



14 July 2023

Norfolk LCT - Auckland Packing and Receipts

Dear Valued Customers,

Please find below all key information for packing and receipts for the upcoming Norfolk LCT voyage.

Vessel Name: MV Norfolk
Voyage Number: 003W
Auckland: 01 August
Norfolk: 09 August

General/Reefer/DG Cargo Bookings

All cargo must be booked with Transam Logistics prior to shipment, no cargo will be accepted at PIFS without booking confirmation.

Email: Jo.Gladwin@npdlship.com and Aarti.Dave@npdlship.com

Vehicles/Timber Bookings

All cargo must be booked with NPD L prior to shipment, no cargo will be accepted at Multi Cargo Wharf without booking confirmation.

Email: Lyn.Schimanski@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)

NZ Customs Export Entry

All cargo being shipped to Norfolk Island requires approval of the New Zealand Customs Service (CEDO – Customs Export Delivery Order).

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.

NZ Surcharges – Cargo/Pallet Re- Works

- Product received at the depot that does not meet the packing requirement or needs to be re-worked will have a surcharge applied:
- Re-palletise & stretch wrap: NZ\$80.00 per pallet
- Stretch Wrap: NZ\$20.00 per pallet.
- Additional labour if required: NZ\$75.00 per hour – min 1 hour

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.

Cargo Receipts

General Cargo Receipt Dates: 17–21 July at **Pacific Islands Freight Station**

Reefer Cargo Receipt Dates: 20, 21 & 24 July at **Pacific Islands Freight Station**

Dangerous Goods Receipt Dates: will be advised at time of booking

Vehicle/Timber Receipt Dates: Tentative BBK Receipt date at **Multi Cargo Wharf** is the 27-July

Address:

Pacific Islands Freight Station
82 Richard Pearse Dr
Mangere

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

Sincerely,
NPDL

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

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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 Transam Logistics team.

Booking Party:	
Shipper:	
Consignee:	<i>Note: contact person/phone numbers/email address required.</i>
Notify Party:	<i>Please provide if different from consignee.</i>
Vessel/Voyage:	
Port of Load:	
Port of Discharge:	
Number of pieces:	
Commodity:	
List Suppliers (If more than one)	
Dangerous Goods: YES/NO - <i>If YES:</i>	<i>Please provide MSDS sheet & IMO DG Cert for approval before delivery.</i>
If Reefer Please indicate Temp	
Est Weight:	
Volume:	
Dimensions: Length-width-height	
Cartage required: YES / NO	
<i>If YES:</i>	<i>Please provide full address for pick up.</i>
CEDO: YES / NO - <i>if YES</i>	<i>Please provide your customs client code with a copy of the commercial invoice.</i>
Freight: (Prepaid / Collect)	
Freight - Payable By	

Staff:	Position:	Mobile:	Email
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