

Federal Express Shipping Instructions

There is a cost of \$76 USD for your items to be cleared through customs in Maputo. FedEx is working with the local customs agency called EMPATEL to facilitate this process. Fees are payable in local currency, which is Metical, at the official exchange rate of the day.

FedEx Service Level Agreement

1. Customs clearance cost (USD 76.00) will be paid by FedEx MZ in advance and delegates may reimburse FedEx when they arrive or charged to senders account at country of origin for FedEx Global Account holders.
2. Customs clearance cost may also be paid to EMPATEL directly by wire transfer or cash during the AGM. There will be an EMPATEL representative available onsite who will issue an invoice and receipt.
3. All delivery costs as well as packaging (for Temporary Importation that needs to be returned) is free of charge.
4. Shippers may request FedEx fees be paid by recipient. Please enquire at your local FedEx shipping office to arrange.

TEMPORARY IMPORTATION (For example: Audio Visual equipment, computers, etc)

Temporary importation is to be used for any and all items you plan on shipping back to your point of origin. Any item received in Maputo as a temporary import must be shipped back out and cannot stay in Maputo.

1. Invoice with following information; (Attach to Shipment)
 - Full senders details
 - Full Recipient details - please address all packages as follows:
 - Your Name
 - Institution/Organization
 - Booth number
 - c/o Morven Williamson
 - Joachim Chissano Conference Center
 - Av. Marginal Nr. 4441
 - Maputo, Mozambique
 - Value and currency
 - Transport charge
2. Packing Slip with full description (Attach to Shipment)
3. 1 Air Way Bill per supplier
4. Send a copy of Invoice to FedEx in Maputo by 10 November, if possible. Latest 12 November

(Email: g.DeGouveia@fedex.supaswift.co.za or Fax +258 21 462 434)

5. Goods to arrive in Maputo by 17 November for clearance by 21 November.

Federal Express Shipping Instructions - Continued

FULL IMPORTATION (For example: Pamphlets, Manuals, Reports, Brochures etc.)

Full importation is to be used for any and all items you ship to Maputo and plan on leaving behind. Any item shipped in as a full importation must stay in Maputo and cannot be shipped back to your point of origin.

1. Invoice with following info; (Attach to Shipment)
 - Full senders details
 - Full Recipient details - please address all packages as follows:
 - Your Name
 - Institution/Organization
 - Booth number
 - c/o Morven Williamson
 - Joachim Chissano Conference Center
 - Av. Marginal Nr. 4441
 - Maputo, Mozambique
 - Value and currency
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2. Packing Slip with full description (Attach to Shipment)
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(**Email:** g.DeGouveia@fedex.supaswift.co.za or Fax +258 21 462 434)
5. Goods to arrive in Maputo by 17 November for clearance by 21 November.

PLEASE NOTE:

DO NOT SEND TEMPORARY AND PERMAMENT IMPORTATIONS ON THE SAME WAY BILL OR INVOICE. THEY MUST BE SHIPPED SEPARATELY.