8529 3492
Email: lucy.luo@agsfourwinds.com

Sino Santa Fe International Transportation Services Co., Ltd.
Address: Room-6B Hongdi Mansion#153, Kehua North Road
Chengdu 610041 China
POC: Cristina Li
Tel: 86-28 85226788
Fax: 86-28 85226012
Email: Chengdu@santaferelo.com
ITGBL Local Agents

Country: Chile
Post: Santiago
Bureau: WHA

Local Agents:

WARD VAN LINES
Contact: Pablo Soffiato
Phone: (562) 2663-6700 Ext 711
E-mail: Pablo.Soffiato@wardvanlines.com
Address: Américo Vespucio 2050, Quilicura, Santiago-Chile.

REMSSA
Contact: Maria Eugenia Rojas
Phone: (562) 2775-9990
E-mail: remssa@remssa.cl
Address: Lope de Ulloa 1.885, Quinta Normal, Santiago-Chile

DECAPACK
Contact: Andres Gonzalez Mera
Phone: +56.2 2488 10 00
E-mail: andres.gonzalez@decapack.com
Address: Claudio Arrau 9452 Pudahuel, Santiago – CHILE

UNIPACK
Contact: Luis Silva
Phone: (562) 2799-7000
E-mail: lsilva@unipack.cl; info@unipack.cl
Address: Avda. Pdte. Eduardo Frei Montalva 6070, Quilicura, Santiago-Chile.
ITGBL Local Agents

Country: China
Post: Beijing
Bureau: EAP

Local Agents:

Sino Santa Fe International Transportation Services Co., Ltd.
No. 2, Street No. 8, Beijing Airport Logistics Zone
Beijing 101300 China
POC: Chad Forrest, Division Manager
Tel: 86-10-6947-0688
Fax: 86-10-6947-0699
Email: cforrest@santafe.com.cn
Website: www.santafereolo.com ** customs bonded warehouse **

UniGroup Relocation- Beijing
Room 7A 16, East Wing, Hanwei Planza, No 7
Guanghua road, Chaoyang district, 100004,
Beijing, China
POC: Sophia Cheng, Branch Manager
Tel: 86-10-6561-0688
Fax: 86-10-6561-6980
Email: Sophia_cheng@unigrouprelocation.com
Website: www.unigrouprelocation.com

Asian Express International Movers
Room 2908, Tower 6, SOHO New Town
88 Jiangouo Road
Beijing, China
POC: Michael Schopp
Tel: 86-10-8580-1471
Fax: 86-10-8580-1475
Cell: 13601304760
Email: mike@aemovers.com.hk

**AGS Four Winds International Transport Service (Shanghai) Co., Ltd Beijing Branch
Address: Room 2-090, Building 5, North Block, Shou Kai Bo Jun, No. 8 Xin Dong Road, Chaoyang District, Beijing, China.
Tel: 8424 3050 Ext. 217
Fax: 8424 3059 Ext. 201
Contact: Lynette Du
Title: Customer Service Coordinator
Email: lynette.du@agsfourwinds.com

Crown Relocations
Crown Worldwide (China) Co. Ltd.
Joshua Rose
General Manager – Central China
No. 16 Xingmao 1st Street, Tong Zhou Logistics Park Majuqiao Town,
Tong Zhou District, Beijing, China 101102
Tel : +86 10 5801-8088
Mobile: +86 156 1875 6593
Email: jrose@crownww.com
http://redirect.state.sbu/?url=www.crownrelo.com

Continental International Moving
26B, BLDG B, BAUHINIA COURT,
NO. 30 DONGSANHUAN BEILU,
CHAOWANGDISTRICT,
BEIJING, CHINA 100026
POC: MR. ZHANG QING
TEL: +86 10 8762 5110
FAX: +86 10 8762 5281
Email: info@cimmover.com or zhangqing@cimmover.com
** customs bonded warehouse **
ITGBL Local Agents

JVK Magellan International Movers, Ltd.
Room 26B, Block Two, Bauhinia court
No. 30 Dongsanhuan Beiliu Road
Chaoyang District, Beijing 100023, PR China
POC: Paul Sutton
Tel: 86-010-8762 5047
Fax: 86-010-8762 5281
Email: beijing@jvkasia.com or paul.sutton@jvkasia.com

Asian Tigers K.C. DAT (China) Ltd.
No. 13 XinZhongXli, Room 302
Grand Rock Plaza, DongCheng District
Beijing, 100027 China
POC: Lewis Turner, General Manager (Sales and Marketing)
Tel: 86-10-6415-1188
Fax: 86-10-6417-9579
Email: Lewis.Turner@AsianTigers-China.com
Web-site: www.AsianTigersGroup.com ** customs bonded warehouse **

Trans Dragon International Co.
No. 18 Dong Si Huan Zhong Lu
Beijing, China
POC: Simon Zhao
Tel: 86-10-8777-6092/6093/6094
Fax: 86-10-8777-6095
Cell: 13910713182
Email: service.1@transdragon.com.cn; service.2@transdragon.com.cn
** customs bonded warehouse **

Sinotrans Beijing Company
Wang Si Ying Chaoyang
Beijing 100016 China
POC: Wan Ke, Sales Manager
Tel: 86-10-8739-9552
Fax: 86-10-8739-9360
Cell: 13911153625
Email: Wanke@sinotransbj.com ** customs bonded warehouse **

China Way International Moving & Warehousing
Add: Bldg.10, Area 2, Anhuaxili, Chaoyang District,
Beijing, China 100011
Contact: Ms. Sally Zhong
Tel: 8610 6423 5750
Fax: 8610 6425 4795
Email: sally@chinawaygroup.com
beijing@chinawaygroup.com
Web site: www.chinawaygroup.com
ITGBL Local Agents

Country: China - All other points
Post: Wuhan
Bureau: EAP

Local Agents:

AGS Wuhan
Ms. Monica Lee
Branch Manager
Tel: +86 27 8571 7850
Fax: +86 27 8571 5196
Mobile: +86 139 7140 3013
Address: Room 2508, 25/F, Zhongshan Plaza, 577 Jiefang Avenue, Wuhan, Hubei Province, 430022, China.

Crown Worldwide (China) Co. Ltd.
Crown Building, No. 59, Lane 725-75, Sui De Road Shanghai, China 200331
POC: Mr. Joshua Rose
+86 21 6250 8820 (main line) ext. 699
+86 156 1875 6593 (mobile)
jrose@crownww.com
www.crownrelo.com

3) Santa Fe Relocation service, POC: Thomas Morocz
Branch Manager – Chengdu, Nanjing & Wuhan
Santa Fe Relocation Services
Tel: +86 28 8522 6788 ext. 816
Fax: +86 28 8522 6012
Mobile: +86 176 0801 7207
Email: thomas.morocz@santaferelo.com

1) 武汉环球物流有限公司
Wuhan Huangqu Wuliu Co. Ltd
POC Daisy Zha: 134 7602 8002 daisy.zha@myglc.com
**ITGBL Local Agents**

**Country:** Colombia  
**Post:** Bogota  
**Bureau:** WHA

**Local Agents:**

3) Aviatur S.A.  
Calle 40 102-24  
Bogota, Colombia  
POC: Juliana Cruz  
Tel: 422100  
Fax: 4180584  
Email: juliana.cruz@aviaturcarga.com.co

Portan S.A.  
Calle 19 # 32 - 49  
Bogota, Colombia  
POC: Paula Colmenares, Manager  
pcolmenares@portan.com  
Tel: 277-0401/ 277-0441/ 565-8421/ 562-1232/ 562-1253  
Fax: 562-0618

2) ABC Logistics Cargo's POC  
Calle 24, 95-12 Bodega 45,  
Parque Industrial Portos, Colombia  
POC: Maria Andrea Rodriguez  
Tel: 422 2383/ 422 2388  
Fax: 422-2380  
Email: marodriguez@abccargolog.com

1) Aviomar S.A.  
Avenida El Dorado #96 - 47  
Bogota, Colombia  
POC: Ximena Tobar  
Email: ximena_tobar@aviomar.com.co  
Email: ximena.tobar@aviomar.com.co  
Cell: 313 294 0462.  
Tel: 742 6969  
Fax: 415-2261  
*** Bonded Facility ***

---

**Country:** Congo, Republic of  
**Post:** Brazzaville  
**Bureau:** AF

**Local Agents:**

CODEM  
PO Box 1280  
Brazzaville, Republic of the Congo  
POC: Mr. Matsiona Paul  
Tel: 242 816124/ 551374/ 6664286  
Email: congo_codem@yahoo.fr

SDV Congo  
Avenue Felix Eboe, PO Box 2345  
Brazzaville, Republic of the Congo  
POC: Mr. Yvon Vancoppenalle  
Tel: 242 6666156  
Email: Yvon.vancoppenalle@cg.dti.bollore.com

1) DEMEX  
PO Box 15036  
Brazzaville, Republic of the Congo  
POC: Mr. Wilfrid Nzouka  
Tel: 242 813417/ 521388/ 5517091  
Email: demex0042000@yahoo.fr  
Website: www-congo.com
ITGBL Local Agents

**Country:** Costa Rica

**Post:** San Jose

**Bureau:** WHA

**Local Agents:**

Adriana Morera Díaz  
Mudanzas Mundiales S.A.  
Ejecutiva Ventas Internacional  
Ph (506) 2207-6882  
Central (506) 2207-6800  
Cel (506) 8388-0802  
E-mail amorera@gmm.cr  
www.gmm.cr

Fabian Ortiz  
APA Worldwide Movers  
Centro Colon Building, Suite 1-14  
San Jose, Costa Rica  
e-mail: fortiz@apaworldwidemovers.com or info@apaworldwidemovers.com  
Tel : (506) 2233-4785  
Cel*: (506) 8335-6464  
Fax: (506) 2233-0517  
www.apaworldwide.com

Edwin Obando Jr.  
WINMOVES  
Ph. (506) 2215-3536  
Cel (506) 8381-6511  
FX. (506) 2215-3530  
San Jose, Costa Rica

**Country:** Cote D'Ivoire

**Post:** Abidjan

**Bureau:** AF

**Local Agents:**

AGS FRASERS COTE D’IVOIRE  
21 rue de l'industrie – Zone 3  
ABIDJAN  
Tel +225 21 25 73 73 / 74 74  
Email : abidjan@agsmovers.com  
POC : Guillaume DEHEM / Director : to manager-cotedivoire@agsmovers.com  
/ Mob +225 59 89 07 67

Packing Service International  
G30 Rue Des Majorettes à Bietry  
07 B.P. 66  
Abidjan 07, Cote d'Ivoire  
POC: Jean Pierre Ceron, Director  
Tel: (225) 21-25-27-17  
Fax: (225) 21-25-28-13  
Email: demenagement@packing-service.com
ITGBL Local Agents

Country: Croatia
Post: Zagreb
Bureau: EUR

Local Agents:

1) Zagreb-Dean d.o.o.
XIV Podbrezje 19
10020 Zagreb, Croatia
POC: Mr. Nenad Leskovar
Tel: 385-1-655-5270
Fax: 385-1-655-5280
Email: Zagreb-dean@zg.htnet.hr

Tomić d.o.o.
Savska cesta 141
10000 Zagreb
POC: Diana Tomic
Tel: +385 1 6055148
Fax: +385 1 6055940
E-mail: diana.tomic@tomic-spedicija.hr

Credo d.o.o.
Vincenta iz Kastva 21
Zagreb 10000
POC: Piero Pejic/Jennifer Russell
e-mail: info@credomovers.com
Phones: 385-1-6171449; 385-98-353167

2) AGS Zagreb
Buzinski prilaz 21. Buzin
10010 Zagreb, Croatia
POC: Martin de Survilliers
Tel: 385-1-660-8304
Fax: 385-1-660-8155
Email: manager-zagreb@agsmovers.com

4) Move One Zagreb
Zupanjska 10
10000 Zagreb, Croatia
POC: Mr. Danijel Lackovic
Tel: 385-1-363-6065
Fax: 385-1-363-5157
Email: danijel.lackovic@moveonerelo.com or moving@moveonerelo.com

Gosselin Croatia
Međimurska ulica 21
10000 Zagreb
Croatia
POC: Zoran Bilandzija
Phone: +385 1 5805 728
Mob: +385 95 3908120
E-mail: ZoranB@gosselingroup.eu

Country: Cuba
Post: Havana
Bureau: WHA

Local Agents:

Wednesday, August 03, 2016
Country: Cyprus
Post: Nicosia

Local Agents:

1) Orbit Moving and Storage
Member of Orphee Beinogiou Group
22 KARAVOSTASI STREET,
DHALI INDUSTRIAL AREA, CY 2540, Nicosia,
Cyprus
POC: Ms. Natasha Tavoukjian
Tel: 357 22 871471 Cell:
00357 99 68 75 63
Fax: 357 22 817122 Email:
natasha@orbitcy.com
Website: www.orbitcy.com
ITGBL Local Agents

Country: Czech Republic
Post: Prague

Local Agents:

4) Move One Relocations, Prague
Vinohradska 25
120 00 Praha 2, Czech Republic
POC: Daniel Urban
Tel: 00 420 233 321 406
Fax: 00 420 233 901 440
Cell: 00 420 603 563 696
Email: daniel.urban@moveonero.com

5) HrubyMOVING s.r.o.
sidlo společnosti - Kostelecká 879, 196 00 Praha 9
provozovna / korespondenční adresa -
Logistický areál Northpoint D8 Distribution Park
hala DC05
Ke Zdibsku č.p. 620, 250 67 Klecan
POC: Mr. Jan Bayer Senior
Relocation Advisor
T: +774 738 028,
F: +420 283 933 939
bayer@hrubymoving.cz
www.hrubymoving.cz
**incoming/outgoing DOD shipments **

3) Interdean aka Santa Fe Relocation Services
U Prioru 1076/5, 161 00 Prague 6
POC: Jan Hink, mobile 602 514 772, email: Jan.Hink@SantaFeRelo.com

1) AGS, International Movers, Prague
Na Jarove 2/2424
130 00 Prague 3, Czech Republic
POC: Mirko Marino
Tel: 420 286 882 160
Fax: 420 286 882 162
Mirko Marino Sales
Manager
Email: mirko.marino@agsmovers.com
jeremie.cohen@agsmovers.com and manager-prague@agsmovers.com

2) Gosselin Worldwide Moving Group
Jeremiasova 947
155 00 Prague 5, Czech Republic
POC: Jiri Mittner
Tel: 00 420 235 520 545/6
Fax: 00 420 235 520 547
Cell: 420 603 525 286
Email: Ms. Edita Vackova,
editav@gosselingroup.eu
Mr. Jiri Mittner. jirim@gosselingroup.eu

Voerman UTS Prague s.r.o.
Cestlice 198, 25101 Cestlice
Tel.: +420 323 602 659
Fax: +420 323 631 010
Country manager: Mr. Vadim Hristov
Email: vhristov@voerman.com
Mob.: +420 602 313 231
Website: www.voerman.com
## ITGBL Local Agents

### Denmark

**Country:** Denmark  
**Post:** Copenhagen  
**Bureau:** EUR

**Local Agents:**

1) **Team Allied (Adam Transport)**
   - POC: Flemming Peetz-Schou
   - Tel: 45 36 86 00 04
   - Fax: 45 36 86 00 05
   - Email: flemming.peetz-schou@adam.dk

2) **Aspire Mobility**
   - Islevdalvej 110
   - 2610 Rodovre, Denmark
   - Tel: 45 70 10 44 00
   - Fax: 45 44 84 92 22
   - Email: mobel@mobel.dk

3) **Crown Relocations**
   - Jernholmen 54-56
   - DK-2650 Hvidovre, Denmark
   - POC: Jacob Herløv Rasmussen, Account Manager
   - Tel: +45 7023 0620
   - Mobile: +45 2240 0644

### Djibouti

**Country:** Djibouti  
**Post:** Djibouti  
**Bureau:** AF

**Local Agents:**

1) **ETS. MARILL**
   - 8, Rue Marchade, BP 57
   - Djibouti
   - POC: Laurent Eme, Transit Marill, Removal Department Manager
   - Tel: 00 253 21 35 49 24
   - Mobile 00 253 77 82 31 18
   - Fax 00 253 21 35 64 64
   - Email: laurent.eme@groupe-marill.dj
   - Email: thierry.marill@groupe-marill.dj

2) **Massida Logistics**
   - Reuben Ahronee – General Manager
   - Bd Cheick Osman – PO Box 661
   - Djibouti RDD
   - Tel: (253) 35 15 31
   - Fax: (253) 35 55 18
   - reuben@massida-logistics.com
   - info@massida-logistics.com
   - www.massida-logistics.com

**Note:** "**bonded facility**"
## ITGBL Local Agents

**Country:** Dominican Rep.  
**Post:** Santo Domingo  
**Bureau:** WHA

### Local Agents:

<table>
<thead>
<tr>
<th>No.</th>
<th>Agent Name</th>
<th>Address</th>
<th>POC</th>
<th>Tel.</th>
<th>Fax.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>2)</td>
<td>L&amp;G International Movers</td>
<td>Winston Churchill Y14C, Plaza Americas, 3rd Flr., Santo Domingo, Dominican Republic</td>
<td>Jose Lopez</td>
<td>(809) 530-4494</td>
<td></td>
<td><a href="mailto:jlopez@lginternationalmovers.com">jlopez@lginternationalmovers.com</a></td>
</tr>
<tr>
<td>3)</td>
<td>La Rosa Del Monte Express</td>
<td></td>
<td>Maria Arias</td>
<td>(809) 687-6620</td>
<td></td>
<td><a href="mailto:domrep@larosadelmonte.com">domrep@larosadelmonte.com</a></td>
</tr>
<tr>
<td>4)</td>
<td>Mudanzas del Caribe</td>
<td></td>
<td>Reynaldo Ruiz</td>
<td>(809) 548-5420</td>
<td>(809) 548-6385</td>
<td><a href="mailto:c.movers@claro.net.do">c.movers@claro.net.do</a></td>
</tr>
<tr>
<td>1)</td>
<td>Teodulo Aquino CXA</td>
<td></td>
<td>Silvia Aquino</td>
<td>(809) 536-4041</td>
<td></td>
<td><a href="mailto:Teodulo.Aquino@claronet.do">Teodulo.Aquino@claronet.do</a></td>
</tr>
</tbody>
</table>

**customs bonded facility**
Country: DR Congo  
Post: Kinshasa  
Bureau: AF  

**Local Agents:**

5) Socodam (forwarding and packing)  
Avenue Colonel Ebeya  
Kinshasa Gombe  
P.O.C: Dambana Jean Paul  
243-999916667  
243-819916667  
Socodam2005@yahoo.fr  
Socodamcontracting.office@yahoo.fr

3) SDV Agetraf  
Avenue Bobozo, 4200  
Kinshasa Kingabwa, DRC  
Tel: 243-991004890  
P.O.C: Kevin Degraeve or Olivier Miasuekama  
Email: Kevin.degraeve@bollore.com ;  
olivier.miasuekama@bollore.com  
***Shipping/Clearing

4) DHL Global forwarding company  
P.O.C:  
Jean Baptiste Kanku / Gaspar Ibumbu  
Avenue de la Science  
Kinshasa Gombe  
243-817152725  
243-8171550305  
243-970035000  
Gaspar.Ibumbu@dhl.com  
Jeanbaptiste.kanku@dhl.com  
Olivier.muamba@dhl.com

2) Ets Jade  
Avenue Akula, 24  
Kinshasa Kingabwa, DRC  
Tel: 243-819505056  
P.O.C: Bijou Van Eycken  
Email: vaneyckenb@yahoo.fr ; ebutab@yahoo.fr  
***Packing/ Shipping/Clearing

1) AGS Kinshasa  
Kinshasa/ Limete  
P.O.C: Julien Porcher  
Email: manager-kinshasa@agsmovers.com; import-kinshasa@agsmovers.com  
***Packing/ Shipping/Clearing
Local Agents:

1) D&N Movers
POC: Cornelio Pacheco
D&N movers unipessoal lda
rua martires da patria,comoro Dili Timor Leste
phone: +670 7747 0203, +670 7718 1957 + 670 7725 7352, +670 7725 9711
skype: dnmoverstl
Email: pacheco.dnmoverstl@gmail.com; dn.moverstl@gmail.com

3) JVK International Movers Ltd.
Rua Martires De Patria
Beto Timor, Block A, No. 71 Comoro
Dili, East Timor
Tel: 670-723-5784
Fax: na
E-mail: east.timor@jvkasia.com
POC: Cornelio Pacheco
Tel: 670 33 10076
Cell: 670 723 5784
Email: east.timor@jvkasia.com;
cornelio@jvkasia.com
Country: Ecuador  

**Post:** Guayaquil  

**Local Agents:**

2) Cayser Carga Y Servicios  
Av. Juan Tanca Marengo Lm 0.5  
Guayaquil, Ecuador  
POC: Ing. Fernando Caicedo, General Manager  
Tel: (593-4) 229-4110 / 229-5954  
Fax: (593-4) 239-4403  
Email: fcaicedo@cayser.net

4) Global Transport  
Bartolomé Sanchez No. 71-69 y E. Guerrero  
Panamericana Norte Km. 6 1/5 detrás de Nutrexpa  
Quito, Ecuador  
POC: Pablo Calero, President  
Tel: (593-2) 248-0372/ 248-0406  
Fax:(593-2)-247-2587  
Email: pcalero.global@andinanet.net

1) INSA - International Shipping and Storage  
Av. Juan Tanca Marengo Km. 3 1/2  
Guayaquil, Ecuador  
POC: Ing. Vicente Avalos, General Manager  
Tel: (593-4) 265-8032  
Email: vavalos@grupoinsa.com

---

**Post:** Quito  

**Local Agents:**

4) Premium Logistics  
Tomas Charlove N47-204 yA. Zambrano  
Quito, Ecuador  
POC: Ing. Raul Serrano, Manager  
Tel: 593 2 2234768; 593 2 2462998  
Fax: 5932-244225  
Email: rserrano@premiumlogistics.com.ec

2) GLOBAL TRANSPORT  
Address: Bartolomé Sánchez N71-69 y Enrique Guerrero. Quito, Ecuador  
POC: Pablo Calero, Manager  
Tel: 011- 593 2  2480-372 / 406 / 2472-587  
Fax: 011 – 593 2 2480-406  
E-mail: cjaramillo@globaltransportecuador.com

1) ECUADORIAN TRANSPORT  
Address: Malearte N6772, entre Av. Legarda y Occidental. Quito, Ecuador  
POC: Gustavo Lopez, Manager  
Tel: 011- 593 2  6034710 / 6036281  
Fax: N/A  
E-mail: operaciones@ecuadoriantransport.com; grace@ecuadoriantransport.com

3) INTERNATIONAL SHIPPING & STORAGE – INSA  
Address: Eloy Alfaro Avenue and Las Anonas corner. Quito, Ecuador  
POC: Maria E. Avalos, Manager  
Tel: 011- 593 2  2406065 / 066  
Fax: 011 – 593 2 2406067  
E-mail: mavalos@insa.com.ec
**Country:** Edinburgh  
**Post:** Edinburgh  
**Bureau:** EUR

**Local Agents:**

See agents for London.
Country: Egypt
Post: Alexandria

Local Agents:

5) Express International Group
Kilo 28, Abou Rawash Industrial Estate
Abou Rawash, Cairo, Egypt.
POC: George Nazal
Tel.: 20-2-35391540 / 44
Fax.: 20-2-35391545 or 35391441
Vonnage: 817-7043485
E-Mail:- gnazzal@expressintl.com.eg
Web.site: www.expressintl.com.eg

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahraa el Maadi - Caro, Egypt
Email: manager@agsegypt.com
Tel : 00 20 (0) 122 813 64 65
Fax : 00 20 (0) 106 668 01 63

3) Crown Relocations Company
Rolf Beutel
Country Manager, Egypt
Email: rbeutel@crownrelo.com
Tel: 20 2 2704.2297 / 98
Fax: 20 2 2704.6510
www.crownrelo.com

6) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
wwwgrpunited.net
Local Agents:

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
www.grpunited.net

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahraa el Maadi - Cairo, Egypt
Email: manager@agsegypt.com
Tel: 00 20 (0) 122 813 64 65
Fax: 00 20 (0) 106 668 01 63

5) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com

3) Crown Relocations Company
Rolf Beutel
Country Manager, Egypt
Email: rbeutel@crownrelo.com
Tel: 20 2 2704.2297 / 98
Fax: 20 2 2704.6510
www.crownrelo.com

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

6) DHL Global Forwarding
36, Deliverande Street
Heliopolis, Cairo, Egypt
POC: Mrs. Amani Habashi, Removals Department Manager
Tel: (02) 417 2040
Cell: (02) 10-9990286
Fax: 002 02 2910616
Email: amani.habashy@dhl.com
Country: El Salvador

Post: San Salvador

Bureau: WHA

Local Agents:
COMCA INTERNATIONAL
Blvd. Acero No. 12-A
Zona Industrial Merliot
Antiguo Cuscatlan
La Libertad
El Salvador, Central America

POC . Fernando N. Martinez
General Manager
Phone No. 503-2250-9300
Moving.comca@gmail.com

MUDISA (Mudanzas Internacionales, S.A. de C.V.)
Calle Chaparrastique No. 34
Zona Industrial Santa Elena
Colonia Santa Elena, Antiguo Cuscatlan
La Libertad, El Salvador, C.A.
POC: Cecilia Madrid and Lorena Sanchez
Tel: (503) 2289-3198
Email: projectmanager@mudisa.com.sv Website:
www.mudisa.com.sv

Country: Equatorial Guinea

Post: Malabo

Bureau: AF

Local Agents:
Global Trans GE – Customs & Forwarding Agency
Abilio Balboa 446 – Malabo – Equatorial Guinea
M +240 222 27 32 10
e-mail commercial@globaltransge.com
ITGBL Local Agents

Country: Eritrea
Post: Asmara
Bureau: AF

Local Agents:

55 Liberty Avenue 1t floor No .08
PO BOX 671
Asmara, Eritrea
POC: Yonas Tekie
Tel: 291-1-123688
Fax: 291-1-1120795
Email: ecfa@gemel.com.er

2) IBEX TRANS SERVICES
POC. Eyob O.Yesus
Tel : +291 1 126929   Fax: 291 1 127061
Mobile: +291 7 115891
P.O.BOX : 1643
Email : ibex@tse.com.er OR
ibex_operation@gemel.com.er

1) Global Plc. Clearing & Forwarding, Packing
Moving Warehouse
Blue Building No. 2
Asmar, Eritrea
POC: Ghebrekidan Kidane
Tel: 291-1-124445/ 124870
Fax: 291-1-124338
Email: global@gemel.com.er ***** PLEASE USE GLOBAL FOR ALL OUTBOUND SHIPMENTS ****

Country: Estonia
Post: Tallinn
Bureau: EUR

Local Agents:

MoveMaster OU
Parnu mnt 139E/5
11317 Tallinn, Estonia
POC: Aaro Kouts
Tel: +372 5400 5000
Email: aaro@movemaster.ee

1) AVA Express OU
Peterburi Tee 46
11415 Tallinn, Estonia
POC: Rain Merisalu
Tel: 372 613 9737 or 372 514 8797
Email: rain@ava.ee or ava@ava.ee
ITGBL Local Agents

Country: Ethiopia
Post: Addis Ababa
Bureau: AF

Local Agents:

1) Green International Movers
Addis Ababa, Ethiopia
POC: Brook Befikadu (General Manager)
Tel: 251-011-662-3682
Fax: 251-011-618-7984

2) Segon International Movers
Addis Ababa, Ethiopia
POC: Mulugetta Asefa / Tsedey Worku
Tel: 251-11-618-5942
Fax: 251-6-637815

3) Panafric Global P.L.C.
Gambia Street, Tsige Mariam Building 2nd Floor
P.O.Box 7408
Addis Ababa, Ethiopia
Tel: +251-115-51 6250/ 7092
Tel: +251-115-15 3243
Fax: +251-115-51 5259

Country: Fiji Islands
Post: Suva
Bureau: EAP

Local Agents:

Williams & Gosling Ltd.
PO Box 79
Suva, Fiji
POC: Gina Pickering
Email: GinaP@wgfiji.com.fj
POC: Jovilisi Dicia
Email: JovilisiD@wgfiji.com.fj
Tel: 679-3312633
Web-site: www.wgfiji.com.fj

Movements International Fiji
Worldwide Shipping, Moving, Storage & Relocation
Head Office: 9 Reservoir Rd
P.O.Box 12158, Suva, Fiji Islands
Tel: +679 3319476 / 3100271, Tel: +679 3319479 /Mobile: +679 9922021
phillipb@mifiji.com.fj
admin.mifiji.com.fj
sales@mifiji.com.fj
Skype: Suresh.mifiji
www.mifiji.com.fj
Local Agents:

2) Helsingin KTK Oy/ Master Mover
Kankiraudantie 1
00700 Helsinki, Finland
POC: Arja Laitinen
Email: arja.laitinen@helsinginktk.fi
Email: mastermover@helsinginktk.fi
Tel: 358-9-77787220

3) Alfa Quality Moving Oy
Henry Fordinkatu 5 B
00150 Helsinki, Finland
POC: Dennis Westerholm/Managing Director, Peik Leka/Sales Manager
Tel: 358-207-931100
Fax: 358-207-731109
Email: dennis.westerholm@alfamoving.fi,
     peik.leka@alfamoving.fi
Web-site: www.alfamoving.fi

1) Oy Victor Ek Ab
Hyttitie 3
00700 Helsinki, Finland
POC: Mr. Antti Lind
Tel: 358 9 1251 370
Email: antti.lind@victorek.fi
### ITGBL Local Agents

**Country:** France  
**Post:** Bordeaux  
**Bureau:** EUR  

**Local Agents:**  
See Paris

**Post:** Lille  
**Bureau:** EUR

**Local Agents:**

**Post:** Marseille  
**Bureau:** EUR

**Local Agents:**

1. Gosselin Worldwide Moving  
   Belcrownlann 23  
   2100 Deurne/Antwerp, Belgium  
   POC: Werner Albrechts  
   Tel: (32) 33 605 604  
   Email: wernerA@gosselin.be

2. Provence Services  
   94 chemin du Littoral  
   13015 Marseille, France  
   POC: Benoit Boulais  
   Tel: (33) 491 095 030  
   Fax: (33) 491 095 039  
   Email: b.boulais@provenceservices.com
Local Agents:

STERLING CORPORATE RELOCATION
Contact person (contracting office based in Lyon):
Mme. Catherine BOUSSEY
Sterling Relocation
2A Pesselière - 7, rue Jacques de Vaucanson -
69780 Moins, France
Tel: ++(33) 4 72 47 25 65
E-mail: catherine.boussey@sterlingrelocation.com
Logistic Paris Office:
116 Avenue Aristide Briand - 93153 Le Blanc-
Mesnil cedex, France
TEL: +(33) 1 49 39 47 00 - Fax: +(33) 1 49 39 47 17
E-mail: lyne.neto@sterlingrelocation.com

CROWN RELOCATIONS
Manager: Ms. Corinne Troubat
7 rue Gustave Eiffel - 78300 Poissy, France
Tel: +(33) 1 30 06 75 37
Fax: +(33) 1 30 06 75 48
E-mail: ctroubat@crownrelo.com

GROSPIRON
Manager: Mr. Jean Luc HADDAD
Z.I. du Coudray, 30/32 Avenue Albert Einstein,
93150 Le Blanc Mesnil, France
Tel: +(33) 1 48 14 41 79 - Fax: +(33) 1 48 11 71 70
E-MAIL: jl.haddad@grospiron.com

TEAM Allied
Contact person: Nathalie Henenbelle
47 Route Principale du Port
92238 Gennevilliers Cedex, France
TEL: +(33) 1 47 92 45 70 - FAX: +(33) 1 47 92 50 50
E-MAIL: nathalie.henenbelle@teamrelocations.com

PRODEMIS
Manager: MR. Alain BEREKBAUM
Contact person: Mme. Brigitte Pagoud
42 rue Jean-Jaures - 92800 PUTEAUX
Tel: +(33) 1 41 02 94 41 - FAX: +(33) 1 41 02 94 49
E-mail: Bpagnoud@prodemis.fr

NEER SERVICE FRANCE
Manager: Mr. cedric ZIBI
17 Avenue des Morillons - 95140 Garges les Gonesse, France
Tel: +(33) 1 34 45 50 30 / +(33) 1 34 45 50 00
Fax: +(33) 1 34 45 52 00
E-mail: cedricz@neerservice.fr

INTERDEAN
Manager: Ms. Céline DELRUE
6 rue René Razel 91400 Saclay, France
TEL: +(33) 1 80 38 31 00 - FAX: + 33 (0) 1 69 35 08 55
E-MAIL: celine.delrue@interdean.com

GOVERNMENT LOGISTICS NV
Manager: Mr. Stephan GEURTS Junior
Belcrownlaan 23, 2100 DEURNE, BELGIUM
Tel: +(32) 3 360 55 00 - Fax: +(32) 3 360 56 33
E-mail: StephanJr@govlog.be

Local Agents:

See Paris
### Gabon

**Country:** Gabon  
**Post:** Libreville  
**Bureau:** AF

**Local Agents:**

AGS Gabon  
Z.I. Owendo  
B.P. 9161  
Libreville, Gabon  
POC: Duret Bernard, Director  
Tel: 241 07 57 96 70 or 241 07 57 75 49  
Fax: 241 70 41 56  
Email: direction-gabon@ags-demenagement.com

### Gambia

**Country:** Gambia  
**Post:** Banjul  
**Bureau:** AF

**Local Agents:**

1) AGS Frasers Gambia  
59 Mamadi Manjang Highway  
PMB 422 Serrekunda Post Office  
Kanifing, The Gambia  
POC: Martial Chazeaud  
Contact email: Manager-Gambia@agsmovers.com  
Email address for US agent contact: ITGBL-Africa@agsmovers.com  
Tel: 220 437 2683  
Fax: 220 437 2524

2) Edgar Holdings Ltd.  
5 Liberation Avenue  
P.O. Box 143  
Banjul, The Gambia  
POC: Stephan Banna, Director  
Tel: 220 422 6494  
Fax: 220 422 7408  
Email: edgar@mail.gm
Country: Georgia  
Post: Tbilisi  
Bureau: EUR

Local Agents:

2. GLOBALINK LOGISTICS GROUP Georgia  
POC: Manzoor Shah and /or Ia Meskhi 
E-mail: m.shah@globalinkllc.com and i.meskhi@globalinkllc.com.  
TEL: + 995 322 37-25-91/38-18-44  
FAX: +995 322 37-34-50  
Address: 14-A Shartava St., Suite 7, Tbilisi-0160, Georgia

1. GOSSELIN MOVING Georgia  
POC: John Braekeveldt and /or Eka Menabdishvili  
E-mail: johnb@georgia.gosselingroup.eu or ekam@georgia.gosselingroup.eu.  
TEL: +995 322 59-66-01/02/03  
FAX: +995 322 59-66-00  
Address: Didi Dighomi, 3-rd Micro-region, Tbilisi-0131, Georgia

3. INTERDEAN INTERNATIONAL RELOCATION  
POC: Revaz Chanturia and / or Amina Ahmedova  
E-mail: revaz.chanturia@interdean.com and amina.ahmedova@interdean.com;  
tbilisi@interdean.com.ge  
revaz.chanturia@interdean.com.ge  
TEL: +995 322 91-70-88  
FAX: +995 322 91-70-88  
Address: 5B N. Ramishvili St., Tbilisi-0179, Georgia
Country: Germany

Post: Berlin

Bureau: EUR

Local Agents:

1) Santa Fe Relocation Services
Hauptstr. 07
14979 Grossbeeren, Germany
POC: Christian Winkler
Tel: 49-33701-21413
Email: Christian.Winkler@SantaFeRelo.com

2) ITO (International Transport Organisation)
Damaschkestr. 31
28308 Bremen / Germany
Mr. Wanja Schiefelbusch
Sales Manager International
Tel: +49 (0) 331-740 9072
Fax: +49 (0) 331-550 3400
Cell: +49 (0) 178-589 2005
Email: ws@ito-movers.de

3) Froesch GMBH & Co. KG
Maerkische Allee 45
14979 Grossbeeren, Germany
POC: Frank Westermann
Tel: 0049 (0) 33 701 / 532 60
Email: info.berlin@froesch.de

Post: Bonn

Bureau: EUR

Local Agents:

Post: Dusseldorf

Bureau: EUR

Local Agents:

See Berlin
<table>
<thead>
<tr>
<th>Post</th>
<th>Bureau</th>
<th>Local Agents</th>
</tr>
</thead>
</table>
| Frankfurt | EUR | 1) Company Friedrich Kurz GmbH  
Walter-Zapp-Strasse 4  
35578 Wetzlar, Germany  
Phone: 011-49-6441-9232-0 or 011-49-6441-9232-16  
Fax: 011-49-64419232-22  
Contacts are:  
Barbara Galir, General Manager;  Email: Barbara.Galir@Kurz-Moving.de  
PH: 011-49-6441-9232-16  
Beatrix Kaup, Export; Email: Beatrix.Kaup@Kurz-Moving.de  
PH: 011-49-6441-9232-18  
Stephanie Kuhl, Import; Email: Stephanie.Kuhl@Kurz-Moving.de  
PH: 011-49-6441-9232-90 info@kurz-moving.de  

Company BVL Bavaria Verpackungen & Logistik  
Altenbachstrasse 31  
63743 Aschaffenburg, Germany  
Phone: 011-49-6028-99835-0 or 011-49-6028-9983511  
POC: Nadia Scheffler (Move-Coordinator); email: Nadia@b-v-l.com  
Szymon Hurkacz; email: Szymon@b-v-l.com  
General email address: Contact@b-v-l.com  

2) Company Schmid & Kahlert GmbH & Co. KG  
Peter-Sander-Strasse 38  
55252 Mainz-Kastel, Germany  
Contacts are:  
Mr. Kahlert, General Manager; Email: J.Kahlert@schmid-und-kahlert.de  
PH: 011-49-6134-2026 27  
Stefan Moll, Export/Import; Email: S.Moll@schmid-und-kahlert.de  
PH: 011-49-6134-2026 34  
Mr. Milo, Email: Milo@schmid-und-kahlert.de |
| Hamburg | EUR | See Berlin |
| Leipzig | EUR | See Berlin |
**Local Agents:**

1) Schmid and Kalhlert GmbH & Co. KG  
Siemenstrasse 12a  
85716 Unterschleissheim/Muenchen  
POC: M. Lauer  
Tel: 49 89 3190 810  
Fax: 49 89 3190 8129  
Email: m.lauer@schmid-und-kahlert.de

2) Interdean Relocation Services GmbH  
Branch Office Munich  
Lerchenstraße 26 – 28  
80995 Munich  
Point of contact: Thomas Angermann  
E-mail address: Thomas.Angermann@interdean.com  
Phone: +49 89 143 8650  
+49 89 143 865 23  
Fax number: +49 89 143 865 71
ITGBL Local Agents

Country: Ghana
Post: Accra
Bureau: AF

Local Agents:

3) DAMCO Logistics Ghana Limited
Box 8800, C7, Reg. No. 41683
Obourwe Building Torman Road
Tema, Ghana
or
Aviance Cargo Village
Block 10, KIA Accra
POC: Nana Kakyi Baffoe
Tel: 233 21 765557
Fax: 233 21 764593
Cell: 233 244 332794
Email: nana.Baffoe@damco.com

1) AGS (Frasers International) Ghana
Managing Director, THIBAULT MALEZIEUX +233
244 310 221
P.O. Box CT.1323, Cantonments,
Accra, Ghana.
POC: THIBAULT MALEZIEUX
Email: manager-ghana@agsmovers.com
           export-ghana@agsmovers.com

4) DOXA WORLDWIDE MOVERS LTD
Official/Group email address: doxavl@yahoo.com
/doxavanlines@gmail.com
Contact person & tel. # for Documents: Matthew
Ackun - 0244263999 / 0207056074
Contact person & tel. # for Export: Matthew
Ackun 0244263999 / 0207056074
Contact person & tel. # for Import: Matthew
Ackun 0244263999 / 0207056074
Contact person & tel. # for Invoices/Payments:
Bernard Arthur Tey - 0243425809
Matthew
Ackun -0244263999 / 0207056074
ITGBL Local Agents

Bbold Logistics Ghana Limited
Address: P.O.Box CO1008, Tema
Country, Ghana
Main Phone Number: +233 (303) 216979
Main Fax Number: +233 (303) 211478
Main Point of Contact: Claud Fifi Cobbold
Email, info@bboldlogistics.com; claud@bboldlogistics.com

Imports,
Contact Person: Mandy Asmah
E-Mail Address: mandy@bboldlogistics.com
Phone Number: +233 (303) 216979
Fax Number: +233 (244) 769196

Exports,
Contact Person: Claud Fifi Cobbold
E-Mail Address: claud@bboldlogistics.com
Phone Number: +233 (303) 216979
Fax Number: +233 (244) 290043

Invoice Questions,
Contact Person: Edwin Cobbold
E-Mail Address: edwin@bboldlogistics.com
Phone Number: +233 (243) 441327
Fax Number: +233 (303) 211478

After Hours/ Emergency Contact
Contact Person: Maxwell Cobbold
E-Mail Address: maxwell@bboldlogistics.com
Phone Number: +233 (303) 211111 & 221111

Worldwide Movers Ghana Ltd
Mailing Address: PO Box CT10216, Cantonments, Accra, Ghana
Physical Address:
PSB Plaza, 3rd Floor
Plot #87 Spintex Rd.
Accra, Ghana
+233 302-971-258
http://www.worldwidemoversafrica.com/ghana.html
Grant Jones:
grant.wwmalf.icloud.com
+233 260-840-559

5) UT Logistics
2nd floor, Dennis House Building
PMB 193, Tema
Ghana, West Africa
M: (+233) 202 640259
Email: servicedesk@ut-logistics.com
Website: www.ut-logistics.com
Official/Group email address: servicedesk@ut-logistics.com
Contact person & tel. # for Documents, Export, Import and Invoices/Payments: Ms Fidelia Otchere, +233-202-640259
2) Carloking Services
P.O.Box Ce 11344
101/103 Vertical Court
Community 5, Tema, Ghana
Tel: +233303204554, +233303203227
Fax: +233303201395
Email: Info@Carloking.Com

Director: Carlos Ahenkorah
Cell: +233244356192
Direct Line: (+1) 5712551225
Email: Carlos@Carloking.Com

Poc: Benjamin Ohemeng
Email: Benjamin@Carloking.Com
Cell: +233202630672

Or
Aviance Cargo Village
New Agency Block 17
K.I.A Accra
Tel: +233302730776
Fax: +233302730785
Poc: Eugene Ohemeng
Email: Eugene@Carloking.Com
Cell: +233202630671
ITGBL Local Agents

Country: Greece

Post: Athens

Local Agents:

4) Matrix Relocations Ltd
26 Skoufa str.,
10673 Athens Greece
Tel.: +30 211 800 0660
Fax: 011 30 210 6104493
POC: Mr. S. Michos
Email: sergios.michos@matrixrelo.com
itgbl@matrixrelo.com

3) Celebrity Int’l Movers
102 Kapodistriou Av.,
14235 N. Ionia
Tel.: 011 30 210 2720103
Fax: 011 30 210 2720105
POC: Mrs. Marissa Tejada Benekos
Email: marissa@celebrity.gr

1) Orphee Beinoglou International Forwarders SA
27th km Old National Road Athens-Korinth
Elefsinia Location
GR-19200 Elefsina/Athens
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)
FAX: (0030) 210 55 41 035
Cell.: (0030) 695.5-190.888
POC: Lina Dekouli
E-mail: ldekouli@beinoglou.gr

Post: Thessaloniki

Local Agents:

4) Matrix Relocations Ltd
26 Skoufa str.,
10673 Athens Greece
Tel.: +30 211 800 0660
Fax: 011 30 210 6104493
POC: Mr. S. Michos
Email: sergios.michos@matrixrelo.com
itgbl@matrixrelo.com

3) Celebrity Int’l Movers
102 Kapodistriou Av.,
14235 N. Ionia
Tel.: 011 30 210 2720103
Fax: 011 30 210 2720105
POC: Mrs. Marissa Tejada Benekos
Email: marissa@celebrity.gr

1) Orphee Beinoglou International Forwarders SA
27th km Old National Road Athens-Korinth
Elefsinia Location
GR-19200 Elefsina/Athens
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)
FAX: (0030) 210 55 41 035
Cell.: (0030) 695.5-190.888
POC: Lina Dekouli
E-mail: ldekouli@beinoglou.gr
**ITGBL Local Agents**

**Country:** Grenada  
**Post:** St. George's  
**Bureau:** WHA

**Local Agents:**

1) St. Louis Services  
PO Box 311, The Carenage  
St. George's, Grenada  
POC: Mr. Phinsley St. Louis  
Tel: (473) 440-2921  
Email: stlouisservices@spiceisle.com

2) George's Agency and Traders  
Tanteen Terrace  
St. George's, Grenada  
POC: Mr. Anthony George  
Tel: (473) 440-9042; 440-6678  
Email: gat@spiceisle.com

**Country:** Guangzhou  
**Post:** Guangzhou  
**Bureau:** EAP

**Local Agents:**

3) Santa Fe Relocation Services *  
Room 1307, West Tower  
Guangzhou International Commercial Center  
Ti Yu Dong Road  
Guangzhou 510260, China  
POC: Eva Huang  
Tel: (8620) 3887-0630  
Fax: (8620) 3887-0629  
Email: eva@santafe.com.cn  
*** inbound and outbound agent

2) AGS Four Winds Guangzhou *  
Room 1712B, Yi An Plaza  
No. 33 Guangzhou 510060, CHINA  
POC: Steven Quan  
Tel: 8620 8363-3735/8363 4629  
Cell: 86 139 2417 9112  
Fax: 8620 8363-4356  
Email: steven.quan@agsfourwinds.com  
*Inbound/outbound agent
**ITGBL Local Agents**

**Country: Guatemala**
**Post: Guatemala City**
**Bureau: WHA**

**Local Agents:**

3) Intermud  
20 Avenue 18-01; Zona 11  
Guatemala City, Guatemala  
POC: Patrick Heinimann / Patricia Gonzalez  
Tel: 502 2415 6815  
Fax: 502 2415 6825  
Email: intermud@intermud.com  
Web-site: www.intermud.com

1) Swiss Global Movers  
3 Calle 6-70, zona 13 Pamplona  
Guatemala City, Guatemala  
POC: Liliana Salguero  
Tel: 502-2259-0600  
Fax: 502-2472-3413  
Email: liliana.salguero@cropa.com.gt  
Website: www.cropa.com.gt

**Country: Guinea**
**Post: Conakry**
**Bureau: AF**

**Local Agents:**

2) AGS FRASERS GUINEE  
POC: Michel GIOVANNUCCI  
TEL: 00 224 62 35 72 73  
00 224 63 40 72 73  
Email: manager-Guinee@agsmovers.com  
Email address for US agent contact: ITGBL-Africa@agsmovers.com

3) DHL Global Forwarding  
POC: Mr. Boubacar Toure, Logistics and Fret Supervisor  
Tel: (00224) 30 41 48 90  
Cell: (00224) 64 40 03 04  
Email: Boubacar.toure@dhl.com

1) Sogulfret, Guinea  
POC: Mr. Ibrahima Kalil Beret, General Director  
Tel: (00224) 30 47 70 36  
Cell: (00224) 64 22 41 34/ 60 25 61 19  
Email: sogulfret@sotelgui.net.gn
## ITGBL Local Agents

### Guinea-Bissau

**Country:** Guinea-Bissau  
**Post:** Bissau  
**Bureau:** AF

**Local Agents:**
- **2) Transit Fret (Transfret):**  
  AGENCE GUINEE BISSAU  
  RUA General Omar Torrjo  
  No. 33 Bissau  
  Tel: +245 20 74 05  
  Fax: +245 20 74 06  
  EMAIL: Transfret@yahoo.ca

- **1) AGS Frasers Senegal:**  
  Av. Malick Sy  
  BP: 2704 - Dakar, Senegal  
  POC: Jean Noel Boulois  
  Tel: 221 822 54 30  
  Cell: 221 637 72 80  
  Email: tdicasal@orange.sn

### Guyana

**Country:** Guyana  
**Post:** Georgetown  
**Bureau:** WHA

**Local Agents:**
- **1) Guyana Overseas Traders:**  
  1 Victoria Road  
  Sparendaam  
  Plaisance, East Coast Demerara  
  POC: Horace Willison  
  Tel: 592-222-5552  
  Fax: 592-222-5553  
  Email: Guyotrad@networksgy.com

### Haiti

**Country:** Haiti  
**Post:** Port-au-Prince  
**Bureau:** WHA

**Local Agents:**
- **1) Emballage Adventiste:**  
  Diquini 63, Careefour  
  PO Box 1339  
  Port-au-Prince, Haiti  
  POC: Mr. Delide Meme, Assistant Manager; cell: (509) 3404-6866; Ms. Darlyng Cadet cell: (509) 3135-3350  
  Tel: (509) 2813-1376 / 2813-1377  
  Fax: (509) 234-0562  
  Email: emballageadventiste@hotmail.com; adventisteemballage@yahoo.com

- **2) Concorde Worldwide Movers:**  
  12, Rue Garnier - Bourbon  
  Petion-Ville, Haiti  
  POC: Mr. Reynald Lally cell: (509)3657-2660; Mr. Julio Plaisil cell: (509) 3406-3615  
  Tel: (509) 510-7466  
  Email: concordehaiti@yahoo.com
ITGBL Local Agents

Country: Holy See
Post: Vatican City

Local Agents:

See Rome, Italy.

Country: Honduras
Post: Tegucigalpa

Local Agents:

2) Airlift International
Boulevard Suyapa (100 mts. North of Emisoras Unidas)
Tegucigalpa, Honduras
POC: Mario Nunez Lacayo
Tel: (504) 2233-0485; (504) 9992-2576
Email: mnunez@mudanzasairlift.com; areyes@mudanzasairlift.com

1) Mundanzas Gamundi
Colonia Las torres Km. 5
Carretera al Batallon
Comayaguela, Honduras
POC: Susana Gamundi de Villars
Tel: (504) 2233-2060; (504) 9990-2710
Email: sgamundi@grupogamundi.com ** customs bonded facility **

3) Mudanzas International
Edificio Internacional
Boulevard Suyapa (frente la UNAH)
POC: Maritza Rodriguez de Lacayo
Tel: (504) 2239-1901; (504) 2239-1903
E-mail: mudintl@yahoo.com
info@mudanzasinternational.hn
Local Agents:

3) Allied Pickfords Hong Kong
   Suites 602-608, 6/F.
   248 Queen's Road East
   Wan Chai, Hong Kong
   POC: Mr. Jeff Offutt
   D: +852 2823 2038
   M: +852 9656 2655
   F: +852 2375 1065
   E: jeff.offutt@alliedpickfords.com.h

1) Asian Tigers K.C. Dat Ltd.
   Suite 1702, 3 Lockhart Road
   Wanchai, Hong Kong
   POC: Lorretta Woo or Lydia Cheung
   Tel: 852-2528-1384                             Fax: 852-2529-7443
   Email: lorretta.woo@asiantigers-hongkong.com
   Email: lydia.cheung@asiantigers-hongkong.com

2) Crown Relocations
   Crown Worldwide Building
   9-11 Yuen On Street
   Siu Lek Yuen, Shatin, Hong Kong
   POC: Mr. Bruce Fox
   Tel: (852)2636-8353
   Email: bfox@crownrelo.com

4) Santa Fe Relocation Services
   18 / Floor C.C Wu Building
   302-8 Hennessy Road
   Wanchai, Hong Kong
   POC: Mr. Franko Yu
   Tel: (852) 2833-2522
   Email: fyu@santafe.com.hk
   Website: www.santafereolo.com
### ITGBL Local Agents

**Country:** Hungary  
**Post:** Budapest  
**Bureau:** EUR

#### Local Agents:

4) AGS Budapest  
Hunyadi Janos ut 162  
1116 Budapest, Hungary  
POC: Ingrid Lamblin  
Tel: 36 1 204 8674  
Fax: 36 1 204 8670  
Cell: 36 70 370 8902  
Email: manager-budapest@agsmovers.com

1) Interdean Hungary KFT  
1211 Budapest Szallito u.6, 2nd floor  
Budapest, Hungary  
POC: Anthony Heszberger  
Tel: (361) 888-6750  
Fax: (361) 277-2877  
Email: Anthony.Heszberger@interdean.com  
Email: Andrea.Laskovics@interdean.com  
Website: www.interdean.com

Gosselin Mobility Hungary  
Liliom Utca 1/B FSZT 3  
1094 Budapest  
Hungary  
Zsolt Sarandi  
General Manager  
Tel. +36 1 261 2651  
FAX. +36 1 260 1055  
CELL. +36 309 324127  
E-mail. ZsoltS@gosselingroup.eu  
WEB. www.gosselinmobility.eu

2) Move One Hungary  
Office address: 1117 Budapest, 11th district, Neumann Janos u 1/E, 5th floor  
Email: budapest@moveoneinc.com  
Phone: +361 266 0181

---

**Country:** Iceland  
**Post:** Reykjavik  
**Bureau:** EUR

#### Local Agents:

1) Propack - Pokkun og Flutningar  
Smioshofoi 1  
110 Reykjavik, Iceland  
POC: Mr. Vioar Petursson  
Tel: (354)-587-9700  
Fax:(354)-587-9705  
Email: propack@propack.is
**ITGBL Local Agents**

**Country:** India  
**Post:** Chennai  
**Bureau:** SCA

### Local Agents:

1. **AGS Four Winds India**  
   Third Floor,  
   51 1st Main Road, Gandhi Nagar, Chennai, India  
   Tel: +91 44 4205 4886  
   Mobile: +91 99 620 27973  
   Email address: manager-india-chennai@agsfourwinds.com

2. **Allied Lemuir Pvt. Ltd.**  
   A.L. Movers Ltd.  
   48/3a, Majestic Studio Complex  
   Saligramam  
   Chennai 600 093 India  
   Tel: 91-044-23766091; 23763173/23766091  
   Fax: 91-044-23766091  
   Email: Jai.jumar@alliedlemuir.com

3. **Govias & Govias International Packers, Movers and Custom House Agent**  
   Catholic Centre Annexe  
   Old #64, New #108, Armenian Street  
   Chennai 600 001 India  
   POC: Mr. Gratian or Mr. Fredrick  
   Tel: 91-044-25362598; 91-044 42161599; 91-044-25382192  
   Fax: 91-044-25382030  
   Email: Gratian@goviasgroup.com; Fredrick@goviasgroup.com  
   Email: Govias@md2.vsnl.net.in  
   **bonded facility**

4. **M/s Clintus Network, Mtd.**  
   Khasra No. 332l Chattarpur  
   New Delhi, India  
   POC: Mr. Dinesh Joshi, Director  
   Tel: 91-11-26803874/75/76/77/78/79  
   Cell: 9810155741

5. **M/s Mithals International**  
   F-3/7, Okhla Industrial Area, Phase - 1  
   New Delhi - 110020 India  
   POC: Mr. Anil Mithal, Director; Mr. Jagdish Tacker, General Manager  
   Tel: 91 11 26817185/26371618/19/20  
   Cell: 9810018484 (Mithal); 9810004080 (Tacker)  
   Fax: 91 11 26817186
Local Agents:

Crown Relocations
Mr. Saikat Pal, Branch Manager
Babu Khan Mall, Somajiguda,
Hyderabad, India
saikatpal@crownww.com
http://www.crownrelo.com
Direct Line: +91 040 40059304
Mobile: +91 0 9949822173

Writer Relocations
6-56/2/1, Opp. I.D.P.L. Factory
Balanagar, Hyderabad, India- 500 037
Boardline:+914023771834/1678/1095
Contact Person: Mr. Shathis
Cell No.: +91 9160017421
Contact Person: Ms. Preeti
Cell No.: +91 9160017416
preeti.manvi@writercorporation.com
rsatish.kumar@writercorporation.com
www.writercorporation.com

Govias & Govias / G. M. Govias & Sons
Int’l Packers & Movers/ Customs House Agent
Catholic Center Annex, Armenian Street
CHENNAI – 600 001
Contact : Mr. Fredric Govias, General Manager
fredrick@goviasgroup.com
gratian@goviasgroup.com
Tel : + 91 – 44 – 25382418 / 25382192 – BOARD
Tel : + 91 – 44 – 42161599 – DIRECT
Fax : + 91 – 44 – 25382030

Santa Fe Moving Services Pvt. Ltd.
1st Floor, Plat No. 287/A,
Road No. 12, Banjara Hills
Hyderabad
Tel: +91 40 6610 1198 Mob : (91) 9704577177
pravesh.kumar@santafe.in

1) AGS/Four Winds International Movers
Gopal Industries, Plot No. 19
IDA, Balangar, Hyderabad - 500037
T- Ravindran, Branch Manager
Boardline: +9123074593
Contact Person: T - Ravindran
Cell No. : + 91 9177830001
t-ravindran@agsfourwinds.com
sailaja.jonnalagadda@agsfourwinds.com
### Local Agents:

<table>
<thead>
<tr>
<th>2) P.M. Relocations (Pvt) Ltd</th>
<th>P.M. Relocations Pvt. Ltd.</th>
<th>CZ-34, SCE-B, Metropolitan Society, Canal South Road, Kolkata - 700105, West Bengal, India</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC: Utsab Paul, Branch Manager</td>
<td>Email: <a href="mailto:utsab.p@pmrelo.com">utsab.p@pmrelo.com</a></td>
<td>Phone: +91-33-32571152, 033- 2323 2082</td>
</tr>
<tr>
<td></td>
<td>Fax: +91-33- 2323 2081</td>
<td>Hand Phone: +91-98310 89317</td>
</tr>
<tr>
<td></td>
<td>Visit us at: <a href="http://www.pmrelocations.com">www.pmrelocations.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1) Writers Relocations</th>
<th>1/1 Central Plaza, 2/6 Sarat Bose Road</th>
<th>Kolkata 700020, West Bengal, India</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC: Mr. Indranil Gupta, Deputy General Manager</td>
<td>Tel:  91 33 24858653/54/55/56</td>
<td>Fax: 91 33 24756189</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:indranil.gupta@writercorporation.com">indranil.gupta@writercorporation.com</a></td>
<td>Website: <a href="http://www.writercorporation.com">www.writercorporation.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crown Worldwide Movers Pvt Ltd</th>
<th>C/O Manas Flour Mill Ltd, Dankuni Durgapur Expressway P.O. Dankuni Coal Complex Township Dist. Hooghly West Bengal 712310 India</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Service Manager: Ms. Gargi Ray</td>
<td>Tel:  91 33 2659 4554</td>
</tr>
<tr>
<td></td>
<td>Cell: 91 85 8406 2747</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:groy@crownrelo.com">groy@crownrelo.com</a></td>
</tr>
</tbody>
</table>
Local Agents:

IGL Relocation (A Division of Interport Global Logistics Pvt. Ltd.)
Company POC: Purnima Parmeshwaran
Email: purnima@iglrelocation.com
Contact numbers:
Operator: +91 22 2222 6666 (100 Lines) Ext: 661
Direct: +91 22 21581661
Fax: +91 22 21581642/43
Mobile: +91 80808-34820
Company address:
IGL Relocation
501, Bhoomi Velocity Infotech Park, Plot No. 39, Road No. 23, Wagle Ind. Estate, Thane (W) 400604 INDIA
www.interportglobal.com
www.iglrelocation.com

Writer Relocations
105, Dr. B Ambedkar Road
Mumbai 400 033, India
POC: Khooshrow Ghadially
Tel: 91-22-66170100 / 66170111
Cell: 9619491011
Fax: 91-22-23738030 / 23738307
Email: khooshrow.ghadially@writercorporation.com
Website: www.writercorporation.com

M/s Titan Sea and Air Services Private Limited
POC: M. Jagannath Rai or M. Shekhar
Tel: 91 22 40543999/40543925
Fax: 91 22 40543990
Email: mjr.ai@tsaspl.com or shekhar.rai@tsaspl.com

AGS Four Winds India Pvt Ltd.
402 The Ambience Court, plot no 02, Sector 19-D, Vashi, New Mumbai - 400 703
Maharashtra INDIA
Tel: 91 022 65306900/02265306903
Fax: 91 022 65306900
Contact person:- Mr. Vineet Walimbe. (Branch Manager)
Email ID:- vineet.walimbe@agsfourwinds.com
Mobile number :- 91 9920906670.

M/s Star Worldwide Movers Pvt. Ltd. Mumbai
Unit 16 - a a, Narayan Plaza Off Saki Vihar Road
Chandivali Road, Andheri East
Mumbai - 400072
POC: John Dsouza / Gyandeep Dhanjal
Tel: 022 - 28395908 / 3092 / 0068
Email: johndsouza@starww.com;
gyandeep@starww.com
starmumbai@starww.com
**Local Agents:**

1) **Star Worldwide Movers Pvt. Ltd.**  
13/7 Main Mathura Road  
Faridabad, India  
POC: Mr. Atul Mithal; Ms. Aulina Sood; Ms. Deepanjali Verma  
Tel: 9811054595; 0129 4093200  
Sood: 9810066981; 0129 4093200  
Verma: 9650272624; 0129 4093208  
(Mithal)  
Email: deepanjali@starww.com; aulinamithal@starww.com; almithal@starww.com

2) **AGS Four Winds International Movers**  
D 84/2 Okhla Industrial area Ph I  
New Delhi 110 020  
POC: Ms. Payal Singh, Director  
Tel: 91 11 4336 7336  
Cell: 91 98 111 10061  
Fax: 91 11 26 81 00 08  
Email: payal.singh@agsfourwinds.com

3) **Clintus Network - LIMITED**  
Khasra No. 332, Chattarpur  
New Delhi, India  
POC: Mr. Dinesh Joshi  
Tel: 91-11-26803876, 26803879.  
Cell: 9810155741  
FAX: 91-11-26802631, 26802616.  
Email: clintus@del12.vsnl.net.in

4) **Writer Relocations**  
34/1-7, Kherli Daula, 42 Milestone  
NH-8, Gurgaon 12201  
Haryana, India  
Tel: 91-0124-2214197 (direct line)  
Cell: 91 9654990203  
parveen.kumar@writercorporation.com

---

**Local Agents:**

**Post:** New Delhi  
**Bureau:** SCA
Local Agents:

6) PT. Pacific Removindo (Allied Pickfords Indonesia)
   Jl. TB Simatupang kav. 89
   Tanjung Barat, Jakarta 12530, Indonesia
   POC: Deborah Minicola, or Arditama
   Email: deborah.minicola@alliedpickfords.co.id
   arditama@alliedpickfords.co.id
   Tel: +62 21 7807851
   Fax: +62 21 7824205
   Mobile: +62 81 1175 2769 (Deborah Minicola)
   +62 81 2106 2515 (Arditama)
   Website: www.alliedpickfords.co.id

2) Supra Raga Transport (SRT) PT.
   Ritra Building, 3rd Floor
   Jl Warung Buncit Raya No. 6
   Jakarta 12740, Indonesia
   POC: Muad Suleman or Mr. Ananda
   Tel: (62) (021) 798-2220
   Fax: (62) (021) 798-2205
   Email: removal-div@srt.co.id
   Website: www.srt.co.id

4) Asian Tigers Lane Moving & Storage (PT. Citra Air)
   Kawasan Industri Gudang Taman Tekno
   Biok C, No.2, Sektor XI, Bumi Serpong Damai
   Tangerang-Jakarta, 15314, Indonesia
   POC: Dan Brod and Bill Lloyd
   Phone: +62 21 7561999
   Fax: +62 21 7800013, 7800749
   Email: dan.brod@asiantigers-indonesia.com
   raviola@asiantigers-indonesia.com
   bill.lloyd@asiantigers-indonesia.com
   website: www.AsianTigersGroup.com

7) AGS Four Winds Indonesia
   Menara Bidakara 2, Level 10 unit 3
   Jl. Jend. Gatot Subroto Kav. 71-73
   Pancoran, Jakarta 12870, Indonesia
   POC: Masayu Retnosari
   Email: masayu.retnosari@agsfourwinds.com
   Tel: +62 21 8370 8395
   Fax: +62 21 8370 8391
   Website: www.agsfourwinds.com

5) PRIMA INTERNATIONAL CARGO (PIC) PT
   Prima Graha
   Jalan Warung Jati Timur No. 4-6
   Warung Buncit
   Jakarta Selatan – 12740
   Indonesia
   POC: Muad Suleman or Ade Ardian
   Mobile: +62 816 744850 (Muad Suleman)
   +62 813 80762070 (Ade Ardian)
   Office: +62 21 7900083
   Fax: +62 21 7949120
   Email: ams.ho@prima-logistic.com
   Email: ade.jkt@prima-logistic.com
   Website: www.prima-logistic.com

1) Kotaisan Logistic PT
   JL M. Kahfi No. 16
   Ciganjur - Jagakarsa, Jakarta 12630, Indonesia
   POC: Mr. Johnson Young
   Tel: (62) (021) 788-93783
   Fax: (62) (021) 788-93786
   Email: ktsprima@centrin.net.id
   Website: www.kotaisan.co.id
ITGBL Local Agents

3) Santa Fe Indonusa, PT (Santa Fe Relocation Services)
Jl. Karanggan Muda Raya No.59
Gunung Putri 16961
Bogor, INDONESIA
POC: Doug Slusher
Tel: (62) (21) 2961 2990
Cell: (62) 816 190 2830
Fax: (62) (21) 2961 2991
Email: Doug.Slusher@santaferelo.com /
idsales@santaferelo.com
Website: www.SantaFeRelo.com

Post: Medan
Bureau: EAP

Local Agents:

Post: Surabaya
Bureau: EAP

Local Agents:

1) Supra Raga Transport (SRT) PT.
Ritra Building, 3rd Floor
JL Warung Buncit Raya No. 6
Jakarta 12740, Indonesia
POC: Muad Suleman or Mr. Ananda
Tel: (62) (021) 798-2220; 798-2215
Fax: (62) (021) 798-2205; 798-2188
Email: removal-div@srt.co.id or ananda@srt.co.id
or srt-ho@srt.co.id
Website: www.srt.co.id

2) Santa Fe Indonusa, PT (Santa Fe Relocation Services)
Cilandak Commercial Estate, Building 208
Jl. Raya Cilandak KKO
Jakarta 12560 INDONESIA
POC: Doug Slusher
Tel: (62) (021) 789-2033
Cell: (62) 816 190 2830
Fax: (62) (021) 789-2034
Email: sales@santaferelo.co.id;
dslusher@santaferelo.co.id
Website: www.SantaFeRelo.com
## ITGBL Local Agents

**Country:** Iraq  
**Post:** Baghdad  
**Bureau:** NEA

### Local Agents:

Desert Road CCS Ltd.  
Address: Iraq, Baghdad, Baghdad International AirPort, Cargo Village  
POC: Hazim Mithael, Operations Director  
phone: 001 210 396 2008  
phone : 00964 (0) 790 198 6142  
e-mail : operations@desertroad.net

---

Paxton International  
Al Kindy Hay, Section 215  
Street #14, House #29  
Baghdad, Iraq  
Email: iraq@paxton.com

---

### Post: Basrah  
**Bureau:** NEA

### Local Agents:

Paxton International  
Al Kindy Hay, Section 215  
Street #14, House #29  
Baghdad, Iraq  
Email: iraq@paxton.com

---

### Post: Erbil  
**Bureau:** NEA

#### Local Agents:

1) Paxton International  
413 Ishtar, Ankawa  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.com

2) Desert Road Ltd  
Baghdad International Airport  
Baghdad  
Email: operations@desertroad.net  
Tel(1): 001 210 396 2008

---

### Post: Kirkuk  
**Bureau:** NEA

### Local Agents:

Paxton International  
Italian Village, House #591  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.com

---

### Post: Mosul  
**Bureau:** NEA

### Local Agents:

Paxton International  
Italian Village, House #591  
Erbil, Iraq  
Tel (1): +9647809143828  
Tel (2): 703 321 7600  
Email: erbil@paxton.co
ITGBL Local Agents

Country: Ireland
Post: Dublin
Bureau: EUR

Local Agents:

1) Moveplus Limited,
   Atlantic House,
   Kill,
   Co. Kildare.
P.O.C. Robert Gilbert/Rhona Dorris
Tel: 00-353-45-886-311
E-Mail: Rhona.dorris@moveplus.ie
rob.gilbert@moveplus.ie

2) Arpin International,
   6B Elm House,
   Millennium Business Park,
   Naas,
   Co. Kildare.
P.O.C: Dee Hulse/Natasza Przybylska
Tel: 00-353-45-875-926
E-Mail: dhulse@arpinintl.ie
nprzybylska@arpinintl.ie

3) The Household Moving Company Ltd.,
   Units 14-15, Block 13A,
   Ashbourne Business Park,
   Co. Meath.
P.O.C: Brian Carroll
Tel: 353-1-849-9266
Cell: 353-87-282-699
Email: brian@hhm.ie
ITGBL Local Agents

Country: Israel

Post: Jerusalem

Bureau: NEA

Local Agents:

Ocean Relocation
Address: Yakum Post, Yakum 60972, Israel
Tel: 972-9-955-3456, Fax: 972-9-951-4321,
www.oceanrelocation.com
POC’s -
Eran Drenger mobile 052-3691911,
eran.drenger@oceanrelocation.com
Dana Will Drenger mobile 052-3691913, dana.drenger@oceanrelocation.com
Sophia Kasterin off. tel. 09-971-2012, mob. tel. 052-327-9923,
sophia.kasterin@oceanrelocation.com
Sima Pasternak, mobile tel. 052-3279924, Sima.pasternak@oceanrelocation.com
General Email: sales@oceanrelocation.com,

A. Univers Transit Ltd.
Address: 15, Hadarim Street, Ashdod 77613, Israel
Tel. 972-8-8563145, Fax 972-8-8563387
www.univers-transit.co.il
POC: Ilan Rebibo Mobile 054-4226268 a_rebibo@univers-transit.co.il
Amnon Kerkes Mobile 054-499-2838
amnonk@univers-transit.co.il or
sales3@univers-transit.co.il

Globus
Address: 7 Habosem Street, Industrial Center Ashdod, PO Box 1230, 77610, Israel.
Tel. 972-8-932-4222, Fax. 972-8-942-8526,
www.globus-intr.co.il
POC’s –
Ofer Grinberg oferg@globus-intr.co.il
Carmi Hadad Carmih@Globus-Intr.co.il

Sonigo
Address: 6, Bnei Darom Industrial Area, P.O.B 4068, Ashdod 7714001, Israel
Tel: 972-8-6111-222, Fax: 972-8-6111-223,
www.sonigo.com
POC’s -
Shmuel Mantinband mobile 052-611-9670,
Shmuel@Sonigo.com,
Joe Semel mobile 052-611-9669,
joe@sonigo.com,
Local Agents:

4) A. Univers Transit Ltd.
Address: 15, Hadorim Street, Ashdod 77613, Israel
Tel. 972-8-8563145, Fax 972-8-8563387
www.univers-transit.co.il
POC: Ilan Rebibo
Mobile 054-4226268 a_rebibo@univers-transit.co.il
Amnon Kertes
Mobile 054-499-2838 amnonk@univers-transit.co.il
or sales3@univers-transit.co.il

3) Sonigo
Address: 6, Bnei Darom Industrial Area, P.O.B 4068, Ashdod 7714001, Israel
Tel: 972-8-6111-222, Fax: 972-8-6111-223,
www.sonigo.com
POC's - Shmuel Mantinband mobile 052-611-9670, Shmuel@Sonigo.com
Joe Semel
mobile 052-611-9669, joe@sonigo.com

1) Globus
Address: 7 Habosem Street, Industrial Center Ashdod, PO Box 1230, 77610, Israel.
Tel. 972-8-932-4222, Fax. 972-8-942-8526,
www.globus-intr.co.il
POC’s
- Ofer Greenberg off. tel. 972-8-932-4261, mobile 52-6845418, marketing21@globus-intr.co.il
- Ella Yankilevich, off. tel. 08-9324255 mobile 052-6845295, import6@Globus-Intr.co.il

2) Ocean Relocation
Address: Yakum Post, Yakum 60972, Israel
Tel: 972-9-955-3456, Fax: 972-9-951-4321, www.oceanrelocation.com
POC's - Eran Drenger mobile 052-3691911, eran.drenger@oceanrelocation.com
Dana Will Drenger mobile 052-3691913, dana.drenger@oceanrelocation.com
Sophia Kasterin off. tel. 09-971-2012, mob. tel. 052-327-9923, Sophia.kasterin@oceanrelocation.com
Sima Pasternak, mobile tel. 052-3279924, Sima.pasternak@oceanrelocation.com
General- Email: sales@oceanrelocation.com,
### ITGBL Local Agents

**Country:** Italy  
**Post:** Florence  
**Bureau:** EUR

#### Local Agents:

**Bolliger SPA**  
Via Fosso della Magliana, 12  
00148 Roma - Italy  
Ph. +39 06.65.68.81  
Fax +39 06.65.57.133  
bolliger@bolligerroma.it  
POC: Simonetta Cialani, email: simonetta@bolligerroma.it

**Gondrand**  
Via Baldanzese 198  
50041 Calenzano, Florence, ITALY  
POC: Pilo Sergio  
Tel: 39 055.88.77.967  
Fax: 39 055.88.78.50  
Email: firenze@gondrand.it

**Fracassi**  
Via S. Spirito 11  
50125 Florence, Italia  
POC: Adamo Nencini  
Tel: 39 055.28.35.97/ 28.93.40  
Fax: 39 055.21.47.71  
Email: a.nencini@fracassishipping.com  
www.fracassishipping.com

---

**Post:** Milan  
**Bureau:** EUR

#### Local Agents:

**Bolliger SPA**  
Via Piave 26/30  
20016 Pero ( Milano-Italy)  
Phone: +39 02844721 Fax +39 0289501233  
Email bolliger@bolligermilano.com

**Global Moving srl**  
Via Cristoforo Sabbadino 163  
00143 Ponte Galeria - Roma, Italy  
PH: +39 0666182971  
Email info@Globalmoving.it  
Poc: Mr Fabiano D’Annibale

**Franzosini**  
Via Tommaso Edison, 209  
20019 Settimo Milanese  
Ph +39022640320  
Email Franzosini.milano@franzosini.it
ITGBL Local Agents

Post: Naples

Local Agents:

Naples International Moving Company Srl
Zona Industriale ASO SUD
CAP 80125 Marcianise Caserta
POC: Giacomo Orlando
Email: info@naplesinternational.it; ugosanso@naplesinternational.it
Tel: +39 3665850810

Franzosini Sud S.R.L.
International Forwarders and Movers
Via delle Repubbliche Marinare, 109
Naples, Italy
POC: Luca Bosco
Tel: 39 081 752 05 40/ 559 06 88
Fax: 39 081 752 08 63
Email: info@franzosinisud.it
Website: www.franzosinisud.it

GOSSELIN ITALIA srl
Strada Provinciale – Zona ASI
81030 Gricignano d’Aversa (CE)
P.IVA 01248780031
POC: Christophe Geurts
Email: christopheg@gosselingroup.it
Mobile: +39 348 6053524

Bracale Mariano
Email: marianob@gosselingroup.it
Ph: 081 5028164
Mobile: +39 393 3533486

Post: Rome

Local Agents:

Luciano Franzosini Roma S.R.L.
Via Del Fosso Della Magliana 6
00148 Rome, Italy
POC: Mr. Joseph Quattrone
Tel: 39-06-655-4824
Fax: 39-06-659-0789
Email: jquattrone@franzosini.it,
silentini@franzosini.it

3) De Vellis Moving & Storage
Via Volturno, 7
00185 Rome, Italy
Ph.: +39-0775-89881
Fax: +39-0775-8988211
POC: Fabrizio Simi
Email: Fabrizio.Simi@devellis.it
Christian.Devellis@devellis.it
Ivan.Devellis@devellis.it

1) Bolliger Roma S.P.A.
Via del Fosso della Magliana, 12
00148 Rome, Italy
POC: Dr. Clement Bolliger
Ph.: +39-06-6568-8302
Fax: +39-06-655-7133
Email: Cb@bolligerroma.it

2) Zumstein S.r.l.
Via Albert Einstein, 12
00015 Monterotondo (Rome), Italy
POC: Paola Roffi / Elsa Zumstein
Ph.: +39-06-9069-696
Fax: +39-06-9069-729
Email: paola@zumstein.it
elsa@zumstein.it
Country: Jamaica
Post: Kingston

Local Agents:
B.L. Williams International Ltd.
48 - 52 Second Street
Port West, Kingston 13 Jamaica
POC: Ted Muschett or Arleen Sewell
Tel: 876-923-4846; 923-1974
Fax: 876-923-9491/2
Email: export@blwilliams.com
Web-site: www.blwilliams.com
# ITGBL Local Agents

**Country:** Japan

**Post:** Fukuoka

**Bureau:** EAP

### Local Agents:

Company
Fukuoka Soko Co. Ltd.
19-19 Okihama-Machi, Hakata-ku
Fukuoka-Shi 812-0031 Japan
POC: Ms. Yuko Ishido, Moving Coordinator
ishido2y@fukuokasoko.com
Tel: 81-92-281-0077
Fax: 81-92-281-0804
Email: mori@fukuokasoko.com
Website: www.fukuokasoko.com

**Post:** Nagoya

**Bureau:** EAP

### Local Agents:

1) Fukuoka Soko Co., Ltd.
6-5 Funato-machi, Nakagawa-ku
Nagoya, Aichi, Japan 454-0805
POC: Mr. Tadashi Harada
Tel: 052-353-0509
Email: harada@fukuokasoko.com
Website: http://www.fukuokasoko.com

2) Crown Lines Corporation
125-2 Kiba 2-chome Tobishima village
Ama-gun, Aichi, Japan 490-1444
POC: Tatsuhiko Mitsuya
Tel: 0567-56-1006
Tel: 0567-56-1007
Email: Tatsuhiko_Mitsuya@crownlines.co.jp
Website: http://www.crownlines.co.jp/prf/html

3) Nippon Express
C/o Nihon Kajikentei Kyokai Bldg., 2F
2-4-23 Irifune, Minato-ku
Nagoya, Aichi, Japan 455-0032
POC: Takehiko Ogishima
Email: Ta-Ogishima@ocnis.nittsu.co.jp
Website: http://www2.nittsu.co.jp/hikkoshi/index.html
<table>
<thead>
<tr>
<th>Post: Naha</th>
<th>Bureau: EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>Asiatic Trans-Pacific</td>
<td></td>
</tr>
<tr>
<td>1422 Yogi</td>
<td></td>
</tr>
<tr>
<td>Okinawa City, Okinawa Japan 904-2174</td>
<td></td>
</tr>
<tr>
<td>POC: Mr. John Rushalk</td>
<td></td>
</tr>
<tr>
<td>Tel: 81-98-931-0730</td>
<td></td>
</tr>
<tr>
<td>Fax: 81-98-933-8620</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:brian_goldstein@pashanet.com">brian_goldstein@pashanet.com</a>; <a href="mailto:Mohan_Maeda@pashanet.com">Mohan_Maeda@pashanet.com</a> &amp; <a href="mailto:moeko@phoenixtransport.com">moeko@phoenixtransport.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| Okinawa Enterprise Corporation |
| P.O. Box 266 |
| Okinawa City, Okinawa Japan 904-2174 |
| POC: Yoshiharu Kanno |
| Tel: 81-98-938-9688 |
| Fax: 81-98-938-9690 |
| Email: yuki@oec-okinawa.com & yhkanno@oec-okinawa.co.jp |

| Ryukyu Logistics Co., Ltd. |
| 2-17-13 Minato-Machi |
| Naha, Okinawa Japan 900-0001 |
| POC: Mr Mitsugu Shirado |
| Tel: 81-98-861-4701 |
| Fax: 81-98-868-4862 |
| Email: ray@ryukyu-ogi.com & shirado@ryukyu-ogi.com **bonded facility ** for HHE and UAB ** |

<table>
<thead>
<tr>
<th>Post: Osaka-Kobe</th>
<th>Bureau: EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
</tr>
<tr>
<td>Nippon Express Co., Ltd.</td>
<td></td>
</tr>
<tr>
<td>Osaka Chuo Bldg., 4F, 1-1-18 Kita-Horie, Nishi-ku</td>
<td></td>
</tr>
<tr>
<td>Osaka 550-0014 Japan</td>
<td></td>
</tr>
<tr>
<td>POC:Mr. Ryohei Konishi (<a href="mailto:ryohekonishi@nittsu.co.jp">ryohekonishi@nittsu.co.jp</a>)</td>
<td></td>
</tr>
<tr>
<td>Tel: 81-6-6538-3530</td>
<td></td>
</tr>
<tr>
<td>Fax: 81-6-6838-3538</td>
<td></td>
</tr>
<tr>
<td>Mr. Yoshichika Ito (<a href="mailto:tokyo.overseas@nss-japan.com">tokyo.overseas@nss-japan.com</a>) **bonded facility **</td>
<td></td>
</tr>
</tbody>
</table>

| Nihon System Service Co., Ltd. |
| 3-6-10 Nihonbash, Chuo-ku |
| Tokyo 103-0027 Japan |
| POC: Mr. Yoji Yasuda |
| Tel: 81-3-3273-2463 |
| Fax: 81-3-3273-2465 |
| Email: yoji.yasuda@nss.japan.net |

| Crown Moving Service Co., Ltd. |
| 2-1 Mayafuto, Nada-ku |
| Kobe 657-0854 Japan |
| POC: Mr. Hiroyuki Kobayashi |
| Tel: 81-78-805-5631 |
| Fax: 81-78-805-5632 |
| Email: h.kobayashi@crown-move.com |
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post:</th>
<th>Sapporo</th>
<th>Bureau: EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
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</tr>
<tr>
<td>Nippon Express Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo Overseas Removals Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-7-28, Higashi-Shinagawa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shinagawa-Ku, Tokyo 140-0002 Japan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: 03-6682-2564</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Mr. Takeo Takayama (<a href="mailto:tab-takayama@nittsu.co.jp">tab-takayama@nittsu.co.jp</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Mr. Shingo Maki (<a href="mailto:shib-maki@nittsu.co.jp">shib-maki@nittsu.co.jp</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.nipponexpress.com/about/corporate/network/index.html">http://www.nipponexpress.com/about/corporate/network/index.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>** bonded facility **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nihon System Service Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3F Kotobuki Bldg, 1-1-3 Yaesu, Chuo-ku, Tokyo 103-0028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tel: 81-3-3273-2463</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fax: 81-3-3273-2465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:tokyo.overseas@nss-japan.com">tokyo.overseas@nss-japan.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.nss-japan.com/Eng/index.html">http://www.nss-japan.com/Eng/index.html</a></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Post:</th>
<th>Tokyo</th>
<th>Bureau: EAP</th>
</tr>
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<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
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</tr>
<tr>
<td>1) Nippon Express Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo Overseas Removals Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-7-28, Higashi-Shinagawa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shinagawa-Ku, Tokyo 140-0002 Japan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Shingo Maki: <a href="mailto:shib-maki@nittsu.co.jp">shib-maki@nittsu.co.jp</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Motoi Asai: <a href="mailto:mo-asai@nittsu.co.jp">mo-asai@nittsu.co.jp</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 81-3-6682-2564</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 81-3-6994-6312</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Nihon System Service Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3F Kotobuki Bldg, 1-1-3 Yaesu, Chuo-ku, Tokyo 103-0028</td>
<td></td>
<td></td>
</tr>
<tr>
<td>tel: 81-3-3273-2463</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fax: 81-3-3273-2465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Yoshichika Ito: <a href="mailto:yito@nss-apan.com">yito@nss-apan.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Toshiaki Yokose: <a href="mailto:tokyo.overseas@nss-japan.com">tokyo.overseas@nss-japan.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 81-3-3273-2461</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 81-3-3273-2465</td>
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<table>
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<tr>
<th>Post:</th>
<th>Yokohama</th>
<th>Bureau: EAP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Nihon System Service Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1F B Senju Soko, 26 Wakasu, Koto-ku, Tokyo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Yoshichika Ito: <a href="mailto:yito@nss-japan.com">yito@nss-japan.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Toshiaki Yokose: <a href="mailto:tokyo.overseas@nss-japan.com">tokyo.overseas@nss-japan.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 81-3-5534-7233</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 81-3-5534-7240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Nippon Express Co., Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NITTSU Bldg, 10F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-9-3 HigashiShinbashii, Minato-ku, Tokyo, Japan 103-0014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Shingo Maki</td>
<td><a href="mailto:Shib-nari@nittsu.co.jp">Shib-nari@nittsu.co.jp</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ITGBL_nippon@nittsu.co.jp">ITGBL_nippon@nittsu.co.jp</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 81-3-6251-6300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: 81-3-3251-6299</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Country: Jordan
Post: Amman

Local Agents:

Levant Express Services
Tel No. 00962-6-4627042 / 4610698
Fax No. 00962-6-4627042
E-mail: levantex@go.com.jo
POC: Mr. Raja El Issa / General Manager (Mr.),
Mobile: 00962-79-5522890

Middle East Express Services (MEEX)
Amman, 11123 – Jordan
Tel. +962-6-5639002
Fax. +962-6-5639003
E-mail: m.refai@medexpac.com
POC: Mr. Mohannad Al-Refai/Managing Director,
Mobile: +962-79-8668262

Midtrans Logistics & Investment
Amman, 11192 – Jordan
Tel. +962-6-5674881 / 4452046
Fax. +962-6-4452047
E-mail: midtrans@maltrans.com
POC: Mr. Qutaiba Al-Sayed/Executive Manager,
Mobile: +962-79-5542817

CML Safe Pak
322 King Abdullah II Street
Amman, 11185 - Jordan
Tel. +962-6-5856956
Fax. +962-6-5857757
E-mail: dania.alhawi@cml-jo.com
POC: Ms. Dania Al-Hawi/Operation Manager
Mobile: +962-79-5412316
## ITGBL Local Agents

### Country: Kazakhstan

### Post: Almaty

#### Local Agents:

1. **Globalink Transportation and Logistics Worldwide - Almaty**
   - Address: 52 Kabanbay Batyr Str., 050010 Almaty, Kazakhstan
   - PO: Asem Dandybaeva
   - Tel: 7 3272 588880 x224
   - Fax: 7 3272 581189
   - Cell: 7 777 733 9958
   - Email: a.dandybayeva@globalinkllc.com

2. **INTERMOVEX LLP**
   - Address: 64, Phizuli street, 050054 Almaty
   - Head of branch office – Mr. Viktor Pinegin
   - Tel: + 7 (727) 257-09-45
   - Email: info@intermovex.kz

3. **Eurasia Service**
   - Address: 174 A Seyfullin Avenue, Office 20, Almaty, Kazakhstan
   - POC: Igor Vorobtsov
   - Tel: 7 7272 341155
   - Fax: 7 7272 943304
   - Cell: 7 777 241 3222
   - Email: eurasia_service@mail.ru

### Post: Astana

#### Local Agents:

1. **Eurasia Service**
   - Address: 91/1 Kartaly str., 010000 Astana, Kazakhstan
   - Tel: +7 7172 490656
   - Cell: +7 777 2413222
   - Director - Mr. Igor Vorobtsov
   - Removals supervisor - Ruslan Mingazov
   - Email: christopher.ma@moveoneinc.com
   - Mobile: +7 771 507 0573
   - Skype: mo_christopher.ma

2. **Globalink Logistics Group**
   - Address: 727 2588880 (Ext. 478), 010000, Astana, Kazakhstan
   - Tel: +7 777 800 90 25
   - Mob.: +7 771 300 7066
   - Akmaral Abdrahmanova
   - Coordinator, CTD Department, Almaty
   - Email: t.ahamed@globalinkllc.com
   - a.abdrakhmanova@globalinkllc.com
   - Phone: +7 7172 58 08 97 (107)
   - Fax: +7 7172 58 08 99
   - Web: www.globalinkllc.com
ITGBL Local Agents

Country: Kenya
Post: Nairobi

Bureau: AF

Local Agents:

Bollore Africa Logistics Kenya Limited
Airport North Road, Embakasi
P. O. Box 46586- 00100 Nairobi
POC: Sue West, Packing and Removals Manager
Tel: +254-20-6421534
Cell: +254-722-207 191
sue.west@bollore.com

Worldwide Movers Kenya Ltd.
POB 46748 - 00100
Nairobi, Kenya
POC: Mr. Chris Prior
Tel: 254 20 3565282/ 3565283/ 3565284
Fax: 254 20 4185619
Email: wwmike@wwm.co.ke

MEBS Global Reach Limited
MMID Building, Unit 3B, Westlands Road,
Westlands, Nairobi
P. O. Box 13768 – 00800 Nairobi
Tel: +254-20-3748847
POC: Eric Ducroix, Director, East Africa Operations
Cell: +254-786-238-228
Email: educroix@mebs-global.com

GlobalFreight Logistics Ltd.
Markfirst House
Jomo Kenyatta International Airport
P.O. Box 45787- 00100 Nairobi, Kenya
POC: Arbi Mussani
Tel: 254 20 827777/822455
Fax: 254 822722 /822179
Email: arbimussani@globalfreight.co.ke , info@globalfreight.co.ke
POC: George Nyamosi, Operations Manager
Email: g.nyamosi@globalfreight.co.ke

AGS Frasers
POC: Gil Recizac
+254 20 2107073
+254 77 0513186
manager-kenya@agsmovers.com
## ITGBL Local Agents

**Country:** Korea  
**Post:** Busan  
**Bureau:** EAP

### Local Agents:

- **Post:** Seoul  
  **Bureau:** EAP

#### Local Agents:

1. Hanjin Bestpac Co., Ltd.  
   Namyoung B/D, Room 302, #85-3, Galwol Dong, Yongsan Gu, Seoul, Korea  
   POC: Mr. Sang Sun Park  
   Tel: 82 2 718 4061  
   Fax: 82 2 718 4093  
   Email: sspark@hanjinbestpac.co.kr

2. Asian Tigers Transpack International  
   Tae Honng B/D 2F, #1543-9, Seocho-Dong, Seocho-Gu, Seoul, Korea  
   POC: Mr. Joseph Song  
   Tel: 82 2 3489 2500  
   Fax: 82 2 598 3925  
   Email: joseph.song@asiantigers-korea.com

Santa Fe Relocation Services  
P: 5F, J-Tower, 373-35, Sindang Dong, Jung Gu, Seoul Korea  
Email: martin.giles@santaferelo.com  
Tel: 82-2-797-3383, Fax: 82-2-2-797-3386  
POC: Martin Giles/ General Manager, Korea and Japan  
Cell: 82-10-4692-3383

3. PML International Movers Ltd.  
   P: #804, Shinpoong Flostar, 756-1, Janghang Dong, Ilsandong gu, Goyang-Si, Gyuonggi-Do, Korea  
   E-mail: kay@pmlintl.com  
   Tel: 82-31-907-1616, Fax: 82-31-907-1617  
   POC: Kay Lee/ Director  
   Cell: 010-9174-2746
Country: Kosovo

Post: Pristina

Local Agents:

4) Interdean International
Matican nn
10000 Pristina Kosovo
POC: Jasminka Trpenoska
Tel: +389 2 3215 340
e-mail: Jasminka.trpenoska@interdean.com

2) AGS-Pristina
Zona Industriale, Tahir Zajmi PN
10000 Pristina, Kosovo
POC: Arben Sharani
Tel: 377 44 502 579
Email: manager-kosovo@agsmovers.com

3) Matrix Relocation Kosovo
A1 Richard Holbrooke St
10 000 Pristina
POC: Mr. Ekrem Qerreti
Email1: ekrem.qerreti@matrixrelo.com
Email2: pristina@matrixrelo.com
Tel: +381 38 548 888
Cell: +377 44 15 49 67

1) MOVE ONE RELOCATION
12050 Slatina e Madhe
POC: Valdet Mustafa
Tel: 381 38 566 354; 377 44 500 508
Email: moving@moveonerelo.com or
kosovo@moveonerelo.com
Local Agents:

4) Gulf Agency Company (Kuwait)
Kuwait Free Trade Zone, Phase 2
Future Area Plot No. C28/ D1 - D10
Building Number 7
Shuwaikh, Kuwait
POC: Mr. Vincent Fernandes
Tel: 00965 22264164
Fax: 00965 24836375
Cell: 00965 97205128
Email: Vincent.fernandes@gac.com
moving.kuwait@gac.com
Website: www.moving.gac.com

3) Global Freight Systems, Co. W.L.L.
Sultan Ben Essa Complex
Dajeej, Farwaniya, Kuwait
POB 22389, Safat 13084 Kuwait
POC: Venkatesh Sharma
Tel: 965 2431 6530
Fax: 965 2431 9177 or 431 6478
Cell: 965 997 36327
Email: venkatesh@globalfreight.net

1) Al-Ghanim Freight
Al-Rai Industrial Area, Shuwakh
PO Box 223
Safat 13001 Kuwait
POC: L.G. I Udaya – supervisor
Email: udaya@Alghanim.com
Tel: +965-2474-5533, Ext. 6624
Direct: +965-2476-8284
Mobile: +965-6694-7395
Tel: 965-2474-533 x751 or 965-2476-8284 (Mildred)
Cell: 965-6601-1303 (Mildred)

Al-Sawan Cargo Co.
Al-Ghazali Street
Al-Rai Area, PO Box 576
Safat 13006, Kuwait
Tel: 965-24711440 X 511/1809020
Fax: 965-2471-3226
Cell: 965-9902-6461 (Lennon)
Email: ops@alsawan.com;
lennon@alsawan.com;
zahed@alsawan.com
ITGBL Local Agents

Country: Kyrgyzstan
Post: Bishkek

Local Agents:

3) Interdean Bishkek
107 Kievskaya Str., 2nd floor
720001 Bishkek, Kyrgyzstan
POC: Zulfiya Muslimova
Tel: 996312 613863
Cel: 996555 774597
Fax: 996312 613863
Email: bishkek@interdean.com
Web-site: www.interdean.com

2) Globalink Logistics Group
Bishkek, Kyrgyzstan
POC: Nastya Shloeva, Business Coordinator
Email: a.shloeva@globalinkllc.com
Web-site: www.globalink.bz/kyr.htm ** bonded warehouse**

1) American Resources International Cargo - A.R.I. Cargo
Bishkek, Kyrgyzstan
Tel: 996-312-660077
Fax: 996-312-661311
Email: Bishkek@aricargo.com
Web-site: www.aricargo.com **bonded facility **

Country: Laos
Post: Vientiane

Local Agents:

2) JVK Indo-China Movers (Laos) Ltd.
PO Box 3054
Unit 28 Phonphapao Village
Vientiane, Lao PDR
Tel: 856-21-313-505
Fax: 856-21-312-376
E-mail: laos@jvkasia.com
POC: Mark Donohoe & Mrs. Savandaly Samountry
Tel: 856 21 313505 and Thailand number:66-02-379-4646
Fax:856 21 312376 and Thailand number: 66-02-379-5050
Email: mark.donohoe@jbkasia.com and nok@jvkasia.com

3) Schenker (Thai)Ltd.
Representative office Lao PDR. Unit 8, No153 Ban Watnak
Thongkang Road, Sisattanak District Vientiane Lao
PDR
POC: Chayada Chatapha (Branch Manager)
Phone: 856 21 353881 or 353882
Fax: 856 20 555 20989
Email: chayada.chatapha@dbschenker.com
www.dsbchenker.com/th

1) Geotrans Logistic and Mover Co. Ltd.
Unit 24, Ban Phonpapao Thong, Sokpaluang Road
Sisattanak District, Vientiane, Lao PDR
POC: Mr. Vira Salikoun or Mr.Khamphai
Tel: 856 21 313679
Fax: 856 21 313270
Cell phone: 856 20 56800680
Email: salikoun@geotrans.laopdr.com or salikoun@hotmail.com
<table>
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<tr>
<td>2) Zebra Cargo - Friendly Movers</td>
</tr>
<tr>
<td>Riga International Airport</td>
</tr>
<tr>
<td>Riga, Latvia LLV-1053</td>
</tr>
<tr>
<td>POC: Mr. Oskars Veinbergs</td>
</tr>
<tr>
<td>Tel:  (371) 67412 108</td>
</tr>
<tr>
<td>Fax: (371) 6 7412 156</td>
</tr>
<tr>
<td>Cell: (371) 2915 5365</td>
</tr>
<tr>
<td>Email: <a href="mailto:zebra@zebracargo.com">zebra@zebracargo.com</a></td>
</tr>
<tr>
<td>Web-site: <a href="http://www.zebracargo.com">www.zebracargo.com</a></td>
</tr>
</tbody>
</table>

| 3) Genex Group International                                               |
| 6 Kengaraga Str.                                                          |
| Riga, Latvia LV-1063                                                      |
| POC: Mr. Kaspars Birzaks                                                  |
| Tel:  (371) 67268 820                                                     |
| Fax: (371) 67268 824                                                      |
| Cell: (371) 2653 9249                                                     |
| Email: kaspars@genex.lv                                                   |

| ** bonded facility **                                                     |

| 1) Gosselin Mobility Baltics                                              |
| Jurkalnes iela 15/25, gate 15                                            |
| Riga, Latvia LV-1046                                                     |
| POC: Olga Konstantinova                                                  |
| Tel:  (371) 67800 800                                                    |
| Fax: (371) 67800 801                                                     |
| Email: OlgaK@gosselingroup.eu                                          |

| ** bonded facility **                                                     |

| 4) FF INTERNATIONAL MOVERS                                               |
| 3, Sarlotes street                                                       |
| LV-1001, Riga, LATVIA                                                   |
| POC: Aivars Usans                                                        |
| Tel:  (371) 6784 0592                                                    |
| Fax: (371) 6784 0591                                                    |
| Cell: (371) 2916 0011                                                    |
| e-mail: au@ff-group.lv                                                  |
Country: Lebanon

Post: Beirut

Bureau: NEA

Local Agents:

2) Beirut Cargo Center
Sin El Fil, Opposite Mirna Chalouhi bldg.
Parallel Towers, Bloc B, Floors 12-13-14
P.O. Box 17-5040 - Beirut – Lebanon
Tel. +961 1 48 22 11 ext 111 Mob. +961 70 19 44
65 Fax. +961 1 48 22 24
export: Joe.gaourieh@bcclogistics.com - import:
jad.daccache@bcclogistics.com -
www.bcclogistics.com www.bcclogistics.com

4) Beirut Express
Sourati Street, Chartouni Bldg.
Hamra, Beirut, Lebanon
Tel: 961 1 341400 / 1-2-3-4
Fax: 961 1 341405
Email: customersupport@beirutexpress.com.lb
Website: www.beirutexpress.com

1) Beirut International Movers
Kazandjian Bldg, Camil Chamoun
Street
PO Box 55-050
Sin El Fil, Beirut, Lebanon
Fax: 961-1-49-7700
Tel: 961-49-55-00; 961 3 617712
Fax: 961-1-49-7700
Email: info@beirutmovers.com
Web-site: www.beirutmovers.com

3) Boueri Freight Services SAL
Tel. (HQ): 01/888 000
Fax: 01/888 000 ext 18
POC: Lena Antoine Boueri, Overseas Manager
Email: lena@bouerifreightservices.com
T: (011) 961 (0)1 888 000
C: (011) 961 (0)3 315 222
www.bfslebanon.com

Country: Lesotho

Post: Maseru

Bureau: AF

Local Agents:

1) Stuttaford Van Lines - Lesotho
Lioli Road, Industrial Area, Box 0637
Maseru West, Lesotho
POC: Mrs. Venus Havenga
Tel: 266 22 323 966
Fax: 266 22 310 290
Cell: 266 589 260 66
Email: venus.havenga@stuttafordvanlines.com
### ITGBL Local Agents

**Country:** Liberia  
**Post:** Monrovia  
**Bureau:** AF

**Local Agents:**
- Sealand shipping  
Bushrod Island  
Monrovia, Liberia  
Email: sealandshipping@yahoo.com  
Tel: 231 06 511 687/ 231 06 423 252
- Express handling Services  
58 Broad Street  
Monrovia, Liberia  
Email ehsmlw@yahoo.com  
Tel: 231 06 511 201/231 06 657 235
- AGS Frasers  
International Removals  
Monrovia, Liberia  
Email: manager-liberia@agsmovers.com  
www.ags-worldwide-movers.com  
Tel: 231 077 00 33 77

---

**Country:** Libya  
**Post:** Tripoli  
**Bureau:** NEA

**Local Agents:**
- 4) Interconex, Inc.-- Libya  
3.5km Swani Road  
Fallah, Tripoli, Libya  
Phone +218 (0) 91 8752011 | +218 (0) 95 4160676  
POC: Troy White, Managing Director  
Phone: +218 (0) 91 844 7250  
Email: Troy.White@Interconex.com  
Alt POC: Matt Grickowski, Operations Manager  
Phone: +218 (0) 95 450 4949  
Email: Matt.Grickowski@Interconex.com
- 1) Manarat Al Madina Shipping Agency  
Damascus Street  
Hadba Area  
Tripoli, Libya  
POC: Nureddin Elwaer  
Tel: 218 21 2184149; 218 21 4907792 (office)  
Fax: 218 21-4907286  
Email: nur@masa-shipping.com.ly
- 3) Sedra Libya Packing Transportation Company  
PO Box 82262, Ibn Nafees Street, Nr. Sa Lahadien Hospital  
Tripoli, Libya  
POC: Mohamed F. Abuhlega, Owner and General Manager  
Tel: 00 218 21 715 9051/ 714 7723/ 717 3198  
Fax: 00 218 21 462 8244/ Cell: 00 218 91 2157965 or 92 500 1025  
Email: sedralibya@hotmail.com; info@sedralibya.com; abuhlegasedra@hotmail.com  
Website: www.sedralibya.com

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2)
## ITGBL Local Agents

**Country:** Lithuania  
**Post:** Vilnius  
**Bureau:** EUR

### Local Agents:

2) **SERVEKT**  
Lakunu str. 28/23  
Vilnius LT-09108, Lithuania  
POC: Vytautas Kaneckas  
Tel: 370 5 2641407  
Fax: 370 5 2641407  
Cell: 370 686 66665  
Email: servektvilnius@takas.lt

3) **GOSSELIN GROUP BALTICS**  
Jurkalnes str. 15/25  
LV1046 Riga I Latvia  
POC: Olga Konstantinova  
Tel: +371 67800 142  
Fax: +371 67800 801  
Cell: +371 26469 155  
Email: olgak@gosselingroup.eu

1) **Calenberg Vilnius, UAB**  
Biciuliu g. 29  
Bukiskis  
14182, Vilniaus rajonas  
Lithuania  
POC: Andrejus Lisovskis  
Tel: 370 5 2430004  
Fax: 370 5 2430005  
Cell: 370 698 20266  
Email: andrius.lisovskis@calenberg.lt.

**Country:** Luxembourg  
**Post:** Luxembourg  
**Bureau:** EUR

### Local Agents:

3) **Lux-Connex**  
101, rue des Artisans  
L-1141 Luxembourg, Luxembourg  
POC: Manny Krier  
Tel: 352 40 24 40  
Fax: 352 48 48 25  
Email: mannny.krier@lux-connex.lu

2) **Nadin**  
2, rue de Septfontaines  
L-8371 Hobscheid, Luxembourg  
POC: Mr. Francis Van Duffel  
Tel: 352 39 80 48  
Fax: 352 39 56 24  
Email: info@nadin.eu

1) **Interdean Deiladen SA**  
Hall 7 - Allee de la Poudrerie  
L-1899 Kockelsheuer  
POC: Mr. Stephane Compaic  
Tel: 352 48 44 22  
Fax: 352 40 29 79  
Email: Luxembourg@interdean.com
Country: Macedonia

Post: Skopje

Bureau: EUR

Local Agents:

2) ORBIT DOOEL
Member of Orphee Beinoglou Group
Str. 1632 no. 53, Madzari
1040 Skopje, Macedonia
POC: Sandra Dimovska
Tel: 389-2-2550-661
Fax: 389-2-2551-550
Email: Sandra.dimovska@orbit.mk
Email: orbit@orbit.mk
www.beinoglou.gr

5) Mak Move - Skopje
International Removal Services
str. Gjorce Petrov 10-2/5
1000 Skopje, Macedonia
POC: Toni Markushevski
Tel.: +389 70 233-456, +389 70 380-484
Tel/Fax: +389 2 3096-697, +389 2 2039-727
e-mail: info@makmove.com.mk
constjens@t.mk
web: www.makmove.com.mk

3) Intermove LTD
(Interdean)
International Relocation Services
164 Str., No.46
1000 Skopje
T/F: +389 2 3215 340
M: +389 70 340 632
E: jasminka.trpenoska@intermove.com.mk

1) Move One
Skupi 3A
1000 Skopje, Macedonia
POC: Mrs. Edit pop-gavrilova
Tel: 389 2 3090 022 x104
Fax: 389 2 3090 022 x115
Email: edit.popgavrilova@moveoneinc.com
Website: www.moveoneinc.com

6) AGS Skopje
POC: Ms. Marija Angelova
Tel: +38923096424
Fax:+38923096423
Mobile: +38970252294
Email: manager-macedonia@agsmovers.com
Country: Madagascar  
Post: Antananarivo  
Bureau: AF

Local Agents:

1) AGS Frasers  
   Z.I. Forello Module 8 - Tanjombato  
   B.B. 9167A Andoharanofotsy  
   Antananarivo, Madagascar  
   POC: Loic Bouche, Director  
   Tel: 261-20-22-461-98  
   Operation Ags Madagascar operation-madagascar@agsmovers.com  
   directeuradjoint-madagascar@agsmovers.com  
   Transit Ags Madagascar’ transit-madagascar@agsmovers.com

2) Tessiot Demenagements  
   B.P. 1530  
   Zone Forello Tanjombato  
   Antananarivo, Madagascar  
   POC: Joseph Ravelonahina, Technical and Admin  
   Director  
   Tel: 261-20-22-574-10  
   Email: tessiot.dem.mada@wanadoo.mg

3) Worldwide Movers Madagascar  
   c/o Green islands Logistics sarl.  
   P.B. 5188  
   Antananarivo, Madagascar  
   POC: Guy Shepherd, Director  
   Tel: 261-20-22-228-04  
   Email: wmmgm@bigfoot.com

Country: Malawi  
Post: Lilongwe  
Bureau: AF

Local Agents:

1) Packaging & Relocation Services  
   Area 28/27 Kanengo  
   P.O Box 1076  
   Lilongwe, Malawi  
   POC: James Jamu (Managing Director)  
   Tel: 265-1-711-047/48  
   Cell: 265-8-855-179  
   Fax: 265-1-711-047  
   Email: prs@malawi.net

2) Stuttafords International Removals  
   P.O.Box 2052  
   Lilongwe  
   Malawi  
   POC: Obet Matwanje or Willard Munangati Managers  
   Tel: 265 1 712 467  
   Fax: 265 1 710 495  
   Mobile: 265 8 888 68635  
   Email: stutts@malawi.net

3) AGS Malawi Limited,  
   Private Bag 283,  
   Lilongwe, Malawi  
   Tel: 265 (01) 759374  
   Cell: 265 (08) 88839528  
   Fax: 265 (01) 759375  
   Email: manager@agsmalawi.com
Country: Malaysia

Post: Kuala Lumpur

Bureau: EAP

Local Agents:

3) Unigroup Worldwide UTS Malaysia
   No 59, Persiaran Mewah, Bandar Tun Razak
   56000 Kuala Lumpur, Malaysia.
   Tel No: +603 – 9171 4673, Fax No: +603 – 9171 4543
   Website: www.unigroupworldwide.com
   POC: Mohd Khairul Sim Abdullah, E-Mail:
   Khairul_sim@unigroupworldwide.com

4) Asian Tigers Transpo Movers (M) Sdn Bhd
   Address: Lot 6, Jalan Ragum 15/17 SS 15, 40000
   Shah Alam, Selangor Darul Ehsan, Malaysia
   Tel: + 60-3-5565-2200
   Fax: + 60-3-5513-3788
   Contact person: Ms. Angela Subramaniam
   DID: + 60-3-5565-2333
   Tel: + 60-3-5565-2200 Ext.180
   Fax: + 60-3-5513-3788
   Email: angela.subramaniam@asiantigers-malaysia.com
   Skype Id: angela.subramaniam@asiantigers-malaysia
   Website: www.asiantigers-malaysia.com

   Sdn. Bhd
   Address: Lot 7, Jalan Delima 1/1, Subang Hi Tech
   Industrial Park, Batu Tiga, 40000 Shah Alam,
   Selangor Darul Ehsan, Malaysia
   Contact person: Mr. Keith Ellis, Corporate Services
   Manager
   Tel: + 60-3-5636-9166
   Fax: + 60-3-5637-5166
   Cell Phone: + 60-1-2376-0277
   Email: kelli@crownrelo.com
   Website: www.crownrelo.com

Santa Fe Relocation Services Sdn. Bhd.
No. 1, Jalan Jururancang U1/21, Seksyen U1
Hicom Glenmarie Industrial Park
40150 Shah Alam, Selangor
Malaysia
+60 3 7805 4332
Main Contact Person (POC):
Mr. Rolf Beutel – Managing Director

   Lot 37645, Jalan 5/37A, Taman Bukit Maluri
   Kepong, 52100 Kuala Lumpur, Malaysia
   Tel No: +603 – 6275 1830, Fax No: +603 – 6275 1840
   Website: www.crownline.com.my
   POC: Azri Ahmad, E-Mail:
   azri.ahmad@crownline.com.my
   E-Mail: Johnson.lai@crownline.com.my or
   rachel@crownline.com.my

   Lot 17, Lorong Enggang 31, Off Jalan Enggang
   Taman Keramat, 54200 Kuala Lumpur, Malaysia.
   Tel No: +603 – 4253 2000, Fax No: +603 – 4252 4000
   Website: www.ambassador.com.my
   POC: Jim Dhillon, E-Mail: movers@streamyx.com

AGS FOUR WINDS RELOCATIONS SDN BHD
NO. 28B (LOT. 24128) JALAN 5/32A
OFF 6 1/2 MILE JALAN KEPONG
52100 KUALA LUMPUR, MALAYSIA
TEL: +603 6251 7175
cyril.quenneville@agsfourwinds.com
ITGBL Local Agents

Country: Mali
Post: Bamako

Local Agents:
AGS Bamako
Route de Sogoniko
BP E 693 - Rue 131
Bamako, Mali
Tel: 223 220 13 78
Fax: 223 220 27 32
Email: ags.mali@cefib.com
Website: www.ags-worldwide-movers.com

Country: Malta
Post: Valletta

Local Agents:
Cube Relocations
18, Triq Hal-Warda
Attard ATD 1406, Malta
POC: Chris Vassallo
Tel: 356 2721 2721
Fax: 356 2142 1197
Cell: 356 9949 3400
Email: Chris@cuberelocations.com;
cuberelo@onvol.net; moves@cuberelocations.com
Web-site: www.cuberelocations.com

Transpak Overseas Removals, Ltd.
326/328 Zabbar Road
Paola FGR 1013, Malta
POC: William Vella, Managing Director
Tel: 356 2182 1166
Fax: 356 2180 0350
Cell: 356 9949 2890
Email: infor@transpakmalta.com
Web-site: www.transpakmalta.com

Thomas Smith & Co Ltd
POCMr. Glenn Desira (Freight Executive) Contact number +35622058114 e-mail
gdesira@tcsmith.com
Secondary POC Denis Galea, Group General Manager +35622058450
E-mail: dgalea@tcsmith.com
ITGBL Local Agents

Country: Marshall Islands
Post: Majuro

Local Agents:

A1 Global Logistics Services
Unit 2A-1, 8414 Dr. A. Santos Avenue
Brgy. BF Homes, Sucat, Paranaque City
Philippines 1700
Tel: +632 785 1570/02 216 7789
Mobile: +63917-812 6548/+63920-951-7523
POC: Ms. Olivia Alarcon
E-mail – olivia.alarcon@a1global-logistics.com
2nd POC – April Guinto
E-mail – guintoae@a1global-logistics.com
Skype: a1global-logistics
Website: www.a1global-logistics.com

Carepak Moving and Storage
1234 Villongco Road, Sucat
Paranaque City, 1700 Philippines
POC: Ms. Ellen F. Cruz
Tel: (632) 809-5808
Fax: (632) 807-3041
Email: ellencruz@carepakmoving.com or info@carepakmoving.com

Country: Mauritania
Post: Nouakchott

Local Agents:

1) AGS Frasers Mauritania
Zl du Ksar - Lot 71
BP 3936 Nouakchott, Mauritania
POC: Thibault Malezieux
Tel: 222 4 525 99 40/41
Fax: 222 525 99 41/42
Cell: 222 658 25 55
POC: FRANK BONNET
Email: direction-mauritanie@agsmovers.com

2) SOGECO Mauritania
Societe General du Consignation et D'entreprises Maritimes
Consignation, Manutention, Transit, Transport
Route de l'aeroport/ 1765 rue 22-002
Commune Ksar BP: 351, Nouakchott, Mauritania
POC: Moktar Ould N'Dy
Tel: 222 525 27 40, 525 22 02
Fax: 222 525 39 03
Cell: 222 641 98 74
Email: sogeco@sogeco-sa.mr
Email: moktar@sogeco-sa.mr
Local Agents:

3) AGS FRASERS INTERNATIONAL MOVERS
ARSENAL
MAURITIUS
MANAGER: ERWAN VERGER
TEL. NO: 230 764 0020
EMAIL: manager-mauritius@agsmovers.com
INTERNET: www.agsfrasers.com

2) Velogic Limited
TMC Freeport Zone 7
Mer Rouge, Port Louis
POC: Mr. Joel Lefebure
Tel: 2065000 - Direct Line - 2065123
Mobile - 2517770
Email- joel.lefebure@velogic-mu.com
Mr. Nayaz Lallbahadur
Tel: 2065000 - Direct Line - 2065111
Mobile - 2535200
Email- nayaz.lallbahadur@velogic-mu.com

1) Service de Demenagement International
TMC Freeport Zone 6
Mer Rouge
Port, Louis, Mauritius
POC: Sam Sooprayen
Tel: 230 206 2638
Fax: 230 206 2639
Email: demenage@intnet.mu
Country: Mexico
Post: Ciudad Juarez

Local Agents:

3) Mudanzas GOU, S.A. de C.V.
Jose Clemente Orozco #260
Alamos de San Lorenzo
Cd. Juarez, Chihuahua, MEXICO 32340
POC: Christian Aguilar
Cel: (52-656-1) 107-1958 or Nextel 52*59045*26 (Aguilar)
Office: (52-656) 623-4115
Fax: (52-656) 618-6229
Email: c.aguilar@mudanzasgou.com,
cd.juarez@mudanzasgou.com

2) The Inland Sea, Inc.
9601 Carnegie
El Paso, TX 79925
POC: Thomas Lampe and Rigoberto Duran
Cel: (915) 892-4958
Office: (915) 592-1517
Fax: (915) 592-1835
Email: thomas.lampe@ito-elpaso.com,
rduran@tis-worldwide.com

1) Customs Critical Cargo Inc. (former Peregrine Falcon) 360 South Americas Ave, Suite B El Paso, TX 79907
POC: Lidia Robles, Cynthia Acosta
Cel: 915-996-0128 (Robles)/ 915-626-9022 (Acosta)
Office: 915-872-8169
Email: lidiarobles@hotmail.com,
Cynthia_acosta@fastfalcon.com and
cacosta@cccargo1.com

Post: Guadalajara

Local Agents:

1) Mundanzas GOU
Altos Hornos 1477
Parque Industrial El Alamo
Guadalajara, Jalisco, Mexico
POC: Cristina Cervantes
Tel: (52) 33-36661404/ 1439
Email: r.hernandez@ati.com.mx or
Guadalajara@ati.com.mx

2) SEYMI
Calzada Independencia Norte # 3450
Guadalajara, Jalisco, Mexico.
POC: Raul Covarrubias
Iliana Vargas
Tel: (52) 33-3603-0000
Fax: (52) 33-3603 1553, 3603 2033
Email: seymi@seymi.com.mx

Post: Hermosillo

Local Agents:

Mundanzas Gou
Allied International
Av. Las Galaxias 31
Col. Parque Industrial
CP 83299 Hermosillo, Sonora, Mexico POC:
Rodrigo Mendoza Barragan
Tel: 011 52 662 251 0734/ 0839/ 0876
Fax: 011 52 662 251 0875
Email: rmendoza@mundazasgou.com
Website: www.mundazasgou.com
## ITGBL Local Agents

<table>
<thead>
<tr>
<th>Post:</th>
<th>Matamoros</th>
<th>Bureau:</th>
<th>WHA</th>
</tr>
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<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
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<tr>
<td>1) Mudanzas Gou, S. A. de C. V.</td>
<td></td>
<td></td>
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<tr>
<td>POC: Francisco Javier Castillo Pulido</td>
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<tr>
<td>Nueva Escocia # 4344</td>
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<tr>
<td>Fracc. Ind. Abraham Lincoln</td>
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<tr>
<td>Monterrey, N. L. CP. 64310</td>
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</tr>
<tr>
<td>Tel.- (81) 83 70 63 97</td>
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<tr>
<td>Nextel.- 52<em>34504</em>58</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:f.castillo@mudanzasgou.com">f.castillo@mudanzasgou.com</a></td>
<td></td>
<td></td>
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</tr>
</tbody>
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<table>
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<tr>
<td>TRANSCONTAINER INTERNATIONAL, S.A. de C.V.</td>
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<tr>
<td>Vía Dr. Gustavo Baz No. 295-F</td>
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<tr>
<td>Estado de Mexico CP 54080</td>
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<tr>
<td>Tel. 52-55 5398-2323</td>
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<tr>
<td>POC: Carmen Lerdo de Tejada</td>
<td></td>
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<tr>
<td>Sales Manager</td>
<td></td>
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<tr>
<td><a href="mailto:carmensr@transcontainer-group.com">carmensr@transcontainer-group.com</a></td>
<td></td>
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<tr>
<td>1) Muebles y Mudanzas MYM, S.A. de C.V.</td>
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<tr>
<td>Calle 65 No. 699 Av. Quetzalcóatl entre 18 y 20</td>
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<tr>
<td>Col. Emilio Portes Gil 97167 Merida, Yucatan, Mex.</td>
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</tr>
<tr>
<td>Office: 52-999-983-0196</td>
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</tr>
<tr>
<td>Mobile 52-999-947-1147</td>
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<tr>
<td><a href="mailto:mymeridablanca@hotmail.com">mymeridablanca@hotmail.com</a></td>
<td></td>
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</tr>
<tr>
<td>Contact: Ana Julieta Martin</td>
<td></td>
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<tr>
<td>4) Transportes y Mundanzas Mendez, S.A. de C.V.</td>
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<tr>
<td>Calle 97, no.382 por 48-A</td>
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<td>Santa Rosa, Merida, Yucatan, Mexico</td>
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<tr>
<td>POC:</td>
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<td></td>
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<tr>
<td>Tel: 52-999-929-5745</td>
<td></td>
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</tr>
<tr>
<td>Email: <a href="mailto:mundanzasmendez@hotmail.com">mundanzasmendez@hotmail.com</a></td>
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<tr>
<td>2) Empaques y Mudanzas, S.A. de C.V.</td>
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<tr>
<td>Calle 9 No. 86 por 12 diagonal</td>
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<tr>
<td>Fracc. Mulsay 97246 Merida, Yucatan, Mex.</td>
<td></td>
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</tr>
<tr>
<td>Office: 52-999-912-5234</td>
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<tr>
<td>Mobile: 52-999-958-0772</td>
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<tr>
<td><a href="mailto:empaquesymudanzasinti@prodigy.net.mx">empaquesymudanzasinti@prodigy.net.mx</a></td>
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<tr>
<td>Contacts: Ernesto Flores, Nora Leticia Martin</td>
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<tr>
<td>3) Mudanzas Continental, S.A. de C.V.</td>
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<tr>
<td>Calle 27 No. 365 por 34</td>
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<tr>
<td>San Vicente Chuburna 97206 Merida, Yucatan, Mex.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Office: 52-999-987-3607</td>
<td></td>
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</tr>
<tr>
<td>Mobile: 52-999-180-1190</td>
<td></td>
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<tr>
<td><a href="mailto:luisf@mudanzascontinental.com.mx">luisf@mudanzascontinental.com.mx</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact: Luis Felipe Martin</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Local Agents:

TRANSCONTAINER INTERNATIONAL, S.A. de C.V.
Vía Dr. Gustavo Baz No. 295-F
Estado de Mexico CP 54080
Tel. 52-55 5398-2323
POC: Carmen Lerdo de Tejada
Sales Manager
carmensr@transcontainer-group.com

MUDANZAS GOU, S.A. de C.V.
Nueva Santo Domingo #163
Fracc. Industrial San Antonio Azcapotzalco, Mexico, DF 02760
POC: Jose Luis Romero
Sales Manager
Tel. 55-5062-2600
Direct. 55-5062-2636
jl.romero@mudanzasgou.com

MUDANZAS BALDERAS, S.A. de C.V.
Av. de las Minas 83
Col. Lomas de Becerra
Mexico, DF 01280
Tel. 52-55 5598-1255
POC: Alejandra Balderas
alejandra@balderas.com.mx

TRAFFIMAR RELOCATIONS, S.A. de C.V.
Ferrocarril Acámbaro No. 77
Col. San Luis Tlatitlco
Naucalpan de Juárez
Edo de Mexico, CP 53630
POC: Eduardo Otero
Sales Director
otero@trafimarrelo.com.mx
Tel. 52-55 5312-9900

MUDANZAS MYM, S.A. de C.V.
Insurgentes Norte 1290
Col. Capultitlan
Mexico, DF
Tel. 52-55 2974-9400 x-9402
POC: Mireya Vazquez
CEO International
mvazquez@mymininternational.com
## ITGBL Local Agents

### Post: Monterrey

#### Local Agents:

2) Trafimar Relocation Service, Monterrey  
Ave. de las Industrias No. 124, Fracc Industrial los Nogales  
Santa Catarina N.L. C.P. 66367 Entre - Arroyo el Obispo y Antiguo Camino a Minera del Nte.  
POC: Brenda Casas  
Email: b.casas@trafimarrelo.com.mx  
Tel: 51 81 8390-0583

3) Mundanzas Gou, S.A. de C.V.  
Representante de Ventas  
Nueva Escocia No. 4344, Fracc. Ind. Abraham Lincoln  
Monterrey, N.L. CP 64310  
POC: Alfonso Luna  
Tel: 52 81 8040 0000, 8040 0500, & 8676  
Email: A.Luna@mundanzasgou.com

4) MYM, Muebles y Mudanzas International  
Edgar Allan Poe # 235  
Col. Polanco Mexico, D.F. 07370  
POC: Bernardo Lijtszain  
Tel: 52 55 1055 8732  
Email: lijtszain@myinternational.com

1) Transcontainer  
Via. Dr. Gustavo Baz No. 295-F, col. Viveros de la Loma  
Tlalnepantla, EDO Mexico 54080  
POC: Vicky Rojas/ Ma. Del Carmen Martinez de Lermo de Tesada, Dir.  
Tel: 55 5361 7603/5398/7884  
Email: vickyr@transcontainer-group.com  
Email: carmensenior@transcontainer-group.com (Director)

### Post: Nogales

#### Local Agents:

Mundanzas Gou  
Allied International  
Av. Las Galaxias 31  
Col. Parque Industrial  
CP 83299 Hermosillo, Sonora, Mexico  
Tel: 011 52 662 251 0734/ 0839/ 0876  
Fax: 011 52 662 251 0875  
Email: rmendoza@mundanzasgou.com  
Website: www.mundanzasgou.com

### Post: Nuevo Laredo

#### Local Agents:

2) Transcontainer  
Via Dr. Gustavo Baz # 295-F  
Col. Viveros de la Loma  
Tlalnepantla, Estado de Mexico C.P. 54080  
Ph. 011-55-5361-7603  
POC: Vicky Rojas  
E-Mail: cickyr@transcontainer-group.com

1) Mundanzas Gou  
POC: Mario Martinez  
Tel: 867-717-0517  
Email: n.laredo@mundanzasgou.com
### Local Agents:

**2) TRANSCONTAINER**  
Via Dr. Gustavo Baz #295-F  
Estado de Mexico CP 54080  
POC: Arturo Rincon Cordero  
Tel: 52 55 5398-2323  
Email: arturor@transcontainer-group.com  

**3) MYM INTERNATIONAL**  
Edgar Allan Poe #235  
Col. Polanco Mexico CP 11550  
POC: Malena Larrambebere  
Tel: 52 55 2974 9400  
Email: info@myinternational.com

**1) Mudanzas Gou**  
Avenue de las Galaxias #31  
Esquina Satellites  
Col. Parque Industrial de Hermosillo  
Hermosillo, Sonora CP 83299  
POC: Rossy Gomez  
Tel: 662 2510734  
Email: hermosillo@mudanzasgou.com

---

### Country: Miami Despatch

**Post:** DA_MI  
**Bureau:** USA

### Local Agents:

---

### Country: Micronesia

**Post:** Kolonia  
**Bureau:** EAP

### Local Agents:

Pohnpei Transfer and Storage  
P.O. Box 340  
Pohnpei, FM 96941 Micronesia  
Tel: (691) 320-2552  
Fax: (691) 320-2389
**Country:** Moldova  
**Post:** Chisinau  
**Bureau:** EUR

### Local Agents:

<table>
<thead>
<tr>
<th>Local Agents:</th>
</tr>
</thead>
</table>
| MOLDMOVER / Pretul Succesului SRL  
Blvd. Stefan cel Mare 126, Off. 17  
Chisinau, Moldova  
Tel: +373 22 223349  
Mob: +373 79402325  
Fax: +373 22 225828  
Email: chisinau@moldmover.md  
Person of contact: Pavel Cebotaru  
Email: pavel.cebotaru@moldmover.md |
| 2) Molinari Srl.  
11/36 Aeroport Str.  
Chisinau, Moldova  
POC: Petre Balica  
Tel: 373-22524102; 373-22529341  
Web-site: www.molinari.md |
| 1) Interdean  
Blvd. Stefan cel Mare 126, Off. 17  
Chisinau, Moldova 2012  
POC: Pavel Cebotaru  
Tel: 373-22-223349  
Fax: 373-22-225828  
Email: chisinau@interdean.com or chisinau@interdean.midnet.com  
Web-site: www.interdean.com |
ITGBL Local Agents

Country: Mongolia
Post: Ulaanbaatar
Bureau: EAP

Local Agents:
Santa Fe Relocation Services LLC
Address: #406 Ar Mongol Travel Building, Jamyan Gun Street-5, Sukhbaatar District, Ulaanbaatar-48, Mongolia
Tel: +976 7000 0285
Fax: +976 7000 0286
General Email: mongolia@santaferelo.com
Inca Bataa
General Manager Direct Tel: +976 7000 0285
Fax: +976 7000 0286
Mobile: +976 9905 0289
Email: inca.bataa@santaferelo.com

Mongol Express
POC Mr. Davaanyam

Official Address:
Ulaanbaatar, Mongolia 14251
Chinggis Avenuw-17
Vista Office building, 6th floor
e-mail address: davaanyam@monex.mn
Tel: 976-319305/103
cell: 976-9911-0190

1) Crown Worldwide, Mongolia:
Official Address:
Crown WorldWide Group Building
20th khiri, Bayangol District
Sonsgolon Bridge, Ulaanbaatar, Mongolia
Mr. Bayarbat
Tel: 9909-8509
Email add: Btseveensuren@crownrelo.com
***One of the best/reliable companies in Mongolia.
Both in/out ITGBL for all types of shipments.
Country: Montenegro

Post: Podgorica

Bureau: EUR

Local Agents:

1) Move One Relocations
POC: Maja Pasic
Country Manager - Serbia/Montenegro
(maja.pasic@moveoneinc.com)
East Europe - Balkans - CIS & Central Asia -
Middle East & Africa - Asia Pacific
Office Belgrade, Serbia
Phone: +381 11 377 4243 ext. 4301
Fax: +381 11 848 7089
Mobile: +381 63 394 150
web: www.moveoneinc.com

2) Santa Fe Relocation Services d.o.o Beograd
Zitna 28
11272 DOBANOVCI -
BELGRADE
TEL: + 381 11 35 36 350
FAX: + 381 11 35 36 352
Misa Matic Regional Manager –
mobile number 062 259 357
misa.matic@santafereolo.com
Maja Karaulic, Sales Manager –
mobile number 062 259 354
maja.karaulic@santafereolo.com
*** packing and forwarding
HHE/UAB/POV ***

3) INTERLOG
Ul Jovana Tomasevica G-9
85000 Bar, Montenegro
POC: Nikola
Tel: 38285313932
Fax: 38285317238
Cell: 38268006688
Email: interlog@cg.yu
***logistics for container shipments in port of Bar***

5) Jadroagent BAR
International Shipping and Freight agency Ltd
Bar, Montenegro
e-mail: podgorica.forwarding@jadroagentbar.com
tel: Podgorica: 38220622555
Bar: 38230 315996
Fax: Podgorica: 38220622761 Bar: 38230
312751 *** customs clearance
in port of Bar and Podgorica customs terminal ***

4) Balkan Relocations d.o.o. Belgrade, Serbia
Novi Beograd, Bulevar Arsenija Carnojevica 80
BELGRADE
www.balkanrelocations.com
TEL: +381 11 408 15 90
FAX: +381 11 408 15 90
Contact: Gordana Popov
Head of Operations
MOB: +381 60 08 543 21
E: gordana.popov@balkanrelocations.com
*** packing and forwarding
HHE/UAB/POV ***
** ITGBL Local Agents **

** Country:** Morocco  
** Post:** Casablanca  
** Bureau:** NEA

** Local Agents:**

3) Marine Maroc Demenagement  
23, Boulevard Moulay Slimane  
20300 Casablanca, Morocco  
POC: Mrs. Chatelouze  
Tel: 022-66-72-18/14  
Fax: 022-40-47-22  
Email: oumelkettani@marine-maroc.co.ma  
** bonded facility **

2) AGS Casablanca  
73, Boulevard Moulay Slimane, Depot No. 16  
Ain Sebaa, 20100 Casablanca, Morocco  
POC: Mrs. Amina El Karmoudi or Christian Pottier (manager)  
Tel: 212-22-66-01-89/93  
Fax: 212-22-66-12-71  
Tel: 212-22-35-81-14 (Amina)  
Email: dir2-agsmaroc@wanadoopro.ma  
(Amina) Email: manager-agsmaroc@wanadoopro.ma  
(Amina)  
** bonded facility **

Moumene International Moving Company  
# 37, rue Idriss Al Akbar Hassan, Rabat/Morocco  
Poc: Mr. Moumene Mohamed, Dir/Manager  
Tel: 212-537-26-20-46; 212-537-26-31-57  
Fax: 212-537-26-23-94  
Email: moumene.mimc@gmail.com; mimc@iam.net.ma; mimc@menara.ma  
Cell: 212-661-35-20-46

4) AGS Warehouse  
73 Avenue Tarek Benziad  
Massira Z - Temara (Rabat)  
PCC: Mrs. Chantal Robert, Manager  
Tel: 212 37 60 20 42  
Fax: 212 237 60 19 38  
Cell: 212 61 10 98 51

1) Bedel Casablanca  
257-259 Boulevard Adelmoumen  
Casablanca, Morocco  
PCC: Mr., Kamal  
Tel: 022-86-04-69; 022-86-01-43  
Tel: 022-86-00-33 or 022-04-69 (Bouayad)  
Fax: 022-86-01-43  
Email: move@bedel.ma  
** bonded facility **
**Local Agents:**

4) Moumene International Moving Company  
   #37, rue Idriss Al Akbar Hassan, Rabat/Morocco  
   Poc: Mr. Moumene Mohamed, Dir/Manager  
   Tel: 212-537-26-20-46;  
   212-537-26-31-57  
   Fax: 212-537-26-23-94  
   Email: moumene.mimc@gmail.com;  
   mimc@iam.net.ma; mimc@menara.ma  
   Cell: 212-661-35-20-46

3) Marine Maroc Demenagement  
   23, Boulevard Moulay Slimane  
   20300 Casablanca, Morocco  
   POC: Mrs. Oumelghait Kettami  
   Tel: 212 22 66 72 18  
   Fax: 212 22 40 47 22  
   Email: oumelkettani@marine-maroc.co.ma  
   ** bonded facility **

AGS Casablanca  
73, Boulevard Moulay Slimane, Depot No. 17  
Ain Sebaa, 20 000 Casablanca, Morocco  
Tel : + 212 5 22 66 01 89  
Fax : +212 5 22 66 12 71  
POC: Jean-Noël BOULNOIS - Manager  
manager-maroc@agsmovers.com / +212 6 61 29 31 46  
Clément BEAUVAIS – Sales Manager  
directeurcommercial-maroc@agsmovers.com /  
+212 6 61 33 11 26  
Mrs. Amina EL KARMOUDI - Import Manager  
amina.elkarmoudi@agsmovers.com / +212 6 61 40 75 35

AGS Rabat  
1,rue Tayeb Bossiri  
Apt 8, Agdal, Rabat  
Morocco  
POC: Emilie Ducert  
Phone: 212 537 68 28 92  
Cell: 212 661 10 98 51  
Email: sales_rabat@agsmovers.com  
**bonded facility**  
***No POVs***

2) Bedel Casablanca  
257-259 Boulevard Adelmoumen  
Casablanca, Morocco  
POC: Mrs. Amina Redouani  
Tel: 212 22 86 04 68  
Fax: 212 86 01 43  
Email: move@bedel.ma  
** bonded facility **
ITGBL Local Agents

Country: Mozambique

Post: Maputo

Bureau: AF

Local Agents:

INGAR MOZAMBIQUE LDA
Rue da Soveste
PO Box 2330
Maputo, Mozambique
Tel: 258-21 4625001
Fax: 258-21 462502
Email: ingar@teledata.mz
Website: www.ingarinternational.com

AGS Frasers Mozambique
POC: Raphael Baptista, AGS Director
Avenida da Organizaçao da Uniao Africana, 486
Maputo, Mozambique
Tel: +258-21-406410 ;
Cell: +258-82-3010720
Fax: +258-21-016168
Email: manager-mozambique@agsmovers.com
deputy-mozambique@agsmovers.com
perations-mozambique@agsmovers.com
Website: www.agsfrasers.com

CTZ Logistics Lda
Av Emilia Dausse 1286, R/C
Bairro Central A
Maputo
MOZAMBIQUE
Tel/fax: 00258 21 303016
Tel: 00258823070684
Direct Mobile:
00258826223236/00258842853240/002588238056
30
Email: ctzlogistics@inmail.co.mz
Email: sales@ctzlogistics.com &
czembe@ctzlogistics.com
Website: www.ctzlogistics.com
Chandson Zembe
Sales & Marketing Manager

Country: Namibia

Post: Windhoek

Bureau: AF

Local Agents:

2) Stuttaford Van Lines
Danzig Street #7, Lefrenz
P.O. Box 22902
Windhoek, Namibia
POC: Ms Bettina Priilaid
Tel: 264-61-224-691
Fax: 264-61-225-302
Email:dean.bruwer@stuttafordvanlines.com
zirk.swanepoel@stuttafordvanlines.com
**bonded facility **

1) Namtrans
Copper Street #37, Prosperita
P.O. Box 30988
Windhoek, Namibia
POC: Mr. Philip Mans or Ms. Caroline Jooste
Tel: 264-61-236-270
Fax: 264-61-236-304
Email: namtrans@namtrans.com.na and
carolinej@namtrans.com.na
Local Agents:

1) Atlas Packers and Movers
   Tinkune, Airport Road
   Kathmandu, Nepal
   POC: P. W. Lama
   Tel: 977 1 448 0797
   Fax: 977 1 448 1174
   Email: atlas@atlas.com.np
   ** customs bonded facility **

2) Orient Relocations
   Tripureswor, Kathmandu
   Nepal
   POC: Binod Shah
   Tel: 977 1 424 0990
   Fax: 977 1 424 0455
   Email: orientmovers@enet.com.np ** customs bonded facility **
**ITGBL Local Agents**

**Country:** Netherlands

**Post:** Amsterdam

**Bureau:** EUR

**Local Agents:**

3) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl
** bonded facility **

2) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblasserdam (Rotterdam)
The Netherlands
POC: Mr. Dick Ansink ; Mr. Marcel Boer
Tel: 31-78-692-03-33
Email: d.ansink@dehaan.nl ; marcel@dehaan.nl
Website: www.dehaan.nl
*** Bonded Facility ***

Post: The Hague

**Bureau:** EUR

**Local Agents:**

2) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblasserdam (Rotterdam)
The Netherlands
POC: Mr. Dick Ansink ; Mr. Marcel Boer
Tel: 31-78-692-03-33
Email: d.ansink@dehaan.nl ; marcel@dehaan.nl
Website: www.dehaan.nl
*** Bonded Facility ***

3) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl
** bonded facility **
<table>
<thead>
<tr>
<th>Local Agents:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Caribbean Moving Services NV (UAB &amp; HHE)</td>
<td></td>
</tr>
<tr>
<td>Caracasbaaiweg # 328 B</td>
<td></td>
</tr>
<tr>
<td>Willemstad, Curacao</td>
<td></td>
</tr>
<tr>
<td>POC: Ms Manuela Carolina</td>
<td></td>
</tr>
<tr>
<td>Tel: (011-5999) 767-2588</td>
<td></td>
</tr>
<tr>
<td>Fax: (011-5999) 747-1155</td>
<td></td>
</tr>
<tr>
<td>Mail: <a href="mailto:manuela@cms.an">manuela@cms.an</a></td>
<td></td>
</tr>
<tr>
<td>2) Cusbro NV (POV &amp; Supplies)</td>
<td></td>
</tr>
<tr>
<td>Kleermakersweg # 18</td>
<td></td>
</tr>
<tr>
<td>Willemstad, Curacao</td>
<td></td>
</tr>
<tr>
<td>POC: Sylvienne Busby</td>
<td></td>
</tr>
<tr>
<td>Tel: (011-5999) 511-8405</td>
<td></td>
</tr>
<tr>
<td>Fax: (011-5999) 461-0785</td>
<td></td>
</tr>
<tr>
<td>Mail: <a href="mailto:cusbronv@yahoo.com">cusbronv@yahoo.com</a></td>
<td></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

Country: New Zealand
Post: Auckland
Bureau: EAP

Local Agents:
The Moving Company (NZ member of UniGroup UTS)
21 Peterkin Street
Lower Hutt
PO Box 38081
Wellington Mail Center 5045
POC: Glenn Miller, Operations Manager
Tel: +64 4 577 8207
Mobile: +64 27 661 4755
Main: +64 4 577 8200
Email: Glenn.miller@themovingcompany.co.nz

Allied Pickfords
8-14 McCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Ray Loader, National Manager /
Tel: 64-4-472-1134
Fax: 64-4-371-2175
Email: Ray.Loader@alliedpickfords.co.nz

New Zealand Van lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownrelo.com

Post: Wellington
Bureau: EAP

Local Agents:
The Moving Company (NZ member of UniGroup UTS)
21 Peterkin Street
Lower Hutt
PO Box 38081
Wellington Mail Center 5045
POC: Glenn Miller, Operations Manager
Tel: +64 4 577 8207
Mobile: +64 27 661 4755
Main: +64 4 577 8200
Email: Glenn.miller@themovingcompany.co.nz

Allied Pickfords
8-14 MCCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Ray Loader, National Manager /
Tel: 64-4-472-1134
Fax: 64-4-371-2175
Email: Ray.Loader@alliedpickfords.co.nz

New Zealand Van lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownrelo.com
<table>
<thead>
<tr>
<th>Country: Nicaragua</th>
<th>Post: Managua</th>
<th>Bureau: WHA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td>2) Transcargo Ltd. Mudanzas y Transportes Internacionales Carretera Norte Km. 2.5; frente al Complejo Policial “Ajax Delgado” PO Box 2082 Managua, Nicaragua POC: Meyling Montes (<a href="mailto:trafico@transcargoltd.com">trafico@transcargoltd.com</a>) POC: Alberto Sevilla (<a href="mailto:operations@transcargoltd.com">operations@transcargoltd.com</a>) Tel: 505-2248-4363 Fax: 505-2248-4914</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Mundanzas Mundiales Km. 6.5 Carretera Norte,Entrada a Cerveceria Managua, Nicaragua POC: Marjorie Freer (<a href="mailto:traffic@gmm.co.ni">traffic@gmm.co.ni</a>)/ Margarita Darce (<a href="mailto:amdarce@gmm.co.ni">amdarce@gmm.co.ni</a>) Tel: 011-505-252-2828</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country: Niger</th>
<th>Post: Niamey</th>
<th>Bureau: AF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Agents:</strong></td>
<td>4) AGS Frasers Niger Route de l'aéroport BP 13612 Niamey, Niger POC: Gerard Machetel Tel: 227 20 74 28 80 / 227 20 74 27 96 Cell: 227 96 96 37 31 Fax: 227 20 74 19 40 Email address for US agent contact: <a href="mailto:ITGBL-Africa@agsmovers.com">ITGBL-Africa@agsmovers.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) C.A.T. Niger S.A. BP 10951 Niamey, Niger POC: Mr. Ali Djimba, Director Tel: 227 20 74 09 65 Fax: 227 20 74 34 29 Cell: 227 94 95 26 00 Email: <a href="mailto:catniger@intnet.ne">catniger@intnet.ne</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) DHL Global Forwarding DHL Niger International 1822, Blvd. de la Liberte BP 10926 Niamey, Niger Tel: 227 20 73 33 59 Cell: 227 94 85 22 85 Fax: 227 20 73 81 06 Email: <a href="mailto:simbala.sylla@dhl.com">simbala.sylla@dhl.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) MAERSK Niger S.A. BP 12051 Niamey, Niger POC: Mr. Sani Halilou, Director Tel: 227 20 73 44 80 Fax: 227 20 73 44 80 Cell: 227 96 96 28 09</td>
<td></td>
</tr>
</tbody>
</table>
ITGBL Local Agents

**Country:** Nigeria  
**Post:** Abuja  
**Bureau:** AF

**Local Agents:**

---

**Post:** Lagos  
**Bureau:** AF

**Local Agents:**

---

**Country:** Northern Ireland  
**Post:** Northern Ireland  
**Bureau:** EUR

**Local Agents:**

---

**Country:** Norway  
**Post:** Oslo  
**Bureau:** EUR

**Local Agents:**

NFB INTERNATIONAL RELOCATIONS AS  
Nesbruveien 33-A, 1396 Billingstad (Oslo), Norway

POC: Bjørn Carlsen – Managing Director  
Cell: +47-478 43 615 | Email: bjorn.carlsen@nfbir.com

---

1.) TEAM RELOCATIONS AS  
Ankerveien 209  
1359 Eiksmarka  
Norway

POC: Kai Roger Finnseter  
Tel: (47) 67161616  
Fax: (47) 67161617  
Cell: (47) 92843043  
Email: KaiRoger.Finnseter@teamrelocations.com

---

2.) ADAMS EXPRESS AS  
Filipstadveien 2  
0250 Oslo  
Norway

POC: Travis L. Clark  
Tel: (47) 23011459  
Fax: (47) 23011451  
Cell: (47) 92046220  
Email: tlc@adamsexpress.no
Local Agents:

2) Writer relocations
Tel:
92411640 or 97881439
Po box 3380
PC 111
Muscat Sultanate of Oman
Tel 0096824619815
Fax 0096924593799
renny.james@writercorporation.com

1) M/S Inchcape Shipping Services & Co. LLC.
Post Box 36, Postal Code 112
Ruwi, Sultanate of Oman
POC: Ajith George, General Manager
POC: Sunny Cheeran, Manager,
International Removals
POC: Ajith George, Manager, Cargo Services
Tel: (968) 24567010/ 24567050/ 24567744
Fax: (968) 24567101
Cell: 99942779 (Robb); 99493784 (Kumar); 99317411 (George)
Email: jim.robb@iss-shipping.com
Email: manoj.kumar@iss-shipping.com;
ajith.george@iss-shipping.com

6)International Moving
Rajesh Nair | Manager–
| Gulf Agency Company (Oman) LLC | P.O.Box
740, 112 Ruwi, Sultanate of Oman | Direct: +968
24477857 | Fax: +968 24477891 | Mobile: +968
95215700 Rajesh K. Nair
rajesh.knair@gac.com
www.@moving.gac.com

5)The Movers
MANOJ SHARMA
Business Unit Head
GSM + 968 98548563 / 96287961
Office Tel: +968 2421-8353
sharma.manoj@themovers.om
sales@themovers.om

4)Falcon Air Services & Transport Co LLC (UPS)
P.O Box : 889, P.C. 100,
Muscat, Sultanate of Oman
Antony Navis,B
Tel : + 968 24 68 3 960 / 1 / 2 / 3 / 4 /5
Dir : + 968 24 68 3 959
Gsm : + 968 9282 9020
Fax : + 968 24 68 3 958
Email : antony@fastcooman.com
Web : www.fastcooman.com
ITGBL Local Agents

Country: Pakistan
Post: Islamabad

Bureau: SCA

Local Agents:

3. Express Movers:
POC: Ehsan-ul-Haq, CEO
Address: Plot No. 66-76, Khayaban-e-Johar,
Sector I-10/3, Islamabad – Pakistan.
Tel No. 92-51-4100988-90, Fax: 92-51-4100987
Email: mail@expressmovers.com.pk

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West Blue Area
Islamabad, Pakistan
POC: Alamgir Shah or M. Beaty
Tel: 00-92-51-2878029 - 2822471
Fax: 00-92-51- 2274227 - 2825132
Cell: 92 300 8500379 (Shah)
Cell: 92 302 8556906 (Beaty)
Freeline Movers Head office general email
moving@freelinemovers.com (to be cc’d in all correspondence)
Freeline Movers MD’s email:
ashah@freelinemovers.com (Alamgir Shah)
ITGBL requests to be sent to)
Freeline Movers ITGBL Handler email:
hammad.shah@freelinemovers.com (ITGBL requests to be sent to)
Freeline Movers city emails
karachi@freelinemovers.co
lahore@freelinemovers.com
peshawar@freelinemovers.com
Kabul@freelinemovers.com
quetta@freelinemovers.com (For shipments to the concerned cities)
Website: www.flm.com.pk

2) Ocean Air
Industrial Area, Sector 1-10/3, Street 6, Plot 76
Islamabad, Pakistan
POC: Khushi Mohammad Raza, Asif Raza, Kashif Raza
Tel: 92-51-444-7551
Fax: 92-51-444-3771
Email: oceanair@cyber.net.pk

4. Viking Shipping Services
POC: Mr. Qamar Rashid, Chief Executive
Address: 17, First Floor Muhummadi Plaza, Blue Area,
Jinnah Avenue, Islamabad – Pakistan.
Tel. No. 92-51-2810026-27, 2875807-08, Fax:
2875809
Email: Viking@ib.com.sats.net.pk
Website: www.viking.pk.com
ITGBL Local Agents

Post: Karachi

Local Agents:

3) EXPRESS MOVERS
14-D, Block-6
PECHS, Karachi-75400, Pakistan
POC: Imran Aziz Siddiqui / Ashfaq Uddin
Tel: (92-21) 34527270 - 34528077
Fax: (92-21) 34547066
Email: ops@expmovkhi.com

2) FREELINE MOVERS
No. 14&15, 3rd Floor, Kahkashan Mall,
Main Tariq Road 172-1, Block -2, P.E.C.H.S.
Karachi
POC: Anwar Fateh/ Amir Shahzad
Tel: (92-21) 34530626 - 34310478
Fax: (92-21) 34531747
Email: karachi@freeline.com.pk /
movers@freeline.com.pk
Website: www.freelinemovers.com

1) OCEAN AIR INTERNATIONAL
Office # 804, 8th Floor, Business Plaza, Mumtaz
Hassan Road
OFF: I.I. Chundrigar Road, Karachi
POC: Mr. Kashif Raza, Chief Coordinator
POC: Javaid I. Kanwar
Tel: (92-21) 32460491-92 (Karachi Office)
Fax: (92-21) 32460493
Email: everywhere@cyber.net.pk

Post: Lahore

Local Agents:

3) M/S. Express Movers
Packers and Freight Forwarders,
Plot no. 66-67, Khayaban-e-Johar
I-10/3, Islamabad, Pakistan
Tel: +92-51-4100988, 4100989, 4100990
Fax: +92-51-4100987
Email: expressmovers@nayatel.pk,
Web site: www.expressmovers.com.pk
POC: Mr. Ehsan Malik, CEO or Mahtab Khan

2) Ocean Air
House No 40 B Jail Road
Lahore 54600, Pakistan
POC: Rizwan Alam Khan, Manager
Tel: 92-42-7523870
Fax: 92-42-7523871
Email: oceanair@cyber.net.pk

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West Blue Area
Islamabad, Pakistan
POC: Alamgir Shah or M. Beaty
Tel: 00-92-51-2878029 - 2822471
Fax: 00-92-51- 2274227 - 2825132
Cell: 92 300 8500379 ( Shah)
Cell: 92 302 8556906 ( Beaty)
Email: ashah@freeline.com.pk
Email: flm@apollo.net.pk or
movers@freeline.com.pk
Website: www.flm.com.pk
**ITGBL Local Agents**

<table>
<thead>
<tr>
<th>Post: Peshawar</th>
<th>Bureau: SCA</th>
</tr>
</thead>
</table>

**Local Agents:**

2) M/S Freeline Movers  
3rd floor, Yasin Plaza, 74-West  
Blue Area, Islamabad, Pakistan  
POC: Alamgir Shah  
Tel: 00-92-51-2822471/ 2274221  
Fax: 00-92-51-2825132 / 2274227  
Email: flm@apollo.net.pk or movers@freeline.com.pk  
Website: www.flm.com.pk

3) M/S Express Movers  
Plot # 66-67, Khayaban-e-Johar  
1-10/3, Islamabad, Pakistan  
POC: Ehsan Malik  
Tel No: 051-4100988-90  
Fax No: 051-4100987  
Email: expressmovers@nayatel.pk

1) Ocean Air  
No 76, Street 6, I-10/3  
Industrial Area, Islamabad  
Pakistan  
POC is Asif Raza,  
Email: asif@oceanairpls.com  
Gen Office Email:  
Oceanair@cyber.net.pk  
Tel: +92-51-444 7551 - 4  
Fax: +92-51-444 3771 & 444 5700

---

**Country:** Palau

<table>
<thead>
<tr>
<th>Post: Koror</th>
<th>Bureau: EAP</th>
</tr>
</thead>
</table>

**Local Agents:**

1) CTSI Logistics - Palau  
P.O. Box 1713, Waesie Bldg.  
Malakal Koror, Palau  
POC: Jun Aclan, Operation Manager; Ronnie Giman, Station Manager  
Tel: (680) 488-1085/ 2845/ 6863  
Fax: (680) 488-5828  
Website: www.ctsi-logistics.com
ITGBL Local Agents

Country: Panama
Post: Panama City
Bureau: WHA

Local Agents:

3) Canal Movers
Building 1067, Curundu Road Curundu
Panama City, Republic of Panama
POC: Walter Lafitte, General Manager
Tel: 507 232-5189/ 232-1394
Email: rates@canalmovers.com

Panama Intermoving Relocation, Inc. (PIR)
PH Agata, First Floor, Local No.2
Street No. 50 and 68
San Francisco,
Panama, Rep. of Panama
juan.bernal@panamapir.com
www.panamapir.com
(507)322-0747
(507)322-0745
Contacts: Mr. Juan B. Bernal - Director Mr. Mauricio Escalante – Commercial Director

1) Balboa International, S.A.
Milla 7.5, Transistmica Hwy
San Miguelito, Panama City
Republic of Panama
POC: George O'Masta, General Manager
Tel: 507 231-7244/ 231-7136
Email: babboaop@cwpanama.net

2) PANAMA PACKING AND STORAGE
Urb. La Esperanza No.9-T
Ricardo J. Alfaro Avenue
San Miguelito
Panama City
General Manager: Fernando Alegre E.
Sales Director: Lina Alegre M.
Phones: (507) 230-1422/230-1147
Fax (507) 230-1609
E-Mail: mail@panamapacking.com

Country: Papua New Guinea
Post: Port Moresby
Bureau: EAP

Local Agents:

3) JVK International Movers
Address: Unit 1, 7 First Avenue
Address2: Maroochydore, Queensland 4558,
Australia
POC: Paul Sutton
Title: Managing Director
Tel: +07-5309 6890
Mob: +61 448752910
Fax: +07-5335 1663
Email: paul.sutton@jvkasia.com
## ITGBL Local Agents

**Country:** Paraguay  
**Post:** Asuncion  
**Bureau:** WHA

### Local Agents:

SERVIMEX SACI  
2435 Felix Bogado Ave.  
Asuncion, Paraguay  
POC: VIVIANA NUÑEZ – Email: Import@servimex.com.py  
POC: LOURDES TUFARI - outgoing shipments – email: export@servimex.com.py

---

**Country:** Peru  
**Post:** Lima  
**Bureau:** WHA

### Local Agents:

Class International Movers  
POC Mr. Daniel Laporta - President  
Tel: 511-206-9955 X 140  
mobile: 951292-333  
e-mail: dlaporta@classmoving.com.pe  
Mrs. Claudia Lucio – Head of Sales and Marketing Support  
Tel: 511-206-9955 X 230  
mobile: 994210-480  
e-mail: juanacueva@express.com.pe

1)  Express Transports, S.A.  
Av. Los Gorrones 130  
Lima 09, Peru  
POC: Dieter Krumdiek, General Manager  
Tel: 511-251-4040  
Fax: 511-251-3070  
Email: krumdiek@express.com.pe  
Web-site: www.express.com.pe

2)  Security International Moving, SAC  
Av. Los Castillos 309  
Ate - Lima 3, Peru  
POC: Mario Martinez, President  
Tel: 511-436-4000  
Fax: 511-436-4000  
Email: MMartinez@simoving.com.pe  
Web-site: www.simoving.com.pe
Local Agents:

2) Crown Worldwide Movers, INC.
   Address: Building 2 Panorama Compound Km 18
   West Service Road, Sucat
   Paranaque City 1700, Philippines
   POC: Maria Cristina Songco
   Email: msongco@crownrelo.com
   Tel: (632) 822-1123
   Fax: (632) 823-52-63
   Website: www.crownrelo.com

5) AGS Four Winds International Movers
   Address: 10 P. Antonio Street, Barrio Ugong
   Pasig City, Philippines
   POC: Mr. Elliot McMahon; E-mail: elliot.mcmahon@agsfourwinds.com
   Tel. No. (632) 671-8000
   Fax No. (632) 671-8338

7) A1 Global Logistics Services
   Address: Unit 2A-1 Bldg. 8414, Dr. A. Santos Avenue
   Brgy. BF Homes, Sucat, Paranaque City 1700
   Philippines
   POC: Olivia S. Alarcon/President and CEO
   Email: Olivia.alarcon@a1global-logistics.com
   Direct: +632 785 1570
   Mobile: +63920 9517523 or +63917 8126548
   Website: www.a1global-logistics.com
   Facebook: www.facebook.com/a1global.logistics
   Skype: a1global-logistics
   Twitter: A1_logistics

Carepak Moving & Storage
Address: 43 Sta. Ana Drive, Sun Valley, Paranaque City, Philippines
POC: Austen Chamberlain; E-mail: austenchamberlain@carepakmoving.com
Tel. No. (632) 809-5808
Fax No. (632) 807-3041

1) Commercial Freight Services, Inc.
   Address: Joseph Sitt St., 3rd Avenue,
   Bagumbayan, Taguig City, Philippines
   Tel. Nos. (632) 823-6545; (632) 823-6355; (632) 823-6294
   Fax No: (632) 820-3092
   POC1: Jaime A. Fernandez
   Email: comfrtbusdev@cfsharp.com
   POC2: Grace Silvestre
   Email: gvsilvestre@cfsharp.com

4) Santa Fe Moving and Relocations Services
   Warehouse 2&3, Southern Luzon Complex, Purok 3,
   Barangay Batina, Calamba City, Laguna, Philippines
   POC: Mr. Vedit Kurangil; E-mail: vedit.kurangil@santaferelo.com
   POC: Ms. Racquel Sapiendante; E-mail: racquel.sapiendante@santaferelo.com
   POC: Ms. Simon Shrubsole; E-mail: simon.shrubsole@santaferelo.com
ITGBL Local Agents

3) Asian Tigers Lane Moving and Storage, Inc.
N4 JY Sons Compound, Veteran Complex
1631 Taquig, Manila, Philippines
POC: Richard Dyas
Email: Richard.dyas@asiantigers-philippines.com
POC: Tata B. Pintac
Email: tata.pintac@asiantigers-philippines.com
POC: Mel Santos
Email: mel.santos@asiantigers-philippines.com
Tel: (632) 837-09-32
Fax: (632) 838-48-35

6)*POVs to Manila only*
AJ&J Cargo Movers, Inc.
POC: Mr. Alfonso C. Obsum
Address: 1949 San Marcelino St., Malate, Manila, Philippines
Tel. No. (632) 525-3419, (632) 524-3829
Fax No. (632) 522-3381
E-mail: aj@plddsl.net; aco@ajjcargomovers.com
Website: www.ajjcargomovers.com
*POVs to Manila only*
ITGBL Local Agents

Country: Poland
Post: Krakow
Bureau: EUR

Local Agents:

DTS
ul. Światowa 22
02-229 Warszawa
POC: Mr. Wojciech Kwiatek
Chief Executive Officer
Tel. +48 221003006
Mobile: +48508003131
Email: kwiatek@moving.pl

1) Universal Express
ul. Syszkowa 35/37
02-285 Warsaw, Poland
POC: Kinga Motyka
Tel: 48-22-8783500
Email: kinga.motyka@uer.pl
Email: renata.bozek@uer.pl

2) Move One Relocations sp.z.o.o.
ul. Koszykowa 54
00-675 Warsaw, Poland
POC: Piotr Piekarowicz
Tel: 48-22-6308161
Tel: 48-509761217
Email:Piotr.piekarowicz@moveoneinc.com

3) Gosselin Poland
ul. Nowa 23, Stara Iwiczna
05-500 Piasczno, Warsaw, Poland
POC: Piotr Dmowski or Justyna Bak
Tel: 48-22-7377200
Email: Piotr@corstjens.pl
E-mail justyna@corstjens.pl

5) AGS Warsaw S.P. ZO.O
ul. Julianowska 37
05-500 Piaseczno
Poland
POC: Antonie Duquesnay
Tel: 0048 22 702 1072
Cell: 0048 602 258 055
Fax: 0048 22 702 1077
Email: manager-warsaw@agsmovers.com or
operations-warsaw@agsmovers.com
Local Agents:

5) INTERDEAN
ul. Geodetow 172
05-500 Piaseczno
Warsaw, Poland
POC: Michal Piszczerowicz, Branch Manager
POC: Bartlomiej Wiaczek
Tel: 48-22-7017171
Fax: 48-22-7017177
Cell: 48602306232 (Wiaczek)
Email warsaw@interdean.com
Email: Bartek.wiaczek@interdean.com

ARKPOL Poland
Mr. Krzysztof Smolenski
Email: ksmolenski@arkpol.com
Tel. +48 22 853 3043
Address:
Ul. Slowikowskiego 27
05-090 Raszyn

4) Universal Express
ul. Syszkowa 35/37
02-285 Warsaw, Poland
POC: Ms. Kinga Motyka
Email: kinga.motyka@uer.pl
POC: Ms. Aneta Golba
Email: aneta.golba@uer.pl
Tel: 48-22-8783546
** bonded warehouse at airport **

2) Move One Relocations
ul. Koszykowa 54
00-675 Warsaw, Poland
POC: Piotr Piekarowicz
Tel: 48-22-6308161
Email:Piotr.piekarowicz@moveonerelo.com

DTS
ul. Swiatowa 22
02-229 Warszawa
POC: Mr. Wojciech Kwiatek
Chief Executive Officer
Tel. +48 221003006
Mobile: +48508003131
Email: kwiatek@moving.pl

3) AGS Warsaw S.P. Z.O.O
Ul. Julianowska 37
05-500 Piaseczno
Poland
POC: Antonie Duquesnay
POC: Piotr Zelwak
Tel: 0048 22 702 1072
Cell: 0048 602 258 055
Fax: 0048 22 702 1077
Email: managerwarsaw@agsmovers.com or
operationswarsaw@agsmovers.com

1) Gosselin Poland
ul. Nowa 23, Stara Iwiczna
05-500 Piaseczno, nr Warsaw,
Poland
POC: Piotr Dmowski or Justyna Bak
Tel: 48-22-7377200
Email: Piotr@corstjens.pl
Email: justyna@corstjens.pl
ITGBL Local Agents

Country: Portugal
Post: Lisbon

Local Agents:

1) Empressa de Transportes Galamas
   Av. Salgueiro Maia
   No. 840 Aboboda
   2776-902 Carcavelos, Portugal
   Tel: 351-21-444-3021
   POC: Mr. Jose Esteves
   Email: lisbon@galamas.pt ** bonded warehouse **

STRONG MOVING INTERNATIONAL
   Tel: +351 218 435 607/8
   Mov: +351 935 793 790
   Av. Pedro Alvares Cabral, 169
   Centro Empresarial Sintra/Estoril V - Armazém B16
   2710-090 Sintra - Portugal
   www.strongmovint.com
   DOD Approved Agent
   Poc: Antonio Lemos
   antonio.lemos@strongmovint.com
   and
   geral@strongmovint.com

GLOBAL INTERNATIONAL RELOCATION
   Address: Estrada Principal 8, Campo Raso
   2710-138 Sintra, Portugal
   Tel: 00 351 219 236 550
   POC: Luis Duarte
   Email: info@global.pt

MARMEDSA/UNIVERSAL GLOBAL LOGISTICS
   Address: Av. D. João II – Lt 1.18.01, Edificio Art's
   Bloco B – Sala 2B, Parque das Nações
   1990-084 Lisboa (Portugal)
   http://redirect.state.sbu/?url=www.universalgloballogistics.com
   POC: Teresa Aguiam
   taguiam@kolsasdarte.pt
   phone# +351 967 471 175
   or
   Monica Roldao
   T +351 218 982 292 – F +351 218 982 299
   Mobile +351 915 093 569

NAVECOR Transitarios, Lda.
   R Rosa Araujo, No. 30 7 - esq
   1250-195 Lisboa, Portugal
   POC: Ilda Pereira
   Tel: 00 351 21 350 4250
   Email: movers@navecortransitarios.com
**ITGBL Local Agents**

**Country:** Qatar  
**Post:** Doha  
**Bureau:** NEA

### Local Agents:

**Writer Relocations**  
PO Box 37846, Doha, State of Qatar  
Tel: +974-4468 4046/ 4468 1661  
Fax: +974 44684746  
Mobile: +974 55861881  
POC: Anoop Edward Bosco, Country Manager  
Email: anoop.bosco@writercorporation.com  
Website: www.writercorporation.com

**Integrated Logistics Trading & Contracting W.L.L**  
**Integrated Customs Clearance Services W.L.L**  
Post Box No.31217  
Doha, State Of Qatar  
Manappurath Shanavas  
Chairman  
Tel: +974 44311122 / 44162300  
Fax: +974 44311144 / 44162400  
Mobile: +974 55881786  
Email: shanavas@integratedlog.me  
Email: integratedlog111@gmail.com  
Web: www.integratedlog.me

2) **Swift Freight Services**  
P.O. Box 22303  
Doha, Qatar  
POC: Dave Dsouza  
Tel: 974 4460 4815  
Fax: 974 4460 4534  
Email: swiftintl@qatar.net.qa

1) **GAC Qatar W.L.L.,**  
P.O. Box 6534,  
Doha – Qatar  
Tel: +974 -44205600  
Fax: +974-44205601  
POC: Jarmo Kihlstrom  
E-Mail: jarmo.kihlstrom@gac.com  
Moving.qatar@gac.com
**ITGBL Local Agents**

**Country:** Romania  
**Post:** Bucharest  
**Bureau:** EUR

**Local Agents:**

3) **CDD Relocation**  
162 Splaiul Unirii  
Bucharest, Romania  
POC: Dana Dascalu  
Tel: 40 21 317 9754  
Email: dana.dascalu@relocate.ro

8) **Crown Relocation**  
POC: Marius Trusca  
Email: M.Trusca@crownrelo.com  
Tel: +40 724 187 083 / +40 754 766 789

Premier Moving & Storage Bucharest  
Telefon/Fax: +40 21.252.09.71  
Mobile: +40 732.199.199  
e-mail: romania@premiermoving.ro  
POC Razvan Cretu  
Site: www.premiermoving.ro

1) **INTERDEAN INTERNATIONAL RELOCATION**  
36-38 Migdalului Street  
Bucharest, Romania  
POC: Cristian Borcos  
cell phone: 40 722 629252  
Tel: 40-21-221.23.25  
Email: Cristian.Borcos@interdean.com  
**Facility is secure but not bonded**

7) **Move One**  
POC: Alexandru Ciocodei  
Email: Alexandru.Ciocodei@moveoneinc.com  
Tel: +40 21 650 0025  
Mobile: +40 753 038 138

Global Relocation Services  
Bucharest, Romania  
Mr. Cor de Groot – Country Manager  
Ph +40 21 311 6425  
Fax +40 21 317 2563  
Office@globalrelo.ro  
cordegroot@globalrelo.ro

4) **ORBIT International Moving and Storage**  
Member of Orphee Beinoglou Group.  
Address: Sos. Bucuresti - Urziceni Km. 18+400, Corp.B, Afumati, Jud. Ilfov.  
POC: Teodoru Cristea  
Phone: 0040-21-350 1500  
Fax:0040 -21-350 1501  
Email: tcristea@orbitromania.ro  
Cell: 0040 744 431 759  
Email: hhgds@orbitromania.ro  
www.orbitromania.ro

5) **Rilvan Romania**  
Theodor Popa – e-mail theodor.popa@rilvan.eu  
Mobile: 40 729 777397; Phone: 40 21 219547

6) **Corstjens Worldwide Movers**  
POC: Florin Mitrica  
Tel: +40 21 1020698  
Mobile +40 728 736488  
E-mail: florin@corstjens.com

2) **AGS International Moving and Storage**  
256 Basarabia Blvd, District 3  
Bucharest, Romania  
POC: Gratia Lascu or Valentina Costache  
Tel: 40 21 345 0666  
Fax: 40 21 345 0062  
Email: manager-bucharest@agsmovers.com  
**Bonded Facility**
<table>
<thead>
<tr>
<th>Post</th>
<th>Cluj-Napoca</th>
<th>Bureau</th>
<th>EUR</th>
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</table>

Local Agents:
**ITGBL Local Agents**

**Country:** Russia  
**Post:** Moscow  
**Bureau:** EUR

### Local Agents:

4) IWM  
Berezhkovskaya Naberezhnaya,  
20, Bldg 3  
121059 Moscow, Russia  
POC: Alexey Bogdanov  
Tel: 7 495 937 94 54  
Fax: 7 495 937 94 55  
Email: a.bogdanov@iwm.ru

Gosselin Group  
Moscow Office  
48A, Otkrytoye Chausse  
107370 Moscow, Russia  
POC: Inna Kapshuk  
Tel: 7 (495) 989-73-00  
Fax: 7 495 966 7307  
Email: DOSMOS@gosselingroup.eu

8) Globalink Logistics  
Address: Moscow, 31 Ibragimov Str, corp 50, of. 625  
POC: Ms. Natalya Stepanova  
E-mail: n.stepanova@globalinkllc.com  
Tel: +7 495 651 82 72 (ext. 119)  
Fax: +7 495 651 82 73  
Mobile: +7 777 733 9958

7) PARUSTRANS International Movers  
Address: Ul. Ryabinovaya 37, str.1 121471  
Moscow RUSSIA  
POC: Ms. Tatiana Loboda  
E-mail: TLoboda@parustrans.ru  
www.parustrans.ru  
Tel./fax: +7 495 440 2162  
Mobile: +7 916 522 9142

2) Team Relocations  
127A, Varshavskoye Chausse  
Moscow, Russia  
POC: Dmitry Degtyarev, General Manager  
Tel: 7 495 796 9325  
Email: Dmitry.Degtyarev@teamrelocations.com

3) Santa Fe Relocation Services  
61 Novocheryomushkinskaya  
Moscow, Russia  
POC: Elena Singurova  
Tel: 7 495 933 5232  
Email: elena.singurova@santaferelo.com

AGS FROESCH  
Ochakovskoye Shosse 36,  
Building 2  
119530 Moscow / Russia  
POC: Ludmila Moskvina  
Phone: +7 (495) 989 6664  
Fax: +7 (495) 989 6668  
Mobile: +7 963 712 3280  
Email: Ludmila.moskvina@agsfroesch.com
Local Agents:

2) OOO Panbaltservice
199106 V.O. Bloshoy pr.103
Tel: 7 812 322 6027
Fax: 7 812 322 6039
Email: avia@pan-baltspb.ru
** customs bonded facility **

3) Corstjens Worldwide Movers Group - Moscow office
Otkritoye Shosse 48A 3d fl
107370 Moscow
Russia
Phone:+7 495 411 9620
Direct:+7 495 989 7305
Fax:+7 499 966 7307
Mobile:+7 985 773 4056
E-mail: olegy@corstjens.com
Website: http://www.corstjens.com

AAA Logistics
192236, Russian Federation, Saint-Petersburg,
Solvskaya street, 6, liter S, pomeshenie 1-N
POC Norbert Gooren
Tel. (mobile): +7-921-412-02-51
Tel. (office): +7-812-431-99-19
Fax: +7-812-431-99-20
E-mail: ngo@aaa-russia.com
Elena Shokorova
Tel. (mobile): +7-921-370-92-93
Tel. (office): +7-812-431-99-19
Fax: +7-812-431-99-20
E-mail: operations-2@aaa-russia.com

1) IWM Moving Company
Brezhkovskaya nab., 20, bld. 3
121059 Moscow, Russia
POC: Sergey Klimov   Chief, Export/Import Department
Tel: 7 495 939 94 54
Fax: 7 495 937 94 55
Cell: 7 910 431 1669
Email: klim@iwm.ru
Web-site: www.iwm.ru

Local Agents:

Vladivostok

Links, Ltd.
Ul. Svetlanskaya 89, Suite 35
690078 Vladivostok, Russia
POC: Yuri Melnikov
Tel: 7-4232-220-887
Email: vladivos@links-ltd.com

OOO "UNIVERSAL EXPRESS".
International Moves and Relocations.
690014 Narodniy Prospect 11B, room#314
POC: Elena Tikushina.
Tel:+7 914 650 90 51 8 423 260
94 40.
Email:vladivostok@universalexpress.ru
2) Team Relocations (formerly Allied Pickfords), Varshskoye Chause 127A, 117545 Moscow, Russia
POC: Dmitry Degtyarev
General Manager
T: +7 495 796 93 25
F: +7 495 796 93 26
M: +7 985 991 62 68
E:Dmitry.Degtyarev@teamrelocations.com

Gosselin Group
Moscow Office
48A, Otkrytoye Chausse
107370 Moscow, Russia
POC: Inna Kapshuk
Tel: 7 (495) 989-73-00
Fax: 7 495 966 7307
Email:
DOSMOS@gosselingroup.eu

Move One
Podsosenskiy Lane, bld. 5A
Moscow, Russia
POC: Alexandra Lenskaya
Tel: (7) (495) +7 499 682 71 21
Fax: (7) (495) 926-0163
Email:
alexandra.lenskaya@moveoneinc.com

4) Interlog Worldwide Movers (IWM) **
Berezhkovskaya Naberezhnaya, 20, Bldg 3
121059 Moscow, Russia
POC: Maria Tarabanova, account manager
tel.: +7 (495) 937 94-54
e-mail: m.tarabanova@iwm.ru
** incoming shipments

5) AGS Froesch
115432 Proektiruemiyj Proezd 4062, #6
Moscow, Russia
POC: Ludmila Moskvina
Phone: +7 (495) 989 6664
Fax: +7 (495) 989 6668
Email: Ludmila.Moskvina@agsfroesch.com
Country: Rwanda
Post: Kigali
Bureau: AF

Local Agents:

2) COIMEX
BP 2573
Kigali, Rwanda
Tel: 250 575584
Email: coimex@rwand1.com

1) AGSO
BP 292
POC Pascal Romain
Phone: +250 252576573 / 788300906
e-mail: rwanda@agsmovers.com

3) SDV TRANSAMI
BP 1338
Kigali, Rwanda
Tel: 250 575584
POC: Rodolphe Kembukuswa (rodolphe@sdv.co.rw)
Email: info@sdv.co.rw,
Country: Saudi Arabia
Post: Dhahran

Local Agents:

1) East & West Express
P.O. Box 718, Dammam 31421
Kingdom of Saudi Arabia
POC: Mr. Mohd Yousufuddin
(myousuf@atco.com.sa)
POC: Mr. Joy C.K. (joy@atco.com.sa)
Tel: 966 3 8346647 X 207, 234
Fax: 966 3 8342327

2) Four Winds Saudi Arabia Limited
P.O. Box 5921, Dammam 31432
Kingdom of Saudi Arabia
POC: Jose Pappachan (mpdm@fourwinds-ksa.com)
Tel: 966 3 857 4434
Fax: 966 3 857 4841
ITGBL Local Agents

Local Agents:

4) Orient Transport Company, Ltd.
P.O. Box 6983, Jeddah 21452
Palestine Street, 1st floor, Al-Ajlan Building
Kingdom of Saudi Arabia
POC: Omar Ismail, Import Customs
Email: omar.ismail@kuhnenagel.com
Tel: 966-2-644-6655
Fax: 966-2-660-0223

3) Namma Cargo Services Co LTD
P.O. Box 6867, Jeddah 21452
Kingdom of Saudi Arabia
POC: Abdullah S. Al-Hejilan/ Deputy Regional Manager
Email: a_hejilan@nammacargo.com
POC: Mohamed Alsr/ Import
Email: Alsr@nammacargo.com
POC: Stanley Menezes/ Freight Manager
E-mail: Stanley.m@nammacargo.com
Tel: 966-2-672-2645/ 672-2560/ 675-7950
Fax: 966-2-674-2799
Website: www.nammacargo.com

1) East and West Express
P.O. Box 1298, Jeddah 21431
Kingdom of Saudi Arabia
POC: Jameel Ahmed, Branch Manager
Email: jameelahmed@atco.com.sa
POC: P. Moidu/ Sr. Sales Executive
E-mail: EWEJEDSales@atco.com.sa
POC: Syed Hussain Khan/ Sea freight – import & export
E-mail: sayed@atco.com.sa
POC: Mohammed Ameeruddin/ Air freight – import & export
E-mail: Ameeruddin@atco.com.sa
POC: N. Skreekant/ Operations Manager
Email: sreekant@atco.com.sa
Tel: 966-2-691-2204
Fax: 966-2-691-3922
Website: www.atco.com.sa

2) Four Winds Saudi Arabia LTD
P.O. Box 4223, Jeddah 21491
Kingdom of Saudi Arabia
Tel: +966 2 654 7111
Fax: +966 2 6547222
Anis Al-Shanti, Branch Manager
Email: anis@fourwinds-ksa.com
Raoul R. Katigbak (Import rates inquiry and quote – Personal Effects)
Email: impjed@fourwinds-ksa.com
Munadel Hudali (Import/ Export – Official shipment)
Email: sfjed@fourwinds-ksa.com
Dharm Murali (Export rates inquiry and quote – Personal/official)
Email: expjed@fourwinds-ksa.com
Website: www.fourwinds-ksa.com
## Local Agents:

<table>
<thead>
<tr>
<th>Local Agents</th>
<th>Post</th>
<th>Bureau</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) East &amp; West Express</td>
<td>Riyadh</td>
<td>NEA</td>
</tr>
<tr>
<td>P.O. BOX 8077, Riyadh 11482</td>
<td>Kingdom of Saudi Arabia</td>
<td>Website: <a href="http://www.atco.com.sa">www.atco.com.sa</a></td>
</tr>
<tr>
<td>POC: Mr. Faisal Alamoudy</td>
<td>Regional Manager</td>
<td>Tel: 966-11-810-0760 X 100</td>
</tr>
<tr>
<td>Email: <a href="mailto:Faisal.alamoudy@atco.com.sa">Faisal.alamoudy@atco.com.sa</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC: Mr. Anwar-Ul-Haq Qadri</td>
<td>Scheduling Office</td>
<td>Tel: 966-11-810-0760X115</td>
</tr>
<tr>
<td>Email: <a href="mailto:Anwar@atco.com.sa">Anwar@atco.com.sa</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 1) Four Winds, Saudi Arabia LTD | Riyadh | |
| P.O. Box 8654, Riyadh 11492 | Kingdom of Saudi Arabia | Website: www.fourwinds-ksa.com |
| POC: Mr. Rasheed Ali | Regional Manager | Tel: 966-11-454-4080/8215 |
| Fax: 966-11-454-6656 | Email: Rasheed@fourwindsksa.com |
| Gen email: impruh@fourwindsksa.com | | |
| POC: Mr. Celso M Detalo | Admin. Manager | Tel: 966-11-454-4080/8215 |
| Fax: 966-11-454-6656 | Email: celso@fourwinds-ksa.com |

| 3) Move One Relocations | Riyadh | |
| P.O. Box 250670, Riyadh11391 | Kingdom of Saudi Arabia | Web: www.moveoneinc.com |
| POC: Lamis Omar | Scheduling Office | Tel: 966-11-2884175 |
| Cell: 966-548-082317 | | |
Country: Senegal

Post: Dakar

Bureau: AF

Local Agents:

4. Transports Demenagement Internationaux (TDI)
Address: Allée Papa Guèye Fall X Marsat DAKAR SENEGAL
Contact: Patrice Calasans
Cel: +221 77 503 69 43
Office: +221 33 822 61 20
E-mail: patricecalasans@tdi.sn
Capable of handling all shipment types, including POVs and GOVs

Worldwide Movers Senegal
SARL
Contact: Adja Issa Ngone
Bop
Address: CITE YOFF PALENE RESIDENCE No.7 Dakar, Senegal
Tel: +221-33-860 6000 Mob +221-77-541-1495
Mail: office.senegal@wwmaf.co
Capable of handling all shipment types, including POVs and GOVs

2) Transit Fret (Transfret):
SIEGE SOCIAL SENEGAL
Contact: Maguette Dabo
Boulevard Fahd Abdoul Aziz
Angle Autoroute Echangeur Hann
Tel: +221 33 859 1212
FAX: +221 33 864 3535
EMAIL: Maguette.dabo@transfret.sn Capable of handling all shipment types, including POVs and GOVs

KAPIO GROUP
Contact: Balla Ndiaye
Address: Ouest Foire, Face CICES B.P 4358 Dakar, Senegal
Office: +221 33 869 36 26
Cel: +221 77 375 68 11
Email 1: kapio@orange.sn
Email 2: exploitation@kapio.sn
Capable of handling all shipment types, including POVs and GOVs

1) AGS Frasers Senegal
Av. Malick Sy
BP: 2704 - Dakar, Senegal
POC: Manager: Didier BERTAY
Cell Phone: 00 221 777401282
email: manager-senegal@agsfrasers.com
*** Bonded Facility ***
Capable of handling all shipment types, including POVs and GOVs
### ITGBL Local Agents

**Country:** Serbia  
**Post:** Belgrade  
**Bureau:** EUR

#### Local Agents:

1) Move One  
Bulevar Milutina Milankovica 23  
11070 Belgrade, Serbia  
POC: Maja Pasic, Country Manager  
Tel: +381 63 394 150 / +381 11- 777 4243  
Fax: 381 11 848 7089/ +381 11-777 42433  
Email: maja.pasic@moveoneinc.com  
Website: www.moveoneinc.com

***Main company for TMO shipments***

| Matrix | Jovica Grujic - Head of Operations  
Allied Pickfords (Serbia, Montenegro and Bosnia and Herzegovina)  
+381 11 848 11 55 (d)  
+381 11 848 68 68 (f)  
+381 65 332 8341 (m)  
jovica.grujic@allied.rs  
www.allied.rs  
Zarka Obreskog 23  
11273 Belgrade - Serbia |

2) AGS Belgrade  
Visnjicka 91  
11060 Belgrade, Serbia  
POC1: Vladan Jankovic, Branch manager  
POC2: Bojan Stojadinovic, Operation Manager  
Tel: +381 11 2085 917  
Fax: +381 11 2085 918  
Email 1: manager-belgrade@agsmovers.com  
Email 2: operations-belgrade@agsmovers.com  
Website: www.agsmovers.com

3) Corstjens ( TMO shipments )  
Petra Mrkonjica 6  
11000 Belgrade, Serbia  
POC: Aleksandra Vuckovic, Branch Manager  
Tel: 381 11 64 127 5030  
Fax: 381 11 265 1282  
Email: info.belgrade@corstjens.com  
Website: www.corstjens.com

4) Interdean  
III Nova 28  
Belgrade – Dobanovci  
Serbia  
POC: Misa Matic  
Email 1: misa.matic@interdean.com  
Email 2: belgrade@interdean.com  
Tel: +381 11 35 36 350  
Fax: +381 11 35 36 352  
Website: www.interdean.com
**Local Agents:**

1) Santa Fe Relocation Services  
5th floor, Tian Hong Building  
80 Xian Xia Rd.  
Shanghai 200051, PR China  
POC: Leslie Lee/Jessiea Huang (inbound)/Ada Ye  
(outbound)  
Tel: 86-21-62339700  
Fax: 86-21-62339005  
Email: llee@santafe.com.cn / jhuang@santafe.com.cn / aye@santafe.com.cn  
**self-owned customs bonded warehouse** (1st  
rate brokerage agent)

2) Asian Tigers K.D. Dat (China) Ltd. Shanghai  
8F, Asionics Technology Bldg.  
6, Lane 1279, Zhong Shan (W) Rd.  
Shanghai 200051, PR China  
POC: Jenny Xu  
Tel: 86-21-32095561  
Fax: 86-21-32095560  
Email: jenny.xu@asiantigers-china.com  
**self-owned customs bonded warehouse** (1st  
rate brokerage agent)

3) China Way International Moving & Warehousing  
Shanghai  
Rm. 102, No. 31, Lane 88 Jinyu Rd.  
Shanghai 201103, PR China  
POC: Steven Zhong  
Tel: 86-21-64029765  
Fax: 86-21-64029867  
Email: steven@chinawaygroup.com  
**self-owned customs bonded warehouse** (1st  
rate brokerage agent)

4) AGS Four Winds Shanghai  
Rm. 217 Jingan Modern Industry Tower  
68 Changping Rd.  
Shanghai 200041, PR China  
POC: Katherine Yang  
Tel: 86-21-31262221  
Fax: 86-21-62889837  
Email: katherine.yang@agsfourwinds.com  
**no self-owned customs bonded warehouse** (2nd  
rate brokerage agent)
ITGBL Local Agents

**Country:** Shenyang

**Post:** Shenyang

**Bureau:** EAP

---

**Local Agents:**

**Allied Pickfords**

POC : Michael Hughes  
Email: Michael.Hughes@alliedpickfords.com  
Office phone: +86.21.6332.0088 ext. 214  
Fax: +86.21.6332.1767

1. Santa Fe

Branch manager Ms. Joanna Zhou  
joanna.zhou@santafe.com.cn  
Tel: (86 - 411) 82590101 x 210  
Website: www.santafe.relo.com

2. Sun Movers

Branch manager Ms. Susan Yang  
susanyangyang@yeah.net  
lucyzhangzn@yeah.net  
Tel: (86 411) 6290 3946  
Fax: (86 411) 8688 6346  
21st Floor, World Trade Centre, No. 25 TongXing Street, Zhongshan District, Dalian, 116001, China

3. Unigroup

Manager Sophia Cheng  
sophia_cheng@unigroupworldwide.com  
Branch manager Antonio Chen  
Antonio_chen@unigroupworldwide.com  
Office: +86 10 6561 0688  
Fax: +86 10 6581 6980  
http://www.unigrouprelocation.com  
Address: Room 7A16 Level 7 East Wing, Han Wei Plaza  
No. 7 Guanghua Road, Beijing 100004 China

4. Eastrise Transport Co., LTD

Company Address:  
Unit 2517, A Tower  
No. 20 Gangwan Road, Zhongshan District, Dalian, China 116001  
+0086 411 82766699 Direct line  
+0086 411 82766758 Fax  
Point of contact: David  
Email: david@eastrise-t.com.cn
Country: Sierra Leone
Post: Freetown
Bureau: AF

Local Agents:

1) AGS-FRASERS Sierra Leone Ltd.
17 Sir Samuel Lewis Road
Freetown – SIERRA LEONE
PO BOX 999
Cell: +232 78 920120
ATT: JEAN-MARC BOISGARD

2) MAERSK Sierra Leone
7 Bathurst Street
Freetown, Sierra Leone
POC: James. M. Heyburn, Managing Director
Tel: 232 22 228 725
Email: Max.Kanu@maersk.com
Moses.Bangura@maersk.com
Thomas.Matturi@maersk.com

3) SEA AND LAND SERVICES LTD.
SLSA Building, Cline Town
Freetown, Sierra Leone
POC: Mrs. Elma Johnson, Managing Director
Tel: 232 76 800 048
Email: elma.johnson@bollore.com
ITGBL Local Agents

Country: Singapore
Post: Singapore
Bureau: EAP

Local Agents:

1) The Family Movers(s) Pte Ltd
   24 Kian Teck Road
   Singapore 628775
   Tel: 65-6266-5225
   Fax: 65-6266-5335
   POC: Robert Bock & Chrishelle Chow
   Email: rbock@familymovers.com
   Email: cchow@familymovers.com

2) Asian Tigers K.C. Dat (S) Pte Ltd
   6 Lok Yang Way, Jurong
   Singapore 628625
   Tel: 65-6261-8116
   Fax: 65-6264-4354
   POC: Patrick Goh / Patrick.Goh@asiantigers-singapore.com

3) Unigroup Worldwide – Singapore Pte Ltd
   6 Clementi Loop, Level 1M
   Singapore 129814
   Tel: 65-6266-5525
   Fax: 65-6264-5525
   POC: Yvonne Tay / Yvonne_tay@unigroupworldwide.com
   Germaine Woo / germaine_woo@unigroupworldwide.com

5) Santa Fe Relocation Services (s) Pte Ltd
   2 Bukit Merah Central
   62835
   Tel: 65-6398-8588
   Fax: 65-6265-0245
   POC: Josh Sim / josh.sims@santaferelo.com
   Rajan Varada / rajan.varada@santaferelo.com

4) AGS Four Winds International Relocation Pte Ltd
   6 Kwong Min Road, #03-00
   Singapore 628709
   Tel: 65-6777-1166
   Fax: 65-6777-9409
   POC: Yannick Lothou & Jamine Tan
   Email: yannick.lothou@agsfourwinds.com
   Email: jasmine.tan@agsfourwinds.com
Country: Slovak Republic
Post: Bratislava

Local Agents:

4) AGS Worldwide movers
   Prastavna 10
   821 09 Bratislava, Slovak republic
   Tel: +00421 2 5341 2090
   POC: Mike Davis
   Email: manager-bratislava@agsmovers.com


Country: Slovenia
Post: Ljubljana

Local Agents:

2) SCHENKER d.d.
   Brnciceva 51, 1231 Ljubljana
   Phone: +386 1 5885 717
   Fax: +386 1 5885 797
   Mobile: 386 31 357 920
   Email: jure.kuzman@schenker.si
   Web: http://www.schenker.si


### ITGBL Local Agents

**Country:** South Africa  
**Post:** Cape Town  
**Local Agents:**

1. **Stuttaford Van Lines***
   65 Bofors Circle  
   Epping Industria  
   Cape Town, South Africa  
   PO Box 301, Eppindust 7475  
   Cape Town, South Africa  
   POC: Gordon Dempster  
   Tel: 27 21 534 3423  
   Fax: 27 21 534 8846  
   Email: gordon.dempster@stuttafordvanlines.com
   ***Bonded Facility***

2. **Allied Pickfords,**
   14 Goddenough Ave,  
   Epping Industria 7460  
   Cape Town, South Africa  
   Tel: 27-21-534-2241  
   POC: Francois Marais  
   Email: francois.marais@pickfords.co.za  
   Jeanne De Jager  
   Email: jeanne.dejagger@pickfords.co.za  
   Bonded Facility

3. **Crown Relocations,**
   31 Nourse Avenue  
   Epping  
   Goodwood, Cape Town  
   Tel: 27-21-534-9822  
   POC: Werner Engelbrecht  
   Email: wengelbrecht@crownrelo.com

---

**Post:** Durban  
**Local Agents:**

1. **Stuttaford Van Lines**
   8 Ernest Clockie Road  
   Prospecton, 4110 Isipingo Beach Durban KZN,  
   South Africa  
   POC: Morgan Moodley  
   Tel: 27 31 902 3566  
   Fax: 27 31 902 8227  
   Email: morgan.moodley@stuttafordvanlines.com

2. **Allied Pickfords**
   2nd Street cnr Setter Street  
   Commercia  
   Glen Austin  
   Tel 011 847 3300  
   E mail nicky.cronje@pickfords.co.za  
   Contact Nicky Cronje  
   Bonded facility
<table>
<thead>
<tr>
<th>Local Agents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4) Stuttaford Van Lines,</td>
</tr>
<tr>
<td>23 Axle Drive, Clayville,</td>
</tr>
<tr>
<td>Midrand Johannesburg</td>
</tr>
<tr>
<td>South Africa. P O Box 987</td>
</tr>
<tr>
<td>Halfway house 1685,</td>
</tr>
<tr>
<td>Johannesburg, South Africa</td>
</tr>
<tr>
<td>POC Laura Wagner</td>
</tr>
<tr>
<td>Tel 27 11 2061500 fax 27 11</td>
</tr>
<tr>
<td>388049</td>
</tr>
<tr>
<td>E mail:</td>
</tr>
<tr>
<td>LauraWagner@stuttafordvanlines</td>
</tr>
<tr>
<td><a href="mailto:LauraWagner@stuttafordvanlines.com">LauraWagner@stuttafordvanlines.com</a></td>
</tr>
<tr>
<td>* HHE shipments * Bond facility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Megafreight Services (Pty) Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johannesburg Head Office, South Africa</td>
</tr>
<tr>
<td>Email : <a href="mailto:patrick@megafreight.co.za">patrick@megafreight.co.za</a></td>
</tr>
<tr>
<td>Switchboard : +27 11 9711000</td>
</tr>
<tr>
<td>Direct : +27 11 9711052</td>
</tr>
<tr>
<td>Fax: 086 407 1894</td>
</tr>
<tr>
<td>Cell : 076 501 3700</td>
</tr>
<tr>
<td>Website : <a href="http://www.megafreight.co.za">www.megafreight.co.za</a></td>
</tr>
<tr>
<td><strong><strong>Airfreight shipments only</strong></strong></td>
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<table>
<thead>
<tr>
<th>Elliott Mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 travertine Ave, Ni Business park</td>
</tr>
<tr>
<td>Centurion</td>
</tr>
<tr>
<td>Pretoria South Africa</td>
</tr>
<tr>
<td>POC Mr D Hibbert</td>
</tr>
<tr>
<td>Telephone Number 011 256 3000</td>
</tr>
<tr>
<td>E mail : <a href="mailto:daveh@elliottmobility.com">daveh@elliottmobility.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1) Pickford Removals</th>
</tr>
</thead>
<tbody>
<tr>
<td>cnr second &amp; Setter streets,</td>
</tr>
<tr>
<td>Midrand Industrial Park, Glen Austin, Midrand.</td>
</tr>
<tr>
<td>Tel 011 847 3300;</td>
</tr>
<tr>
<td>POC Nicky Cronje</td>
</tr>
<tr>
<td>E mail <a href="mailto:nickycronje@pickfords.co.za">nickycronje@pickfords.co.za</a></td>
</tr>
<tr>
<td>* HHE shipments * Bond facility</td>
</tr>
</tbody>
</table>
Local Agents:

2) Crown relocations,
   No 1 Drakensberg Drive,
   Longmeadow Business estate,
   West Modderfontein,
   Johannesburg, South Africa
   Tel 011 372 1700 POC Ian Petty
   ipetty@crownrelo.com
   * HHE shipments

3) Rohlig Grindrod (Pty) Ltd,
   Pomona Road, Kempton Park,
   Johannesburg, South Africa
   Tel 011 409 0300
   POC Eugene Duvenage
   E mail eugened@rohlig.co.za
   **Surface only**

Megafreight Services (Pty) Ltd
Johannesburg Head Office, South Africa
Email : patrick@megafreight.co.za
Switchboard : +27 11 9711000
Direct : +27 11 9711052
Fax : 086 407 1894
Cell : 076 501 3700
Website : www.megafreight.co.za

4) Stuttaford Van Lines,
   23 Axle Drive, Clayville,
   Midrand Johannesburg
   South Africa. P O Box 987
   Halfway house 1685,
   Johannesburg, South Africa
   POC Laura Wagner
   Tel 27 11 2061500 fax 27 11 3880409
   E mail : LauraWagner@stuttafordvanlines.com
   For UAB/ HHE shipments

1) Pickford Removals
   cnr second & Setter streets,
   Midrand Industrial Park, Glen Austin, Midrand.
   Tel 011 847 3300;
   POC Nicky Cronje
   E mail nickycronje@pickfords.co.za
   **UAB/ HHE shipments**
Country: South Sudan
Post: Juba

**Local Agents:**

**MEBS:**
Keri Julius Mathew  
Operations Manager  
MEBS Global Reach  
Tong Ping, Airport Road  
South Sudan, Juba  
Cell-phone: +211 957 152 819  
+211 920 477 704  
+211 912 526 615  
Email: kjulius@mebs-intl.com  
juliuskerix@yahoo.com

**PAXTON:**
Julie Kyokisa  
Paxton Van Lines Inc.  
Plot 1, In front of IOM, Near Ezentus Caterpillar  
Munuki Area, Bilpam Road  
Juba, South Sudan  
Cell-phone: +211 955 918 320  
+211 977 483 417  
Work Phone: (703) 334 7720  
Email: julieK@paxton.com

**BLUE WATER LOGISTICS LTD:**
Joseph T. Morris  
Blue Water Logistics Ltd  
Kololo Avenue Tong Ping  
Cell-phone: +211 928 634 141  
+211 955 242 228  
+211 912 533 651  
Email: bluewaterlogistics@hotmail.com  
josephkongolo961@gmail.com  
Juba, South Sudan
ITGBL Local Agents

Country: Spain
Post: Barcelona

Local Agents:

Interdean
Tierra de Barros, 4
Pol. Indal Coslada
28820 Coslada, Spain
POC: Susana Alonso
Tel: 34 91 799 2232
Fax: 34 91 799 0179
Email: susanaalonso@interdean.com

TRALLERO INTERNATIONAL
Calle Pablo Iglesias, 60-70
Pol. Ind. Granvia Sur
08908 L’Hospitalet de Llobregat – Spain
POC: Daniela Guendsechadze
Tel. +34 93421 7500
E-mail: daniela@trallero.com;
mercedes@trallero.com

SIT Transportes Internacionales
Calle osca s/n, nave 5
Pol. Indal, Las Salines
08830 Sant Boi de Llobregat, Spain
POC: Ana Belen Serrano
Tel: 34 93 630 5555
Fax: 34 93 630 5720
Email: anabelen.serrano@sit-spain.com

Local Agents:

Post: Madrid

Local Agents:

4) Transportes Fluiters, S.L.
Calle Barquillo, 9
28004 Madrid, Spain
Christian Moericke
Tel: 34 91 5249170
E-mail: comercial@fluiters.es
Website: www.fluiters.es

3) SIT Grupo Empresarial, S.L.
Avda. Fuentemar, 13
22820 Coslada
Madrid, Spain
Inés Tabuenca
Tel: 34 91 671 0608
Email: ines.tabuenca@sitspain.com
Website: www.sitspain.com

2) Mudanzas y Guardamuebles Trallero, S.A.
Pablo Iglesias, 60-70
Pol. Ind. Granvia Sur
08908 L’Hospitalet de Llobregat
Barcelona, Spain
Carolina Trallero
Tel: 93 421 7500
E-mail: ctrallero@trallero.com
Website: www.trallero.com

1) Interdean S.A.
Vía de las Dos Castillas, 33
Edificio Atica 3, 2nd Floor
28224 Pozuelo de Alarcón
Madrid, Spain
Susana Alonso
Tel: 34 91 7992232
E-mail: susana.alonso@santaferelo.com
Website: www.santaferelo.com
**ITGBL Local Agents**

**Country:** Sri Lanka  
**Post:** Colombo  
**Bureau:** SCA

### Local Agents:

2) **E.B Creasy Logistics Pvt Ltd.**  
98, Sri Sanganaraja Mawatha Colombo 10, Sri Lanka.  
Poc: Mr. M.A.M. Nawfel-Manager/Inward  
Phone: 4766008 or 2478780/9  
Cell#: 94-773501824  
E-mail: nawfel@creasy.lk or logistics@creasy.lk

3) **Freight Links International Pvt Ltd**  
Level 7, Access Tower, 278 Union Place Colombo 2  
Poc: Sanjeewana Weerakon – Imports Operations Manager  
Phone: 0094-11-2302402, cell 0094 777 881 938  
Fax –0094-11-2302412  
Email: Sanjeewana.weerakon@freightlinks.com

1) **Horizon Relocations Pvt Ltd.**  
# 99, Madampitiya Road Colombo 15, Sri Lanka  
Poc: Mr. Clement De Silva – Managing Director  
Phone: 94-11- 2546394 or 94-11-2546986  
Cell#: 94-7712738917  
E-mail: global@horizonrelocations.lk or imports@horizonrelocations.lk

4) **H. Don Carolis & Sons Ltd.**  
65, Station Passage, Colombo 2, Sri Lanka.  
POC: Mr. Prashantha Peiris  
Colombo 2, Republic of Sri Lanka  
Tel: 0094 11 247 2949 or 0094 11 242 2405  
Email: packing@doncarolis.com, Prashantha@doncarolis.com

**Country:** Sudan  
**Post:** Khartoum  
**Bureau:** AF

### Local Agents:

2) **K.S. Ganbert & Sons (Sudan) Ltd.**  
Gamhrefia Avenue  
PO Box 615  
Khartoum, Sudan  
POC: Kastaki Ganbert  
Tel: 249 183 771312  
Fax: +249 183 784381  
Mobile: +249 9 12302294  
Email: move@ganbert.com  
Email: Kastaki@ganbert.co.uk  
Website: www.ganbert.com

1) **Cannata International Company**  
New Extension Amarat Street  
P.O. Box 8173  
Khartoum, Sudan  
POC: Paolo Salvatore, General Manager  
Tel: 249183462097  
Fax: 249183472920  
Cell: 249912304680  
Email: cannataintl@hotmail.com or cannataintl@gmail.com
### ITGBL Local Agents

**Country:** Suriname  
**Post:** Paramaribo  
**Bureau:** WHA

**Local Agents:**

1) Paramaribo Custom Broker  
Nassylaan # 38-40  
Paramaribo, Suriname  
POC: Mr. Clyde Cambridge  
Tel: (597) 40 25 84/ (597) 47 00 37  
Cell: (597) 850-1579  
Email: pcb@pcb.sr / pcb@surimail.com

2) Cambridge International Transport  
LAtourweg52-54 Paramaribo Suriname  
POC Eartha Cambridge  
Managing Director  
Tel: 597 485 685  
Fax: 597 486 458  
caminter@sr.net

---

**Country:** Swaziland  
**Post:** Mbabane  
**Bureau:** AF

**Local Agents:**

Stuttafords Van Lines  
Unit 4, Matsapha Industrial Park  
Matsapha, Swaziland  
POC: Gavin Dollman, Branch Manager  
Tel: 268 - 5185707  
Fax: 268 - 5185706  
Email: operations@stuttafordvanlines.co.sz

Elliott International  
Plot 178, Simunye Street  
Matsapha Industrial Site  
Matsapha  
Swaziland  
POC: Kate Ansley  
Email: kate.a@elliottmobility.com
Country: Sweden
Post: Stockholm
Bureau: EUR

Local Agents:

2) NovaTrans AB
Johan Soderberg
Tel: 46 8 446 34 40 Fax: 46 8 755 19 19
Email: info@novatrans.se
Address: PO Box 7322
187 14 Taby, Sweden

1) Alfa Quality Moving AB
POC: Stefan Exerman, Sales
Phone: +46 8 534 701 47
Mobile: +46 72 500 88 15
Fax: +46 8 646 26 30
Email: stefan.exerman@alfamoving.se
Address: Kumla Gårdsväg 22, SE-145 63
Norsborg/Stockholm, Sweden

3) Aspire Mobility AB
Contact: Roger Ledin / International Services
Tumstocksvägen 14
SE-187 66 Täby
Sweden
+46 – 8 771-3030
roger.ledin@aspiremobility.com

Global Freight Solutions
Contact: Tina Federspiel
International Removals
Klarabergsgatan 29
SE-111 21 Stockholm
Sweden
+46-8 210 450
Tina.Federspiel@gsolutions.se alt.
removals@gsolutions.se

Stadsbudskontoret AB
Lyftkransvägen 16
142 50 Skogås
Phone: +46 8 6450440
Org. no.: 556267-9745
POC: Jens Östergaard
jens@sbkmoving.com
Phone, work: +46 8 12 13 13 55
Mobile: +46 70 24 00 135
**ITGBL Local Agents**

**Country:** Switzerland  
**Post:** Bern  
**Bureau:** EUR

### Local Agents:

1) Packimpex AG  
Brunnmattstrasse 5  
3174 Thorshaus, Switzerland  
POC: Natacha Roth  
Tel: 0041 31 357 72 73  
POC: Anne Stücklin  
Email: Anne.Stuecklin@packimpex.ch  
Phone#: 058 356 14 19.

2) Keller Swiss Group  
Reinacherstrasse 121-127  
Postfach  
4018 Basel  
Switzerland  
POC: Michel Kader  
Email: michelkader@kellerswissgroup.com  
phone: 0041 (0)61 337 1023  
fax: 0041 (0)61 337 1030

---

**Post:** Geneva  
**Bureau:** EUR

### Local Agents:

1) Interdean  
Chemin Grenet 18  
1214 Vernier - Geneve, Switzerland  
POC: Ms. Laurence Eyer  
Tel: 41 22 939 1021  
Email: laurence.Eyer@interdean.com

2) Harsch Transports S.A.  
10. rue Baylon  
1227 Carouge - Geneve, Switzerland  
POC: Mr. Spiros Doulis  
Tel: 41 22 300-4300  
Email: spiros.doulis@harsch.ch
ITGBL Local Agents

Country: Syria  
Post: Damascus  
Bureau: NEA

Local Agents:

1) Nazha and Darwish Ltd.  
Free Zone - Inana Building - 1st floor  
P.O. Box 2484  
Damascus, Syria  
POC: Mr. Samer Darwish,  
General Manager  
Email: samer@nazhagroup.com  
Tel: 96311 211 1870 x102  
--Mrs. Sueli Montilha,  
Services Manager  
Darwish; x138 Montilha; x108  
Email: smontilha@nazhagroup.com/

2) Housami International  
Transport and Clearance  
Abou Shaer Building, PO Box 11523  
Damascus - Free Zone, Syria  
POC:--Mr. Wassim Housami, Owner  
Email: wassim@housami.net.  
Tel: 963 11 2127050  
Fax: 963 11 212 7084  
--Mr. Francisco Maddi  
Commerical Manager  
Tel: 963 11 2127050  
Fax: 963 11 212 7084  
f.maddi@housami.net  
** bonded facility **

3) Nazha Travel, Tourism and Freight  
(DHL Global Agent)  
Victoria Bridge, Sabbagh Building,  
PO Box 2170  
Damascus, Syria  
POC: Mr. Majid Nazha,  
Commercial Director  
Email: majid.nazha@nazhaco.com  
Tel: 963 11 222 18 57/ 245 02 35  
Cell: 963 933 232 414 (Mobile)  
--Mr. Alaa Al Fares,  
Vice Commercial Director  
Tel: 963 11 222 18 57/245 02 35  
Fax: 963 11 224 39 33  
Cell: 963 933 814 822
## ITGBL Local Agents

**Country:** Taiwan  
**Post:** Kaohsiung  
**Bureau:** EAP

### Local Agents:

2) Santa Fe Relocation Services  
Jim Hill  
General Manager  
13F-4, No. 141, Keelung Rd. Sec. 1,  
Taipei, Taiwan  
Tel: (886) 22749-4420 ext.102  
Fax: (886) 22749-4039, Mob: (886) 92073-3344  
E-mail: jim.hill@santaferelo.com.tw

1) President Van Lines, Ltd.  
Robert Ho  
General Manager  
7F-2, No. 100  
Lin Shen N. Rd,  
Taipei, Taiwan  
Tel: 886-2-2541-2163  
Fax: 886-2-2511-6479  
E-mail: info@pvl.com.tw

3) Tiger Sun  
Assistant Manager  
Crown Van Lines, Ltd.  
4F-4, No. 165,  
Min Sheng E. Rd, Sec. 5,  
Taipei, Taiwan  
Tel: 886-2-2762-2500, X: 248  
Fax: 886-2-2761-2378  
E-mail: mover@crownvan.com

### Post: Taipei  
**Bureau:** EAP

### Local Agents:

3) Asian Tigers K.C. Dat Ltd. Taiwan Branch  
3F, No. 170  
Chung Shan N Road, Sec 2  
Taipei, Taiwan  
POC: Zeny Huang  
Tel: 886-2-2592-3899  
Cell: 886-937-187-067  
Fax: 886-2-2592-3155  
Email: dan.tattersfield@asiantigers-taiwan.com  
inbound@asiantigers-taiwan.com  
outbound@asiantigers-taiwan.com  
sales@asiantigers-taiwan.com  
Website: www.asiantigersgroup.com

2) Crown Van Lines, Ltd.  
4F-4, No. 165  
Min Sheng East Road, Section 5  
Taipei, Taiwan 105  
POC: Tiger Sun, Assistant Manager  
Tel: 886-2-2762-2500 x248  
Fax: 886-2-2761-2378  
Email: mover@crownvan.com

1) President Van Lines, Ltd.  
7F-2, No. 100  
Lin Shen North Road  
Taipei, Taiwan 104  
POC: Robert Ho, President  
Tel: 886-2-2541-2163  
Fax: 886-2-2511-6479  
Email: info@pvl.com.tw
Local Agents:

2) Globalink Logistics Group Ltd.
First Residential Road of Lokhuti Str, house 18/1
Dushanbe, Tajikistan
Tel: 992 37 221 77 90; 221 77 67
Cell: 992 918 61 66 02
Email: B.Zaynulloev@globalinkllc.com
Email: D.Kurenkeeva@globalinkllc.com

3) Gosselin Caucasus & Central Asia
Dushanbe, Tajikistan
POC: Pim Sterck/ Coordinator Central Asia
Umarov Zafar/ Manager at Tajikistan office
Cell: 998 (90) 1866233, 32(0)475716589, 992911119999
Email: Pims@uzbekistan.gosselingroup.eu,
Zafar.Umarov@gmail.com
Web: www.Gosselingroup.eu

1) AES Cargo/Move One Relocations
6, Ismoili Somoni Avenue, Apt 69
Dushanbe, Tajikistan
POC: David OConnor, Regional Manager, Sean Kosa, Operations Manager, Nurova Tahmina, Country Manager
Tel: (992) 37 224 0067
Cell: (992) 9186113 66 (Tahmina)    Cell: (992) 918267656 (David)
(992) 918 412298
Email: tajikistan@moveonerelo.com
Email: david.oconnor@moveonerelo.com
Email: tahmina.nurova@moveone.info
sean.kosa@moveonerelo.com
Website: www.aescargo.com;
www.moveonerelo.com
**ITGBL Local Agents**

**Country:** Tanzania  
**Post:** Dar Es Salaam  
**Bureau:** AF

### Local Agents:

- **Worldwide Movers (T) Ltd.**  
P.O.Box 2486  
Dar Es Salaam, Tanzania  
Tel. 255-22-277-2631  
Fax. 255-22-2775948  
www.worldwidemoversafrica.com  
POC: Bill Beautin  
POC: Damas Bayanga  
Cell 0784 222 100  
Email: damas.bayanga@wwm.co.tz

- **AGS Frasers International Tanzania**  
Tel.: +255 (0)22 278 01 05  
Cell: +255 (0) 754 781 467  
E-mail: manager-tanzania@agsmovers.com  
Skype: ags.tanzanie.manager  
Google Map  
Philippe DUCLOS  
Managing Director  
www.agsmovers.com

- **Transpac Logistics (T) Limited**  
Bandari Street Plot 5, (Premer Agencies bld) Kurasini,  
P.O. Box 70448 Dar es Salaam, Tanzania.  
TEL. +255 22 2133923  
CELL:+255 784 461118  
FAX. +255 22 2133924  
EMAIL: tlogistic@gmail.com  
POC: Mathias Mollie

- **Lumen Freight and Logistics Ltd**  
Samora Avenue, Plot No. 2291/120  
P.O.Box 80296  
Dar es Salaam, Tanzania  
Mobile: + 255 0767 004 402  
Fax: + 255 22 22245 1449  
Email: lumlogistics@gmail.com  
POC: Filbert Hyera

- **Ruru Company LTD**  
3rd Flr, GMC Heights|Off Nyerere Rd  
P. O. Box 80333|Dar es Salaam, Tanzania.  
POC: Lambaji Madai|Managing Associate

- **Teddy Junior Ltd**  
6th Floor NSSF Nyerere Tower  
Bibi Tili & Morogoro Rd  
P.O.Box 77063  
Dar es Salaam, Tanzania  
POC: Elijoni Dube  
Cell# 774 004 000  
Email: operations@teddyjnr.com

- **Ruru Company LTD**  
3rd Flr, GMC Heights|Off Nyerere Rd  
P. O. Box 80333|Dar es Salaam, Tanzania.  
POC: Lambaji Madai|Managing Associate
**ITGBL Local Agents**

**Country:** Thailand  
**Post:** Bangkok  
**Bureau:** EAP

**Local Agents:**

4) Santa Fe (Thailand) Co., Ltd.  
207 Soi Saeng Uthai, Sukhumvit 50 Road  
Prakanong, Klongtoey  
Bangkok 10110 Thailand  
POC: Mr. Thomas Donatelli or Mr. Vibool Puntumkhul  
Tel: 662 742 9890-2, 4  
Fax: 662 741 4089  
Email: Thomas.donatelli@santafe.co.th; vibool@santafe.co.th

3) AGS Four Winds International Moving Ltd.  
55 Bio House Building, 5th Floor  
Soi Prompong, Sukhumvit Soi 39  
Klongton-nua, Wattana, Bangkok 10110  
POC: Nick Chomonter, Country Director  
POC: Irin Songpreeda, Operations Manager  
Tel: 02 662 7880  
Fax: 02 662 7559  
Email: enquiries-thailand@agsfourwinds.com  
Website: www.agsfourwinds.com

1) Asian Tigers Transpo International, Ltd.  
3388/74-77 Rama IV Road  
Klongton, Klongtoey  
Bangkok 10110 Thailand  
POC: Mr. K. Ruampot Phokaeo  
Tel: (662) 687 7891  
Email: info@asiantigers-thailand.com or ruampot.p@asiantigers-thailand.com

2) JVK International Movers Ltd.  
222 Krungthep Kreetha Road  
Bangkok 10240  
Thailand  
Tel: 662-379-4646  
Fax: 662-379-5050  
E-mail: thailand@jvkmovers.com  
POC: Ms. Orawan Voranij  
Tel: (662) 379-4646  
email: orawan@jvkmovers.com

---

**Post:** Chiang Mai  
**Bureau:** EAP

**Local Agents:**

3) JVK International Movers Ltd.  
222 Krungthep Kreetha Road  
Huamark, Bankapi  
Bangkok 10240 Thailand  
POC: Ms. Orawan Voranij  
Tel: (662) 379-4646  
email: orawan@jvkmovers.com

1) Omega Logistics Company, Ltd.  
116/80 Nonsee Road, Chong-Nonsee  
Yanawa, Bangkok 10120 Thailand  
POC: Ms. Chayanee Sookakotu  
Tel: (662) 295-2801  
Email: service@asiaaccess.net.th

2) Asian Tigers Transpo International, Ltd.  
3388/74-77 Rama IV Road  
Klongton, Klongtoey  
Bangkok 10110 Thailand  
POC: Preeya Cha-onpoj  
Tel: (662) 687-7888  
Email: info@asiantigers-thailand.com
ITGBL Local Agents

Country: Togo  
Post: Lome  
Bureau: AF

Local Agents:

1) AGS FRASERS Togo
89 Blvd du Mono
B.P. 12403
Lome, Togo
Tel: 228 22 211197
POC: Joele Luaces
Email: manager-togo@agsmovers.com

2) Kolta Demenagement International
546 Rue N0. 12, Tokoin Wuiti
BP 31183
Lome, Togo
POC: Jean Tsogbe
Tel: 228 22 26 12 81
Email: contact.kolta@yahoo.fr

3) DHL INTERNATIONAL TOGO
1578 Blvd du 13 Janvier
BP 4202
Lome, Togo
POC: Kponton Carole
Azomedon Komi; Judith Agbodji
Tel: 228 22 21 67 25 / 22 23 28 04
Email: caroleKponton@dhl.com

Country: Trinidad  
Post: Port of Spain  
Bureau: WHA

Local Agents:

1) Henderson Shipping Service
76 Eastern Main Road
Laventille, Trinidad, West indies
POC: Mr. Rolf Nathaniel
Tel: 868 625-6331 or 868 623-4167
Cell: 868 678-7225
Email: info@hendersonshipping.com

2) Trinidad Removers and Forwarders Limited
Boundary Road
San Juan, Trinidad
POC: Mr. Peter Acham
Tel: 868 674-6444
Cell: 868 685-3226
Email: trinidadremovers@gmail.com

3) A.J. Mauritzen & Co. Ltd.
90 Queen Street
Port of Spain, Trinidad
POC: Ms. Tricia Mitchell
Tel: 868 625-3732
Cell: 868 354-3226
Email: ajmauritzen@trinidad.net
**ITGBL Local Agents**

**Country:** Tunisia  
**Post:** Tunis  
**Bureau:** NEA

**Local Agents:**

Olympic Tunisia Import & Export  
Address: 27 Bis –Rue Alfrazdak – Cite Alferdaws  
L'Aouina 2045 – Tunis, Tunisia  
Phone: +216-20-696-021; +216-70-727-510  
Fax: +216-70-726-192  
E-mail: olympictunisia@ymail.com  
POC: Najoua SELMI – General Manager  
E-mail: selmin@olympictunisia.com

IPSEN Logistics  
Mr. Ghaleb EL GOULLI  
Managing Director  
Immeuble Misk ,Bloc B  
Rue Abou Hamed El Ghazali  
Tunis, Monplaisir 1073  
Tel #: 216-71-900-901  
Fax#: 216-71-900-902  
E-mail: eg.ghaleb@ipsenlogistics.com  
www.ipsenlogistics.com

Déménagements JAF  
Address : 4, Rue de la Nouvelle Delhi  
1002 Tunis, Tunisia  
Phone: 216-71-906-446; 216-20-25-24-25,  
Fax: 216-71-908-517  
E-mail: demjaf@planet.tn  
POC: Anis Moumene – Assistant Manager
Country: Turkey

Post: Adana

### Local Agents:

3) Istanbul Ekspres Nakliyat ve Ticaret A.S.
Ceyhan Yolu E-5 Karayolu 5 km
Incirlik, Adana, Turkey
POC: Yildiz Ayseven
Tel: (322) 3460987
Fax: (322) 3460991
Email: adana.muhasebe@istanbulekspres.com.tr

1) Asya Nakliyat International Movers
Ceyhan Yolu 12, KM. 01310
Incirlik, Adana, Turkey
POC: Sena Buyuknisan
Tel: (322) 332 7302
Fax: (322) 332 9865
Email: and@asyanakliyat.com
bonded facility ***

2) ESEN NAKLIYAT
Address: Ceyhan Yolu 12 km No: 400
Incirlik, Adana - Turkey
POC: Kubilay Sahin
Tel: (322) 332 7633
Fax: (322) 332 7692
Email: adana@esenmoving.com.tr ***
*** bonded facility ***

Post: Ankara

### Local Agents:

1) Asya Nakliyat
Ataturk Bulvari No. 127 Kat 2
06640 Bakanliklar, Ankara, Turkey
POC: Ilhan Sunatay, General Manager
Tel: 90 312 417 4184
Email: engin@asyanakliyat.com
ank@asyanakliyat.com
Website: www.asyanakliyat.com **Bonded Facility**

3) Esen Nakliyat
Cetin Emec Bul. 8 Cad. No. 10/18
06450 A. Ovecler, Ankara, Turkey
POC: Saadettin Kayabasi, President
Tel: 90 312 472 2090
Email: esen@esenmoving.com.tr
Website: www.esenmoving.com.tr **Bonded Facility**
Local Agents:

   No:7/5 Taksim/Istanbul
   POC: Ercan Kayabasi and Suleyman Ozcan
   Tel: 90 212 293 29 37
   Fax: 90 212 293 29 31
   istanbul@esenmoving.com.tr
   www.esenmoving.com.tr

3) Istanbul Express
   POC: Ersin Turhan
   ISTANBUL EKSPRES International Movers
   TURKEY
   e-mail: ersin.turhan@istanbulekspres.com.tr
   T. 90-212-217 49 68
   F. 90-212-217 49 67

1) Asya Nakliyat
   Inonu Cad., Mithat Pasa Apt. 92-94, Kat 1 D 1
   Gumussuyu 34427, Istanbul, Turkey
   POC: Ebru Demirel
   Tel: 90 212 243 65 10
   Email: ebru@asyanakliyat.com.tr

2) SunExpress INTERNATIONAL MOVERS
   Icerenkoy Mah Ispirli Canip Sk
   No : 23 / A Elif Ap ATASEHIR
   ISTANBUL / TURKEY
   POC: Arif Yildirim
   Phone: 90 216 469 9663
   Cell: 90 532 357 8900
   www.sunexpressmovers.com
   arif@sunexpressmovers.com

4) Bergen International Movers
   Kore Sehitleri Cad. Kaya Aldigan
   Sok. 3/6
   Zincirlikuyu, Istanbul, Turkey
   POC: Jan Lichtenberg or Gerrit Lichtenberg
   Tel: 90 212 275 1531
   Fax: 90 212 243 2574
   Email: Bergen@superonline.com
Country: Turkmenistan
Post: Ashgabat

Local Agents:

5) M&M Militzer and Munch Turkmenistan Ltd. (Licensed Company)
POC: Serdar Ashirov
Turkmenbashy Street, 54, Business Center “Yimpash”, office 501 A, Ashgabat, Turkmenistan
Tel: +993 12 45 60 94, 45 01 07
Fax: +993 12 45 60 91,
Mobile: +993 65 69 25 54
E-mail: serdar.ashirov@mumnet.com
www.mumnet.com; www.mumnet.tm
***Incoming Shipments Only

3) GOsselIN GROUP
POC: Elena Ter-Semyonova
Turkmenbashy ave., 2,15B, Ashgabat, Turkmenistan
Tel/Fax: +993 12 39 41 89
Mobile: +993 65 81 49 83
E-mail: elenets@turkmenistan.gosselingroup.eu

6) GUNeshLi BAHAR
(Local Licensed Company)
POC: Mylis Nuryyev
2127/1 Street, 2, Ashgabat, Turkmenistan
Mob: +993 60 20 11 99, +993 66 30 86 11, +993 65 80 27 45
E-mail: customs.gb@gmail.com
***Incoming Shipments Only

HJ *BIRLESHEN ULAG ULGAMY  POC: Jahan Meredova
Ataturk Street, 95, Ashgabat, Turkmenistan
Office/fax: +993 12 481885/86
Mobile : +993 64 027141
E-mail: j.meredova@tmbuu.com;
info@octaneunionltd.com;
i.nuryev@octaneunionltd.com;
o.strizhenova@tmbuu.com
Web: http://redirect.state.sbu/?url=www.tmbuu.com

8) GAC LOGISTICS
(Licensed Company)
POC: Leily Dzhepbarova
Central Business Center, 1958 Street, 70, Ashgabat, Turkmenistan
Tel: +993 12 47 43 90,
Fax: +993 12 47 43 91
E-mail: leily.dzhepbarova@gac.com

BIR DUNYA
Multimodal Transportation Services & Logistics Company
POC:Ahmetjan Mavlyanov
2127/1 Street, 2, Ashgabat, Turkmenistan
Mob: +993 60 20 11 99, +993 66 30 86 11, +993 65 80 27 45
E-mail: customs.gb@gmail.com

1) GLOBALINK
Transportation & Logistics Worldwide Company
(Licensed Company)
POC: Jahan Meredova
International Business Center, 2nd Floor, Ashgabat, Turkmenistan
Tel/Fax: +993 12 46 14 26/27
Mobile: +993 65 02 71 41
E-mail: j.meredova@globalinkllc.com
ITGBL Local Agents

TURKMEN AK YOL
POC: Ilya Ikonnikov
Business Center
“Joshgun”, B.Turkmenistan ave., 108, 4th floor,
Ashgabat, Turkmenistan
Tel: +993 12 21 97 95,
Fax: +993 12 21 97 94
Mobile: +993 60 12 95 83
E-mail: project.department@tay.tm; info@tay.tm

7) SEKIZ YOL
(Local Licensed Company)
POC: Murad Kazakov
Gurbansoltan Eje Street, 304,
Ashgabat, Turkmenistan
Mob: +993 65 56 88 08,
Mob: +993 68 50 01 01
E-mail: n_orazliev@mail.ru
***Incoming Shipments Only

2) INTERDEAN GROUP
International Relocations
POC: Victor Salov
A.Niyazov ave., 122 B,
Ashgabat, Turkmenistan
Tel: +993 12 43 18 33/44
Fax: +993 12 43 18 44
Mobile: +993 60 20 81 08
E-mail: victor.salov@interdean.com
Country: Uganda
Post: Kampala

Local Agents:

2) AGS Frasers International Removals Uganda Ltd.*
   Plot 59b, 7th St. Industrial Area
   POB 7792
   Kampala, Uganda
   POC: Mr. Jean Francois Philippon-Bue, Managing Director
   Tel: 256 414 348337 or 254 712 782349
   Fax: 256 414 348338
   Email: info@ags-frasers-uganda.co.ug
   Email: direction-uganda@agsmovers.com
   * for all air freight to Entebbe

3) SDV Transami Uganda, Plot No: M611, Ntinda Road,
   P.O. Box 5501, Kampala, Uganda. Telephone: +256 414 336000
   POC: Mr. Nicolas Rigal, Manager, Air and Sea freight.
   Telephone: +256 752 722114.
   Email: nicolas.rigal@bollore.com

1) Global Freight Logistics, Ltd.*
   Markfirst House
   Jomo Kenyatta International Airport
   POB 45787, GPO 00100
   Nairobi, Kenya
   POC: Mr. Arbi Musanni, Managing Director
   Tel: 254 20 8277777 or 822238/723
   Fax: 254 20 822722/170
   Email: arbinussani@globalfreight.co.ke
   Email: info@globalfreight.co.ke
   * for all sea freight US-Mombasa port for transit to Kampala

4) Threeways Shipping Services (group) ltd, Plot 87 Jinja Road,
   P.O. Box 12028, Kampala, Uganda. Telephone: +256 414 258780/7
   POC: Ronald Kanyerezi, Manager-Projects, quality and Strategy or Jeff D. Baitwa, Group Managing director
   Email: rkanyerezi@threewaysshipping.com or jobaitwa@threewaysshipping.com

**Note:** The * symbol indicates special conditions or notes related to the services.
Local Agents:

1) THE EURODEAN INTL MOVERS
37 Dovbusha St.
02092 Kyiv Ukraine
POC: Oleksiy Kotsyurba, Manager General
Tel: 380-44-576-6338, 576-7371, 576-8601
Cell: 380-67-465-5493
E-mail: O.Kotsyurba@eurodean.ua
POC2: Sergey Gusarov, Operations Manager
Tel: 380-44-576-6338, 576-7371, 576-8601
Cell: 380-67-323-2369
E-mail: s.gusarov@eurodean.ua

2) THE INTERDEAN-UKRAINE
8 Raisy Okipnoyi St.
02002 Kiev, Ukraine
POC: Marina Chornokozha, General Manager
Tel: 380-44-576-7370
Cell: 380-67-658-1012
E-mail: Marina.Chornokozha@interdean.com
POC2: Marina Kazachinska, Operations Manager
Tel: 380-44-576-7370, 569-0652
Cell: 380-67-224-4972
Email: Marina.Kazachinskaya@interdean.com
Website: www.interdean.com

4) The Compass Worldwide Movers
35 Predslavinska St. Build 21, off. 317
03150 Kyiv Ukraine
POC: Alexei Swischev, General Manager
E-mail: Alexei@compasswm.kiev.ua
Tel: 380-44-501-6182
Cell: 380-67-466-3095
POC2: Helen Polyanska
Tel: 380-44-501-6182
Cell: 380-66-280-4905
E-mail: Elena@compasswm.kiev.ua, mover@compasswm.kiev.ua

3) The Kimet Plus Ltd.
10 Starokyivska Street
04116 Kyiv, Ukraine
POC: Alexander Pakharenko, General Manager
Tel: 380-44-236-6177, 483-2420; 483-2461
Cell: 380-50-386-4346
POC2: George Pakharenko, Operations Manager
Tel: 380-44-236-6177, 483-2420; 483--2461
Cell: 380-50-412-2235
E-mail: kimet@merlin.net.ua
Local Agents:

3) Crown Relocations LLC
   PO Box 44669
   Abu Dhabi, United Arab Emirates
   POC: Paul Retchless
   Tel: 971-2-6733-076
   Fax: 971-2-6733-108
   Email: pretchless@crownrelo.com

2) Inchcape Shipping Services
   2-3 Floor, Ahmed Al Hameli Bldg.
   Muroor Road, P.O. Box 247
   Abu Dhabi, United Arab Emirates
   POC: Ms. Kristine Canicosa
   Tel: 971-2-4081-580
   Fax: 971-2-4467-107
   Email: Kristine.Canicosa@iss-shipping.com
   ISSWorldwideMoversAbuDhabi@iss-shipping.com

1) National Shipping Gulf Agency Co. (Abu Dhabi) Ltd., L.L.C.
   P.O. Box 377
   Abu Dhabi
   United Arab Emirates
   POC: Frederic Julien
   Manager, International Moving
   Tel: 971 2 673 05 00
   Fax: 971 2 673 13 28
   Email: frederic.julien@gac.com;
   moving.abudhabi@gac.com
   Website: www.gac.com
Local Agents:

1) AGS Worldwide Movers
PO Box 27049
Dubai, United Arab Emirates
POC: Mr. Zia Husain, Managing Director
Tel: +971-4-4541 531
Fax: +971-4-4541 532
Mobile: +971-55-2029 112
Email: Zia.husain@agsmovers.com
Web-site: www.agsmovers.com

Intermediate Relocations
PLOT M-00539, STREET 732, NEAR LIPTON
ROUND ABOUT 13, P.O. BOX 61243, JEBEL ALI,
DUBAI - UAE
Telephone : +971-4-8070584, Fax : +971-4-
8070580
General E-mail : albert@freightsystems.com
MR. Albert
Lopez-rahul.interem@freightsystems.com
MR. ALBERT LOPEZ
albert-home@freightsystems.com

5) ISS Worldwide Movers
A Division of Inchcape Shipping Services
P.O. Box 33166
Dubai, U.A.E.
POC: Amos Miller
Business Development Manager
Tel: +971 4 303 8645 - Direct
Fax: +971 4 334 4853
Mob: +971 50 4557251
Email: Amos.Miller@iss-shipping.com
Website: www.iss-shipping.com

2) National Shipping Gulf Agency Co. (Abu Dhabi)
Ltd. LLC. ***
P.O. Box 377
Plot 211, Mina Zayed Freeport Area
Abu Dhabi, U.A.E.
POC: Fredric Julien
Tel: 971-2-6730-500
Cell: 97150 2201418
Fax: 971-2-6731-328
Email: Fredric.Julien@gac.com
Website: www.gac.com
*** outbound only ***

3) Crown Relocations LLC
PO Box 51773
Dubai, United Arab Emirates
POC: Donna D’Souza
Tel.: 971-4-2310546 (Direct)
Tel: 971-4-8955152 (Trunk) ext 546
Fax: 971-4-2896263
Cell: 971-50-554 5002
Email: ddsouza@crownrelo.com
Website: www.crownrelo.com
* inbound/outbound *

4) Gulf Agency Company (Dubai) LLC
PO Box 17041, Jebel Ali Free Zone
Dubai, United Arab Emirates
POC: Nigel Lowe
Manager - International Moving
Tel: 971 4 881 8090
Fax: 971 4 805 9342
Dir : 971 4 805 9343
Email: nigel.lowe@gac.com
Website: www.gac.com
Country: United Kingdom
Post: Croughton
Bureau: EUR

Local Agents:
See London
Local Agents:

9) Irish Relocation Services
   Jason Crane - Account Manager
   12 Westbank Road, Belfast, BT3 9JL
   t: +44 (0) 28 9078 1218
   f: +44 (0) 28 9078 1728
   m: +44 (0) 7501 507181
   w: www.irishrelo.com

10) Interdean Group, Ltd.
    Central Way, Park Royal
    London NW107XW
    POC: Anne Tully
    Tel: 44 0 209 963 2540
    Fax: 44 0 208 961 9583
    Email: Ann.tully@interdean.com
    Website: www.interdean.com

P+F Safepac Co Ltd.
   Safepac House
   Field Road
   Mildenhall
   Bury St.
   Edmunds
   IP28 7AP
   United Kingdom

POC: Nick Pearson
Email: nick@safepac.co.uk
Tel: +44 1638 71323

**Bonded Warehouse**

7) Arrowdene Moving and Storage
   32 Howlett Way
   Thetford
   Norfolk IP24 1HZ, United Kingdom
   POC: Simon Long
   Tel: 44 (0) 1842 753411
   Fax: 44 (0) 1842 754574
   Email: simon@arrowdene.co.uk ** bonded facility **

3) UniGroup Worldwide UTS Bournes
   UTS Bournes
   Harbour Road
   Rye, East Sussex TN31 7TE
   Wesley Bourne
   Phone: 01797 228000
   Email: wesleybourne@uts-bournes.co.uk

6) AGS 360 Solutions
   Unit 1
   Trade City Business Park
   Cowley Hill Road
   Uxbridge, UB8 2DB
   POC: Paul Hope
   Tel: 0044 1895 201 595
   Email: paul.hope@ags360.com
   Fax: 01895-201581
   ** bonded facility **

2) Arrowpak International Movers, Ltd.
   Sherwood House
   Norwood Road
   Brandon, Suffolk IP27 0PB
   POC: Terry Cobbin
   Tel: 01842 816316
   Fax: 01842 816328
   Email: sales@arrowpak.co.uk
   Website: www.arrowpak.co.uk
ITGBL Local Agents

5) BTR International
Breachwood House
Camford Way
Luton
Bedfordshire LU3 3AN
POC: Samantha Clift
Tel: 44 (0) 1582 495495
Fax: 44 (0) 1582 495496
Email: Samantha@breachwoodremovals.co.uk

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Country: Uruguay
Post: Montevideo
Local Agents:

3) URUVAN
Marsella 2769
POC: Maria Jose Albarracin
Tel: 598 2208 2627
Email: mariajosealbarracin@uruvan.com.uy

2) IMB MUDANZAS INTERMOVE
ADDRESS: FELIX OLMEDO 3568
POC MARTIN BARRANDEGUY
PHONE: 598 2309-7877
EMAIL: martin@imb.com.uy

1) Autogiro Campos Hnos.
Pozos del Rey 1379
POC: Carlos Campos
Tel: 598 2924 1577
Fax 598 2924 1682
Email: cecampos@autogiro.com.uy and mecampos@autogiro.com.uy

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Country: USA
Post: DA_DC
Local Agents:

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Post: VPCBA
Local Agents:
ITGBL Local Agents

Country: Uzbekistan
Post: Tashkent

Local Agents:
1) Globalink Caspian
47, 6-Proezd
Abdulla Kahhara Str.
Tashkent, 700025 Uzbekistan
POC: Olga Vinogradova or Elizaveta Irgasheva
Tel: 99871 3614084/86; 3613865
Email: O.Vinagradova@globalinkllc.com
Email: e.irgasheva@globalinkllc.com

2) Gosselin Caucasus & Central Asia
Yakkasaray District
Bolshaya Mirobadskaya Str., #33
Tashkent, Uzbekistan
POC: Pim Rottiers, Coordinator for Central Aisa
POC: Fayzulin Farid, Assistant to Manager
Tel: 99871 3678329
Email: pimr@uzbekistan.gosselinwwm.com
Email: normad@silkroad.bcc.com.uz

3) Move One Logistics, LLC
46B, 4th Driveway, Halqobod
Yunusabod District
Tashkent 100084
POC: Atabek Alimdjanov, Manager
Email: atabek.alimdjanov@moveoneinc.com
Tel: +998-71-235-1843
Cel: +998-90-998-0877

Country: Venezuela
Post: Caracas

Local Agents:
1) Mudanzas Internacionales Global
Calle Las Tinajas, Edif. Global
El Llanito 1050
P.O. Box 51554
Caracas, Venezuela
POC: Juerg Degenmann
Tel: 58-212-2571923 / 257-0050
Fax: 58-212-256-0052
Email: management@miglobal.com

2) Equixpress, CA
Calle 3-B Esquina con calle 1-1 Edif. Danni-Rossi, Mezzanina
Zona Industrial La Urbina Sur.
Caracas, Venezuela
POC: Elena I. Mari
Tel: 58-212-2425580
Fax: 58-212-2425641
Cell: 58-416-6228169
Email: emari@equixpress.com

3) Clover Internacional, C.A.
Av. Luis de Camoens, Edif. Centro Clover Piso 3,
Zona Industrial La Trinidad, Caracas
Contact: Tania Tomadin
Email: mariberth.alvarez@clovergroup.com.ve
Tlf. (0212) 903.12.86
Cel (0424) 258.86.17
www.clovergroup.com
**ITGBL Local Agents**

**Country:** Vietnam  
**Post:** Hanoi  
**Bureau:** EAP

**Local Agents:**

3) Asian Tigers Transpo International (Vietnam) Ltd.  
Inland Custom Depot Area (ICD)  
Pham Hung Road, My Dinh, Tu Liem District  
Hanoi, Vietnam  
POC: Mr. Pascal Jore, Director  
Tel: (844) 3768 5882  
Fax: (844) 3768 5884  
Cell: (844) 904 903 989  
Email: pascal.jore@asiantigers-vietnam.com  
Email: info.hanoi@asiantigers-vietnam.com  
Website: www.AsianTigersGroup.com

6) Trans Pacific Logistics Co., Ltd  
No 23 lane 61/2 Lac Trung street, Hai Ba Trung dist.  
Hanoi, Vietnam  
Tel: 84 4 38210909 / 38210910  
Fax: 84 4 36364174  
Email add. : Transcosea@fpt.vn  
Website : www.tplvn.com  
PIC : Vi Thi Khoa - Managing Director  
Mobile 84 90344 1269

1) JVK Indochina Movers (Vietnam) Ltd.  
6 To Ngoc Van  
Quang An Ward, Tay Ho District  
Hanoi, Vietnam  
Tel: 844-3826-0334  
Fax: 844-3715-0650  
E-mail: hanoi.vietnam@jvkasia.com  
POC: Andre A-Pan Hurel, Branch Manager  
Tel: 84-4-8260334  
Fax: 84-4-7150650  
Email: andre.hurel@jvkasia.com  
Email: hanoi.vietnam@jvkmovers.com  
www. Jvkasia.com

5) Crown Relocations Hanoi  
75 Trang Thi  
Hoan Kiem district  
Hanoi, Vietnam  
POC: Dan Slaughter  
Tel: 84 4 3936 6741/42/43  
Fax: 84 4 3936 6740  
POC: Nicolas Perez, Branch Manager  
Email: nperez@crownrelo.com  
www.crownrelo.com

7) Santa Fe Relocations Service (Transpacific)  
40 Cat Linh, Dong Da  
Hanoi, Vietnam  
POC: Stephanie Ralainarivo, GMS  
Hanoi branch manager  
Tel: 84-4-7366843  
Email: stephanie.ralainarivo@santaferelo.com.vn

4) Allied Pickfords Movers  
8 Cat Linh Street  
Dong Da District  
Hanoi, Vietnam  
POC: David Whitehead, Branch Manager  
Tel: 844-4- 62752824, cell 84976750644  
Fax: 84-4-62752825  
Email:david.whitehead@alliedpickfords.com.vn  
Website- http://vn.alliedpickfords.com
2) Royal International Movers
Suite 1106, 11th floor, ICC BLDG.
71 Nguyen Chi Thanh Street
Hanoi, Vietman
POC: Mr. Tran Ngoc Minh
Tel: 84-4-39425999, 0903412513 cell
Fax: 84-4-39426000
Email: Info@rim-vietnam.com or Rim@fpt.vn
** bonded facility **
Local Agents:

6) Vinatrans Int'l Freight Forwarders ***
   Contact: Ms. Luong Thi Ngo - Deputy Manager
   406 Nguyen Tat Thanh Street, District 4
   Ho Chi Minh city, Vietnam
   Tel: (848) 3941-4919
   Fax: (848) 3840-4770
   Email: logistics-gh@vinatrans.com.vn or luong-nt@vinatrans.com.vn
   Website: www.vinatrans.com
   *** : preferred to handle inbound shipment of office supplies only

2) Asian Tigers Transpo International (Vietnam)
   9th Floor, Unit 9.3, REE Tower
   9 Doan Van Bo Street
   Ward 12, District 4
   Ho Chi Minh City, Vietnam
   Tel: +84 8 3826 7799
   Fax: +84 8 3826 4041
   Contact: Matt King, Director
   Cell: (84) 903-339-092
   Email: matt.king@asiantigers-vietnam.com
   Website: www.asiantigersgroup.com

1) Allied Pickfords
   Contact: Kevin Hamilton, Country Manager
   Satra Dong Khoi, 2nd floor,
   58 Dong Khoi Street, District 1
   Ho Chi Minh City, Viet Nam
   Tel: (848) 3823-3454
   Fax: (848) 3823-9201
   Cell: (84) 1225-141-848
   Email: kevin.hamilton@alliedpickfords.com.vn
   Website: www.alliedpickfords.com

AGS Four Winds Vietnam
   Contact: Kevin Hamilton, General Manager
   Office Add.: Lafayette De Saigon, 5th Floor
   8A Phung Khac Khoan, District 1
   Ho Chi Minh City, Viet Nam
   Tel: (84) (08) 3521-0071
   Cellphone: 01264499885
   Email: kevin.hamilton@agsfourwinds.com

JVK Indochina Movers (Vietnam), Ltd.
   Contact: Gabriele Fanni, Country Manager
   Office Add.: Saigon Port Building, 6th Floor
   3 Nguyen Tat Thanh Street, District 4
   Ho Chi Minh City, Viet Nam
   Tel: (84) (08) 3826-7655
   Cellphone: 0908041230
   Email: gabriele.fanni@jvkasia.com

4) Saigon Van International Relocations
   Contact: Kim Ngoc, Director
   No. 2 Street, Dong An Industrial Park, Thuan An District
   Binh Duong Province, Vietnam
   Tel: (84-0650) 376-6861
   Fax: (84-0650) 376-6863
   Cell: (84) 903-944-119
   Email: kim@saigonvan.com or sales@saigonvan.com
   Website: www.saigonvan.com
Country: Yemen
Post: Sanaa

Local Agents:

1) Marib Travel & Tourism (Cargo Division)
P.O. Box 161
Sana’a, Republic Of Yemen.
Telephone: 00-967-1-441 109 or 00-967-441-126
Fax: 00-967-440-733
Email: cargo@marib-tours.com
General Manager: Mr. Waleed Al-Khayat
Cell phone #: +967 73322-2079

3) Five Star Logistics Co LTD
P.O.Box.19847
Sana’a, Republic Of Yemen.
Telephone: 00967-1-450238 /239  Fax: 00967-1450894
Email: info@fstarlogistics.com
General Manager: Mr. Arshad Ali Bajwa
Mobile: 00967-771717646 / 00967 - 734699777

2) GAS Aviation Services
P.O. Box 12519,
Sana’a, Republic Of Yemen.
Telephone: +967 1 412318 (15lines) Fax: +967 1 417067
Email: baz-grp@y.net.ye
General Manager: Mr. Khaled Bazara
Cell phone #: +967 71173-0800
## ITGBL Local Agents

**Country:** Zambia  
**Post:** Lusaka  
**Bureau:** AF

### Local Agents:

2) Stuttafords Zambia Limited  
Stand No. 3505, Chaka Road off Lumumba Road,  
Buseko Area  
POBox 30336  
Lusaka, Zambia  
POC: Mr. Godfrey M. Mufaya, Country Manager  
Tel: 260 211 240 412/413  
Fax: 260 211 240 410  
Cell: 260 955 772 044  
Email: admin@stuttafords.co.zm

3) Worldwide Movers Zambia  
P.O. Box 30972  
Plot 7205 Kachidza Road  
Light Industrial Area  
Lusaka, Zambia  
Tel/Fax: 287419/288005  
Cell: 0977 854345  
Contact Person: Aggie Chanda or Deborah Watson  
wwmzm@iconnect.zm

1) AGS Frasers International Removals Zambia  
Plot 7242 Mukatasha Road  
P.O. Box 37921  
Lusaka, Zambia  
POC: Mr. Kim Leneveu  
Tel: 260 211 286666/905  
Fax: 260 211 286656  
Cell: 260 977 866 866  
Email: manager@agsfrasers.com.zm

**Country:** Zimbabwe  
**Post:** Harare  
**Bureau:** AF

### Local Agents:

2) KEYLOGISTICS  
8 Tellford Road  
Graniteside  
Harare  
Zimbabwe  
Tel: 263 4 751 753 / 752 656  
Elizabeth Hayter-evhayer@gmail.com  
Aubrey Canary -aubreycc@keylogistics.co.zw

1) Glens Removals and Storage  
27 Watts Road  
New Ardbennie  
Harare, Zimbabwe  
POC: Josphat Murape  
Tel: 263 4 620 711 -1  
Email: jmurape@glens.co.zw **bonded facility**
EDI for DOS ITGBL Carriers
Current Tender Requirements

See RFO Section 3 reporting requirements.
Terms

• **System Constraints:** This defines what is possible given our current system. Carriers shall work within system constraints to meet reporting requirements.

• **Business Requirement:** Reporting requirement as defined here in the RFO. Carriers shall meet the terms of section 10 for participation in the DOSDC and DOSDD Tenders of Service.
<table>
<thead>
<tr>
<th>Position</th>
<th>Field</th>
<th>Field Type</th>
<th>Field Length</th>
<th>System Constraints</th>
<th>Business Requirement</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SCAC</td>
<td>Character</td>
<td>4</td>
<td>Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work Order</td>
<td>Character</td>
<td>10</td>
<td>Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Survey Date</td>
<td>Date</td>
<td>8</td>
<td>Required to enter survey information. Must be less than or equal to Pack Begin Date</td>
<td>Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Survey Weight</td>
<td>Number</td>
<td>6</td>
<td>Required to enter survey information</td>
<td>Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Actual Pieces</td>
<td>Number</td>
<td>7</td>
<td>Required field if Actual Wt is provided</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Actual Gross</td>
<td>Number</td>
<td>6</td>
<td>Required with other Actual measurement values</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Actual Net</td>
<td>Number</td>
<td>6</td>
<td>Must be less than or equal to Actual Gross. Not required for UAB and POV shipments</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Actual Cube</td>
<td>Number</td>
<td>10</td>
<td>Required with other Actual measurement values</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Format</td>
<td>Length</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>--------</td>
<td>--------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Pack Begin Date</td>
<td>Date</td>
<td>8</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8).</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Pack End Date</td>
<td>Date</td>
<td>8</td>
<td>This field will be required to enter Actual measurement information for the shipment (Fields 5-8). Must be after Pack Begin Date.</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Arrival Date (Delivery End)</td>
<td>Date</td>
<td>8</td>
<td>Must be greater than pack begin and end dates. This is the final delivery of the shipment to the destination</td>
<td>1. must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or pack-out end date, (whichever is greater) 2. Within Two days after final delivery at residence or Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Available Delivery Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be prior to pack end or greater than Arrival Date</td>
<td>Within two days of being within the carriers possession at destination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Origin Agent</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>Within 24 hours of the booking completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Pre Advise Permission Requested Date (origin)</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Pre Advise Permission Granted Date (origin)</td>
<td>Date</td>
<td>8</td>
<td>Cannot be prior to Pre Adv Perm Req Date (origin)</td>
<td>When Known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Destin Agent</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>Within 24 hours of the booking completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Attribute</td>
<td>Format</td>
<td>Value</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------</td>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Pre Advise Permission Requested Date (destination)</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>No later than one day after the Packout</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Pre Advise Permission Granted Date (destination)</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within one day of it being granted</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Origin SIT Reason Character 1 Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided - , we will default a value.</td>
<td>Character</td>
<td>1</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Origin SIT In Date Required in order to enter SIT Reason</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Origin SIT Out Date SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Destin SIT Reason Character 1 Based on code mapping. Options will range 1-4. Please see Appendix A. If no value is provided, we will default a reason</td>
<td>Character</td>
<td>1</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Destin SIT In Date Required to enter SIT Reason</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Destin SIT Out Date SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Other SIT Reason Character 1 Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided, we will default a value.</td>
<td>Character</td>
<td>1</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Other SIT In Date Required in order to enter SIT Reason</td>
<td>Date</td>
<td>8</td>
<td></td>
<td>Within Two business days of delivery into SIT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Field</td>
<td>Type</td>
<td>Length</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Other SIT Out Date Date</td>
<td>Date</td>
<td>8</td>
<td>SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.</td>
<td>Within Two business days of Pickup from SIT</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Booking # Character</td>
<td>Character</td>
<td>25</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>House BOL Character</td>
<td>Character</td>
<td>25</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Pro # Character</td>
<td>Character</td>
<td>30</td>
<td></td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Subcontractor Character</td>
<td>Character</td>
<td>50</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td>Name of the company performing the work</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Airway/Master BOL Character</td>
<td>Character</td>
<td>25</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Terminal Delivery Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be greater than Depart Date or Vessel Cutoff Date</td>
<td>Within Two Calendar days of happening</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Vessel Name Character</td>
<td>Character</td>
<td>25</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Vessel Cutoff Date Date</td>
<td>Date</td>
<td>8</td>
<td>Cannot be greater than Depart Date</td>
<td>When Known</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Character</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----------</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Voyage #</td>
<td></td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Vessel Code/Tail #</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Flag</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Depart Date</td>
<td>Date</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Origin Port</td>
<td>Character</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Origin Port Type</td>
<td>Character</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Origin Terminal/Pier</td>
<td>Character</td>
<td>51</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Arrival Date</td>
<td>Date</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)

If this value cannot be provided for security reasons, please leave this value null

Value must be set to either USA or FFC

This is the depart date for the primary leg – Enroute

For airports, provide the 3 letter airport code. For ocean ports, provide the city name.

Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter an Origin Port. – Required

This is the Arrival date of the primary leg. Cannot be less than Depart Date. – Port
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Required</th>
<th>Max Length</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>Destin Port</td>
<td>Character</td>
<td>25</td>
<td>For airports, provide the 3 letter airport code. For ocean ports, provide the city name. Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
</tr>
<tr>
<td>45</td>
<td>Destin Port Type</td>
<td>Character</td>
<td>1</td>
<td>Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter a Destin Port. Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
</tr>
<tr>
<td>46</td>
<td>Destin Terminal/Pier</td>
<td>Character</td>
<td>51</td>
<td>Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)</td>
</tr>
<tr>
<td>47</td>
<td>Container Type</td>
<td>Character</td>
<td>4</td>
<td>Value based on code mapping with options 1-11. Required to enter container information. Please see Appendix B. When Known</td>
</tr>
<tr>
<td>48</td>
<td>Container #</td>
<td>Character</td>
<td>15</td>
<td>Required to enter container information. When Known</td>
</tr>
<tr>
<td>49</td>
<td>Pieces</td>
<td>Number</td>
<td>7</td>
<td>Required to enter container information. When Known</td>
</tr>
<tr>
<td>50</td>
<td>Weight</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information. When Known</td>
</tr>
<tr>
<td>51</td>
<td>Cube</td>
<td>Number</td>
<td>6</td>
<td>Required to enter container information. When Known</td>
</tr>
<tr>
<td>52</td>
<td>Seal Number</td>
<td>Character</td>
<td>15</td>
<td>Optional if container information is provided. Cannot be populated unless required container information is provided. When Known</td>
</tr>
<tr>
<td>53</td>
<td>Seal Date</td>
<td>Date</td>
<td>8</td>
<td>Optional if container information is provided. Cannot be populated unless required container information is provided. When Known</td>
</tr>
</tbody>
</table>
Documents sent outside of EDI

- This is a partial listing, requirements of Section 3 and exhibits apply.
- Survey Email - A copy of the pre-move survey must be submitted via email to the booking counselor, the A/LM archive and to the employee within two (2) days from the date of the pre-move survey.
- Missed RDD Justification -
- Foreign Flag Waiver -
- Accessorial Approvals -
- Comments about the shipments– Send an Email to the A/LM Archive in the subject line please put a “Smart Subject Line: Shipment Number, subject of email”
- Over Weight Notification to the counselors – If the shipment is overweight the carrier shall inform the Counselor per RFO 3-5.9.
Section 11, Appendices A & B to Section 10, EDI DOS
2015 – 2016 CHAMP Request for Offers
### Appendix A

#### SIT Reason Code Mapping

**Origin SIT Reasons:**

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Entitlement</td>
</tr>
<tr>
<td>4</td>
<td>Housing</td>
</tr>
<tr>
<td>5</td>
<td>Post</td>
</tr>
<tr>
<td>6</td>
<td>Customs</td>
</tr>
</tbody>
</table>

**Destin SIT Reasons:**

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Housing</td>
</tr>
<tr>
<td>4</td>
<td>Post</td>
</tr>
<tr>
<td>5</td>
<td>Customs</td>
</tr>
</tbody>
</table>

**Other SIT Reasons:**

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrival</td>
</tr>
<tr>
<td>2</td>
<td>Credential</td>
</tr>
<tr>
<td>3</td>
<td>Employee</td>
</tr>
<tr>
<td>4</td>
<td>Housing</td>
</tr>
<tr>
<td>5</td>
<td>Post</td>
</tr>
<tr>
<td>6</td>
<td>Customs</td>
</tr>
</tbody>
</table>
Appendix B

Container Type Mapping:

<table>
<thead>
<tr>
<th>Carrier Provided Value</th>
<th>ILMS Container Type Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 FT</td>
</tr>
<tr>
<td>2</td>
<td>20 RC</td>
</tr>
<tr>
<td>3</td>
<td>40 FT</td>
</tr>
<tr>
<td>4</td>
<td>40 HI</td>
</tr>
<tr>
<td>5</td>
<td>40 RC</td>
</tr>
<tr>
<td>6</td>
<td>45 FT</td>
</tr>
<tr>
<td>7</td>
<td>45 HI</td>
</tr>
<tr>
<td>8</td>
<td>FLAT</td>
</tr>
<tr>
<td>9</td>
<td>HICU</td>
</tr>
<tr>
<td>10</td>
<td>OPEN</td>
</tr>
<tr>
<td>11</td>
<td>OTHR</td>
</tr>
</tbody>
</table>
14 FAM Exhibit 611.6
Limitations

**MAY BE APPROVED FOR CRATING**

FINE ART WORK (TO INCLUDE VASES, PICTURES, PAINTINGS AND SCULPTURES) WITH A DOCUMENTED VALUE OVER $2100 PER ITEM OR PER SET

GLASS / MARBLE / SLATE TABLE TOPS, MINIMUM SIZE OF 36X36 INCHES WITH A REPLACEMENT VALUE OF $500 OR GREATER, AND WHICH WILL NOT FIT IN A NORMAL STORAGE VAULT OR LIFTVAN

CRYSTAL CHANDELIER WITH APPRAISED VALUE OVER $2100
BABY GRAND PIANOS

**WILL NOT BE APPROVED FOR CRATING**

ANY WOOD FURNITURE, OVERSTUFFED CHAIRS OR SOFAS, WALL DIVIDERS, WALL UNITS, CHINA HUTCHES OR CABINETS

TAXIDERMIED OR STUFFED ANIMAL TROPHIES

ANY ELECTRONIC EQUIPMENT
ANY PLAYGROUND EQUIPMENT
ANY ATHLETIC / EXERCISE EQUIPMENT

UPRIGHT / ELECTRIC PIANO
SURFBOARDS
LADDERS, TOOLS OR YARD MAINTENANCE EQUIPMENT
SHIP / AIRPLANE OR OTHER LARGE MODELS
MATTRESSES
FISH TANKS
BICYCLES
CLOCKS
MUSICAL INSTRUMENTS
ARTWORK WITH APPRAISED VALUE UNDER $2100 PER ITEM
HAT/ COAT RACK
ANY ITEMS GOING INTO STORAGE
CHANDELIER WITH APPRAISED VALUE UNDER $2100
DOLL HOUSE

EXHIBIT to be used for DOSDC and DOSDD