

JAKARTA Handling Instruction:

Airfreight Import to JAKARTA

- Consign MAWBs to PT. On Time Express Jakarta (please see details below)
- Sent the complete pre alert (including copy of MAWB and HAWB)
- HAWB must be shown the contact number of consignee to avoid delay that can lead to (rather expensive) storage charges. Also the consignee must be registered with Indonesian custom.
- All wooden cases import to Jakarta must represent fumigation Certificate with cargo

Document Required for Import Handling

- Original Commercial Invoice
- Original Packing List
- HAWB
- Import License
- Taxes registration number
- Company License

Special Import License

To avoid any rejection by custom, please provide HS Code to check the regulation before move out the cargo from origin.

Several cargo need special Import License such as:

1. Electronic commodity need NPIK Electronic (Special Import License for Electronic).
2. Steel commodity need NPIK Steel (Special Import License for Steel).
3. Garment commodity need NPIK Garment (Special Import License for Garment) & LS (Independent surveyor Report).
4. Food and Beverage, Drugs commodity need BPOM (Special import License for Food and Beverage, Drugs).
5. Etc.



On Time
GROUP

MAWB must be consigned to :

PT. ON TIME EXPRESS

JL. KIRANA AVENUE – KELAPA GADING,

RUKO KIRANA BOUTIQUE OFFICE, BLOCK G2 NO. 1,

JAKARTA UTARA 14240, INDONESIA

TEL : + 62 21 2452 0871 (H)

FAX : + 62 21 2452 0872

Seafreight Import to JAKARTA

Master Bill Of Loading for destination Jakarta Port of Tanjung Priok :

Shipper : Name and full address agent who handle the shipment at POL

Consignee : Real Consignee Name as per Invoice and Packing List Documents

With full address and phone number

Notify Party : PT. ON TIME EXPRESS

JL. KIRANA AVENUE – KELAPA GADING,

RUKO KIRANA BOUTIQUE OFFICE, BLOCK G2 NO. 1,

JAKARTA UTARA 14240, INDONESIA

Phone : (62-21) 2452 0871

Fax : (62-21) 2452 0872

House Bill Of Loading :

Shipper: Please Mention Shipper Name as per Invoice and Packing List docs

Consignee : Real Consignee Name as per Invoice and Packing List Documents

With full address and phone number

Notify Party : Same as consignee or follow shipper instruction

Description of Goods :

Please mention detail description of goods on MBL and HBL same as per Invoice and Packing List documents.

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5. Etc.

Note : Refer to Indonesian regular customs, starting from the end of 2005 all import shipment have to declare name of original consignee in ocean inward manifest. Please take a note, if we can't put original consignee name at consignee column on MBL, the consignee can't clearance the cargo, they have to redress the document to Custom office. And redress consignee will take more time and extra cost usd 500.00