



07 July 2023

### Norfolk LCT – Packing and Receipts v003E

Dear Valued Customers,

Following our recent trade notice on the MV Norfolk ex NZ, please see below information on the MV Norfolk ex Brisbane. Please note receipt dates and addresses to follow.

**Vessel Name:** MV Norfolk  
**Voyage Number:** v003E  
**Brisbane:** 16 August  
**Norfolk:** 23 August

#### General and Reefer Bookings

All cargo must be booked with **Neptune Pacific Agency Australia** prior to shipment, no cargo will be accepted at depot without booking confirmation.

Email: [au.cs@npdlship.com](mailto:au.cs@npdlship.com)

Phone: +61 2 9235 2999

#### Out of Gauge Bookings

All cargo bookings that are over 3 tonne and exceed max height of 1.1m will be assessed on a case-by-case basis. For all enquiries, please contact:

Email: [Michelle.Cyster@npdlship.com](mailto:Michelle.Cyster@npdlship.com)

#### Shippers Letter of Instruction

When making a cargo booking you will be required to provide the following information

- Shipper Name & Address - **including Contact person, phone & email address**
- Consignee Name & Address - **including Contact person, phone & email address**
- Number & Type of Packages
- Description of the Goods
- Details of any Hazardous Cargo
- Cargo Weight
- Cargo Dimensions or Volume (including the pallet/skid)

#### AUS Customs Export Entry

All cargo being shipped to Norfolk Island requires approval of the Australian Customs Service (EDN – Export Declaration Number).

### **Cargo Packing**

- All cargo must be palletised, strapped & shrink-wrapped (preferably with black polythene)
- Personal Effects should be packed into plywood crates
- Large crates & cases must be skidded so that the cargo is capable of being forklifted from at least 2 sides
- All pallets are required to comply with the ISPM 15 standard
- Pallets made of plastic, plywood or cardboard are acceptable
- All wooden pallets to carry the symbol HT=heat treated or CT=chemically treated. No 'CHEP' pallets are allowed
- The maximum height of a pallet must not exceed 1.1 metres

### **Shipping Marks**

All cargo must be clearly marked with the Booking Reference number, the Consignee Name, and the port of discharge.

*For example,   S00123456  
                  YOUR NAME  
                  NORFOLK ISLAND*

### **Hazardous Cargo**

Hazardous cargo bookings are accepted subject to a fully completed International Maritime Dangerous Goods Declaration being submitted showing the correct IMDG class & UN Numbers. The cargo must have the appropriate IMDG Hazardous Class stickers affixed.

### **Cargo Measurement**

The dimensions of the pallet/skid must be included in the cargo measurements and should not exceed 115cm long, 115cm wide or 110cm high.

To measure the cargo:

- Length: Full length of the cargo or pallet; whichever is the greater
- Width: Full width of the cargo or pallet; whichever is the greater
- Height: From the ground to the highest point of the cargo

### **Cover Booking**

Cover bookings that are cancelled within 14-days of actual departure will incur a cancellation fee. A market notice will be sent with further details.

Thank you for your continued support, should you have any further queries please contact your NPD L representative.

Sincerely,  
**NPD L**

Transam New Zealand Ltd and Transam Australia as agents for Neptune Pacific Direct Line Pte Ltd.

**NEW ZEALAND**  
Transam New Zealand Ltd.  
P O Box 137085  
Parnell, Auckland 1151  
Level One, 29 Heather Street  
Parnell, Auckland New Zealand  
Phone: +64 9 308 3939  
[www.npdship.com](http://www.npdship.com)

**AUSTRALIA**  
Neptune Pacific Agency Australia Pty Ltd  
DBA Transam Australia  
ACN 128 149 280  
Level 12, 45-47 York Street,  
Sydney NSW 2000  
PO Box 3813 Sydney NSW 2001 Australia  
Phone +61 2 9235 2999  
Fax +61 2 9235 2912



## Booking Request Form



Dear Valued Customer,

Thank you for your booking. Please kindly assist to complete this form & send back to us for processing. Please ensure all sections are completed correctly. Should you require further Clarification or any assistance, please do not hesitate to contact our team.

<b>SHIPPING INSTRUCTION</b>								
<b>SHIPPER</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">BOOKING REFERENCE</td> </tr> <tr> <td style="padding: 2px;">SHIPPING LINE</td> </tr> </table>			BOOKING REFERENCE	SHIPPING LINE		
BOOKING REFERENCE								
SHIPPING LINE								
<b>CONSIGNEE</b>		<p style="margin-top: 10px;">NPD L Level 12, 45 - 47 York Street Sydney NSW 2000 P.O. Box 3801 Sydney NSW 2001 Ph: 02 9235 2999 Fax: 02 9235 2912</p>						
<b>NOTIFY PARTY</b>								
<b>VESSEL/VOYAGE</b>	<b>PLACE OF RECEIPT</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TYPE OF SERVICE</td> <td style="padding: 2px;">Break Bulk</td> </tr> <tr> <td colspan="2" style="padding: 2px;">EXPORT ENTRY</td> </tr> </table>			TYPE OF SERVICE	Break Bulk	EXPORT ENTRY	
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<b>MARKS &amp; NUMBERS</b>	<b>NUMBER &amp; KIND OF PACKAGES</b>	<b>DESCRIPTION OF GOODS</b>	<b>WEIGHT KGS</b>	<b>VOLUME M3</b>				
<b>TOTAL</b>								
<b>PACKAGE DIMENSIONS (METRES)</b>		<b>DOCUMENTATION REQUIRED</b>						
<b>LENGTH</b>	<b>WIDTH</b>	<b>HEIGHT</b>	<b>Total</b>					
		<b>FREIGHT PAYABLE BY</b>						