

RULES FOR CARGO OF INTERNATIONAL COURIER SERVICE

1. General operating principle

The forwarding process must strictly comply with the regulations and technical processes in the postal domain according to law and specific regulations on the safety of the company:

- *As letters, documents, ... put in the envelope of the company, sealed then calculated, write the full information on the bill of lading.*
- *When the postal item is a package or package of goods:*
 - *Do not accept transportation of items and goods that are prohibited by law from Vietnam to be transported by post.*
 - *Package must be wrapped tightly and suitably with the form and nature of the item inside and the transport conditions*
 - *Strengthening the inspection of goods content before receiving delivery. Suspension of transport and delivery of parcels not on the permitted list.*
 - *Packages of fragile goods are only accepted for transportation when customers have been advised on the packaging specifications and noted about the increase in freight rates and other incidental charges if any.*
 - *Bulky packages must be measured in size and customers must be noted about the chargeable weight before sending and receiving.*
 - *The weight and size of packages must be clearly stated on the bill of lading and out of the box containing goods packages.*
 - *In case the cover of the package is damaged or torn, the company will make a record and re-wrap it to conform to the requirements to ensure safety for the post.*
- *Willing to denounce, coordinate closely and create conditions for functional agencies to fulfill their obligations when detecting the post violating the law.*
- *All means of transport of the company used to transport letters, documents and postal items are conducted to check and maintain periodically at the maintenance center*
- *Regularly check and maintain technology systems: computers, networks, switchboards, ...*
- *Fully equipped with safety equipment and fire prevention as prescribed.*

2. Goods that are prohibited from export, do not receive shipping by air and are subject to conditional delivery, quantity limits:

Goods that are prohibited from export:

(Decree no 12 /2006/NĐ-CP date 23 month 01 year 2006 of Government)

<i>No.</i>	<i>Description of Goods</i>
<i>1</i>	<i>Weapons, ammunition, explosive materials and military technical equipment.</i>

2	a) <i>Weapons, ammunition, explosive materials and military technical equipment.</i>
	b) <i>Cultural products in the category prohibited from dissemination and circulation in Vietnam.</i>
3	a) <i>Cultural products in the category prohibited from dissemination and circulation in Vietnam.</i>
	b) <i>Postage stamps in the category prohibited from dissemination and circulation in Vietnam.</i>
4	<i>Round timber and sawn timber produced from domestic natural forests.</i>
5	a) <i>Rare and precious wild animals, natural fauna and flora, and seedlings for growing crops and raising plants listed in Groups IA-IB of Decree No. 48-2002-ND-CP of the Government dated 22 April 2002; and rare and precious wild animals and fauna and flora in the "red book" for which Vietnam has made undertakings to international organizations</i>
	b) <i>Rare and precious products of aquaculture.</i>
	c) <i>Livestock breeds and plant on the List of rare and precious livestock breeds and plant banned from export, promulgated by the Ministry of Agriculture and Rural Development according to the provisions of the 2004 Livestock Breeding Ordinance and the Seed Ordinance in 2004</i>
6	<i>All types of specialist coding machines and cipher software programs used in the sector of protection of State secrets.</i>
7	a) <i>Type I toxic chemicals stipulated in the Treaty Prohibiting Chemical Weapons and Annex no. 1 issued with the Decree 100/2005/NĐ-CP date 03 month 8 year 2005 of Government on the implementation of the convention of the prohibition of the development, production, stockpiling and use of chemical weapons and on their destruction.</i>
	b) <i>Chemicals on the List of banned chemicals in Appendix III issued with Decree No. 108/2008 / ND-CP dated October 7, 2008 of the Government on detailing and guiding the implementation of a number of articles of Law On Chemicals.</i>

Goods do not receive shipping by air

- *Batteries & products with internal batteries (such as watches, phones, laptops ...)*
- *Electricity or electrical products, products with magnetic fields (magnets).*

- *Perfume, cosmetics and other liquid and powder products,...*
- *Sprayers, compressed air cylinders or other objects can cause other insecurity.*

Items must apply for export permits in accordance with Vietnamese regulations (conditionally delivery):

No.	Goods	License	References
1	<i>Mineral sample (Specifically: Granite)</i>	<i>- License of exploitation, export, official dispatch to export goods to Customs</i>	<i>Circular 41-2012-TT-BCT on the export of minerals</i>
2	<i>Wood and wood products</i>	<i>- Permit - Fumigation</i>	<i>Circular 88-2011-TT-BNNPTNT</i>
3	<i>Plastic beads, iron powder, friction powder, ...</i>	<i>- MSDS - Dispatch commitment to send air</i>	<i>Vietnam Aviation Regulation</i>
4	<i>Books, hard drives</i>	<i>- Check of the Department of Information and Communications, Department of Culture, Sports and Tourism (Dispatch committed to cultural products)</i>	<i>Decree 32-2012-ND-CP</i>

International express service does not provide service for following items:

- *Fresh products; seeds, plant varieties, fresh flowers, pets*
- *Precious metals (gold, silver, platinum ...), cash, credit cards, precious stones or other products made from precious metals and gems.*
- *Cosmetics, chemicals, inflammable and explosive chemicals (gas cylinders, sprayers, compressed air cylinders, swords, weapons or high damage items ...*
- *Medicines & medicine.*
- *Counterfeit goods of registered trademarks, products that violate the Washington Convention*
- *Minerals.*
- *Food products, food containing animal meat and additives.*
- *Gasoline, oil and other similar.*
- *The product has a battery.*

- *Relics, antiques and national treasures.*
- *Copy films, tapes and discs without the control labels attached.*
- *Tobacco and tobacco materials*
- *Fragile goods (Televisions, Television screens, glass products)*
- *Alcoholic beverages (wine, beer ...), liquid chemicals (paint, detergent ...)*
- *Other prohibited goods in accordance with Vietnamese law*

International express services for items with limited quantity:

- *Coffee, tea, cashew nuts (processed with full food safety and hygiene process, have a clear identity label)*
- *Weight: net weight is less than 10 kg*
- *In case of sending all 3 types of coffee, tea and cashew in the same bill*
- *Total weight of all 3 items must be under 10 kg*
- *Charges for food hygiene and safety control arising (if any) in Japan: 100 USD / 1 item*