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| **INCLUSIONS:**     * Customs Clearance * Delivery to residence * Unpacking / Uncrating * Unloading * Basic assembly * Collection of debris on the same day * Empty container return to POE | **EXCLUSIONS:**     * DTHC $250.00-$350.00/20’ -  Billed at cost * DTHC $400.00-$550.00/40’ – Billed at cost * NVOCC/CFS Charges – Billed at cost (USD300.00/CBM approximately) * ATHC (Air) – USD0.50/ACW/Day * Carrier’s Equipment and Fuel Surcharges * Bank Charge (**USD50 approximately**) * Import Duties and Taxes * Airport Storage/Breakbulk Fee * Port storage / Demurrage / Detention * Village access fee, parking fee * Stair deliveries above second floor * Handyman Services * Filing of tax exemption * Parking permit – **AT COST** * Stair carry – **US$ 5.00/CBM** * Long carry – **US$ 8.00/CBM** * Handling of heavy item- **US$ 300.00** * Re-delivery charges after storage if any - TBA * Grand Piano Handling – **US$ 450.00** * Upright Piano Handling – **US$ 300.00** * Shuttle Service - **US$ 4.50 / ncwt** * Vehicles - **US$ 350.00** * Pet Relocation – TBA |

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| ***Other Charges If Required*** | |
| Handyman /Wall mounting: | **US$ 8.00/HR/MAN (MIN/4 HOURS)** |
| Warehouse Storage: | **US$ 10.00/CBM + 12% Government VAT** |
| Warehouse Handling: | **US$ 4 .00 /NCWT** |
| Filing of Tax Exemption: | **US$ 100.00 (if applicable)** |

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| **DOCUMENTS REQUIRED**   * Sea Waybill * Air Waybill * Copy of Inventory List * Copy of Passport with arrival stamped * Original certificate of tax exemption (if applicable) * Original supporting tax exemption documents (if applicable) |
| Tax exemption: 10 – 15 business days approximately  Customs clearance: 10 business days approximately  All imported consignments are picked up from **Manila North Harbor** Sea port.  **PLEASE WAIT  FOR OUR GREENLIGHT BEFORE SHIPPING**  **Rate Proposal Validity: 30 days** |

**All used household goods shipment bound to the Philippines are subject for payment of import duties and taxes with exemption but not limited to the following:**

* **Returning Residents** – limited tax exemption based on number of years stayed/work abroad.
* **Dual Citizen** – 100% tax exempted for imported household goods as long as the supporting documents can be provided
* **Foreign Passport with 13A or 13G VISA** - 100% tax exempted for imported household goods as long as the supporting documents can be provided.
* **Foreign Passport with Philippine issued Special Retirees Resident VISA** – limited tax exemption for household goods with shipment’s value of USD7,000.00 maximum.
* **Foreign Passport working with the Embassy** - Can avail free entry as long as Embassy issues endorsement letter to the Philippine Department of Foreign Affairs

For diplomatic shipments: Packing list can be done in a standard form.

For **non-diplomatic shipments**: Packing list NEEDS to be very detailed in terms of content description AND item count.  In case we **DO NOT** comply with this, port charges and demurrage charges are considerably high as we have to create a NEW packing list for client.

**Tax exemption** supporting documents list are specific to VISA type which list will be provided upon advise to us of consignee’s VISA type.

*It is important  that date of filing of tax exemption and shipment’s Philippine arrival is within 60 days from consignee’s latest Philippine arrival date. Previous tax exemption approved will invalidate future applications.*

**CONSIGNMENT INSTRUCTION**

**(Non-Diplomatic)**

**Consignee:**

Consignee’s complete name per passport

c/o Melcon Worldwide Logistics, Inc.

Building 4, MDC Road, Veterans Complex

Taguig City, Metro Manila, Philippines

**Notify Party:**

Melcon Worldwide Logistics, Inc.

Building 4, MDC Road, Veterans Complex

Taguig City, Metro Manila, Philippines

E-mail: [alvin.bay**s**an@melconlogistics.com](mailto:alvin.baysan@melconlogistics.com)

Phone No.: +63 2 8826-2947

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**We also have offices in Davao and Cebu.**

**Dennis De Guzman**

Managing Director



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