

Dalian Handling Instruction:

Airfreight Import to Dalian

MAWB must be consigned to First Class agents, and we will liaise with this agent to clear cargo and release it to consignee. As a result, we need to ask you to:

- consign MAWBs to our appointed First Class agent (please see details below)
- send complete pre-alert (including a copy of MAWB and HAWB) to our Dalian On Time Office
- HAWB must show the contact number of consignee to avoid delays that can lead to (rather expensive)
- Storage charges. Also, the consignee must be registered with Dalian customs.

Airfreight Import Documentation

MAWB only must be consigned to: **On Time Express Co., Ltd. Dalian Branch**
4th Floor, Baihui Fresh Food Supermarket,
Intersection of Hongji Street and Rixin Street,
Xigang District, Dalian City, Liaoning Province
116000
Tel : (86) 411 8258 0522
Fax : (86) 411 8258 0622
USCI NO.: 91210200674060392R

Notify Party on MAWB must be: **On Time Express Co., Ltd. Dalian Branch**
4th Floor, Baihui Fresh Food Supermarket,
Intersection of Hongji Street and Rixin Street,
Xigang District, Dalian City, Liaoning Province
116000
Tel : (86) 411 8258 0522
Fax : (86) 411 8258 0622
USCI NO.: 91210200674060392R

All proper documents' original must be attached with shipment to Dalian

Ocean freight Import to Dalian

Issuing of MOBLs:

- consign MOBLs to our ON TIME EXPRESS LTD. directly (please see details below)
- send complete pre-alert (including a copy of MOBL and HOBL) to our Dalian On Time Office
- HOBL must show the contact number of consignee to avoid delays. Also, the consignee must be registered with Dalian customs & can provide all import Doc to us.
- All wooden cases import to China must represent fumigation Certificate with cargo.

Ocean freight Import Documentation

MOBL consign to & notify:

On Time Express Co., Ltd. Dalian Branch
4th Floor, Baihui Fresh Food Supermarket,
Intersection of Hongji Street and Rixin Street,
Xigang District, Dalian City, Liaoning Province
116000
Tel : (86) 411 8258 0522
Fax : (86) 411 8258 0622
USCI NO.: 91210200674060392R

NOTIFY:

On Time Express Co., Ltd. Dalian Branch
4th Floor, Baihui Fresh Food Supermarket,
Intersection of Hongji Street and Rixin Street,
Xigang District, Dalian City, Liaoning Province
116000
Tel : (86) 411 8258 0522
Fax : (86) 411 8258 0622
USCI NO.: 91210200674060392R

MOBL must be consigned to On Time Express Co., Ltd Dalian Branch directly.



On Time
GROUP

Invoicing

In legal terms, our China offices are representative offices of On Time Hong Kong. Therefore please make sure that you debit On Time Hong Kong, not On Time Dalian. The invoice must be addressed to and sent to:

On Time Express Ltd

Unit 18, 1 Floor, Sino Industrial Plaza, No. 9 Kai Cheung Road, Kowloon Bay, Hong Kong.