

## Xiamen/Fuzhou Handling Instruction:

### Airfreight Import to Xiamen / Fuzhou

#### Issuing of MAWBs

- consign MAWBs to our First Class agent Xiamen (please see details below)
- send complete pre-alert (including a copy of MAWB and HAWB) to Edith Zhang and June Xu.  
(email:[edith.zhang@xmn.ontime-express.com](mailto:edith.zhang@xmn.ontime-express.com) ,[june.xu@xmn.ontime-express.com](mailto:june.xu@xmn.ontime-express.com) )
- 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 Xiamen customs.
- all wooden cases import to China must represent Fumigation Certificate with cargo.

### Airfreight Import Documentation

#### \* If air by airline : MF/CZ

MAWB must be consigned to :

ONTIME EXPRESS LTD. (XIAMEN BRANCH)

SUITE 605, 6/F, HAI TIAN LOGISTICS

CENTRE,#1 HAITIAN ROAD, HU-LI DISTRICT

XIAMEN, CHINA

TEL: 86-592-2618011 / 2618119

FAX: 86-592-2618055

ATTN: JUNE XU / EDITH ZHANG

USCI:91350200784151025H

#### \*If air by other airline

MAWB must be consigned to:

ONTIME EXPRESS LTD. .

SUITE 605, 6/F, HAI TIAN LOGISTICS

CENTRE,#1 HAITIAN ROAD, HU-LI DISTRICT

XIAMEN, CHINA

TEL: 86-592-2618011 / 2618119

FAX: 86-592-2618055

ATTN: JUNE XU / EDITH ZHANG

USCI:91350200784151025H

### Seafreight Import to Xiamen / Fuzhou

Issuing of MOBLS:

. At Xiamen and Fuzhou port, the China Customs have special bill instruction of import FCL  
. pls follow it strictly whatever you use which carrier, otherwise cnee will have problem clear Customs.

.HOBLS must show the contact number of consignee to avoid delays. Also ,the consignee must be registered with Xiamen customs & provide all import doc to us.

.All wooden cases import to China must represent fumigation Certificate with Cargo.

.Pls send original mb/l to OTEL/Xiamen for endorsement. Otherwise, c/ can't clear customs at Xiamen/Fuzhou.

### Seafreight Import Documentation

MOBL consign to & notify to : **To Order of ON TIME EXPRESS CO.,LTD. XIAMEN BRANCH**  
SUITE 605, 6/F, HAI TIAN LOGISTICS  
CENTRE,#1 HAITIAN ROAD, HU-LI DISTRICT  
XIAMEN, CHINA  
TEL: 86-592-2618 056 / 2618 123  
FAX: 86-592-2618055  
ATTN: SHIRLEY WU / TINA HE  
USCI: 91350200784151025H

### 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 Guangzhou. The invoice must be addressed to and sent to:

**On Time Express Ltd.**

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