

15th November 2010

Dear Customer,

**European 24 Hour Advanced Manifest Rule (4)**

You may have noted from the EU Commission website the list of data requirements for submission of an ENS declaration under the forthcoming European Advanced Manifest Rule.

We have prepared the below table for our customers to have a clear understanding of how much of this information has to be provided in Shipping Instructions (SI) and where necessary we have also endeavoured to explain the level of accuracy and detail that is necessary to enable K Line to submit the necessary ENS declaration. It is a basic rule that all information must be accurate and correct. Any erroneous data provided to K Line may result in rejection of ENS, delay of cargo or penalties and fines.

There are some items of information that we will require in addition to that already contained in standard SI that are currently submitted to K Line for Europe bound cargo. There are also items of information that must be shown in your SI in the correct format, such as addresses. This will assist us to load information into our manifest system in a format that will produce a correct ENS submission.

EU Requirement (as per EU Commission wording):	Description of declaration item as per EU commission's wording
In Common Language:	Description commonly used
Mandatory / Optional:	Whether the information is mandatory or optional
Remark:	Additional comment for the item

<b>EU Requirement (as per EU Commission wording)</b>	<b>In Common Language</b>	<b>Mandatory / Optional</b>	<b>Remark</b>
Number of items	Number of Items, commodities	Mandatory	From the SI information, Kline will count the commodities and submit the count number.
Consignor	Shipper	Mandatory	Please provide full details of following information in SI; 1) Company Name 2) Full Address 3) EORI number (if available)  If the BL is an "Order BL", all of above information is not required for "Consignee" but please make sure above is in "Notify Party".
Consignee	Consignee	Mandatory	
Notify party	Notify Party	Mandatory	
Goods description	Goods description	Mandatory	As per Shipping Instruction. Necessary only if HS code is not provided but mandatory for a normal BL. (R1)
Type of packages (code)	Description of type of packages	Mandatory	Kline will assign from customers' description used in SI.
Number of packages	Number of packages	Mandatory	As per Shipping Instruction.
Shipping marks	Marks and Numbers	Mandatory	As per Shipping Instruction.
Commodity code	HS code	Optional	We highly recommend you to provide HS code if available. If you have the HS code, we would require at least 4 digit code but we recommend you to provide 6 digit code.
Gross mass (kg)	Gross weight (kg)	Mandatory	As per Shipping Instruction. Please note that EU requires the weight to be in Kilograms.
UN Dangerous Goods code	UN code for DG cargoes	Mandatory	As per information provided by Customers.
Seal number	Container Seal number	Mandatory	As per Shipping Instruction.

(R1) Web-Link to European Commission site - Guidelines on acceptable and unacceptable terms for the description of goods  
[http://ec.europa.eu/taxation\\_customs/resources/documents/customs/policy\\_issues/customs\\_security/acceptable\\_goods\\_description\\_guidelines\\_en.pdf](http://ec.europa.eu/taxation_customs/resources/documents/customs/policy_issues/customs_security/acceptable_goods_description_guidelines_en.pdf)