

Shanghai Air Freight Import Handling:

MAWBs 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 Shanghai 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 Shanghai customs.

Airfreight Import Documentation

MAWB must be consigned to : ON TIME EXPRESS LIMITED : Add : Room
1101-1102, Financial Street, Hai Lun Center,
No 440 Hai Lun Road, Hong Kou District, Shanghai,
PRC · Zip Code : 200086
USCI+91310000717852489D
TEL:(86) 21 33754666-255 FAX:(86) 21 33754618
Contact Person: Tracy Huang
OTE SHA Code on Mawb is
USCI+91310000717852489D

Notify Party on MAWB must be : ON TIME EXPRESS LIMITED : Add : Room
1101-1102, Financial Street, Hai Lun Center,
No 440 Hai Lun Road, Hong Kou District, Shanghai,
PRC · Zip Code : 200086
USCI+91310000717852489D
TEL:(86) 21 33754666-255 FAX:(86) 21 33754618
Contact Person: Tracy Huang

The other handling procedure should be as the same as before:

- Pls send complete pre-alert (incl a copy of MAWB and HAWB) before cargo arrival at PVG airport.

- All proper documents' original must be attached with shipment to Shanghai.

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 Shanghai. The invoice must be addressed to and sent to:

On Time Express Ltd

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

Export Handling

Freight will normally be delivered to Pudong Airport (PVG), and this is where export customs are cleared.

The outbound customs process in China is at this point still rather restrictive. Shipments can only be moved after export customs have been passed, and in order to do so, originals of all documents (MAWB, Commercial Invoice, Export License if required) need to be on hand. Customs can only be cleared after the cargo has physically arrived at the airport. Cargo and documents need to be on hand at least one day prior to the planned departure.

Customs in China only work 5 days (from Mon - Fri), and office hours are 09:00 a.m to 4:00 p.m.).

Shanghai Sea Freight Import Handling:

MBL 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 MBLs to our appointed First Class agent (please see details below)
- send complete pre-alert (including a copy of MBL and HBL) to our Shanghai On Time Office
- HBL 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 Shanghai customs.

Seafreight Import Documentation

MBL must be consigned to : On Time Express Ltd
Add : Room 1101-1102, Financial Street, Hai Lun
Center, No 440 Hai Lun Road, Hong Kou
District, Shanghai, PRC
Zip Code: 200086 USCI#: 91310000717852489D
CTC : Mr.Paul Hu(paul.hu@sha.ontime-express.com)
TEL : +86 21 6364 2582
FAX : +86 21 6364 8818

Notify Party on MBL must be : On Time Express Ltd
Add: Room 1101-1102, Financial Street, Hai Lun
Center, No 440 Hai Lun Road, Hong Kou
District, Shanghai, PRC
Zip Code: 200086 USCI#: 91310000717852489D
CTC : Mr.Paul Hu(paul.hu@sha.ontime-express.com)
TEL : +86 21 6364 2582
FAX : +86 21 6364 8818

The other handling procedure should be as the same as before:

- Pls send complete pre-alert (incl a copy of MBL and HBL) before cargo arrival at Shanghai port.
- All proper documents' original must be attached with shipment to Shanghai.



On Time
GROUP

Invoicing

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On Time Express Ltd

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