

In-kind Donations & Equipment Repurposing Activity

Recommended Procedures for Consignment of Containers

Regional managers are available to provide advice and assistance to Rotary Clubs and other humanitarian charitable organisations on the consignment of containers, including planning, shipping and assistance with any problems that may arise. A mistake in shipping procedures can cause expensive and time-consuming delays.

Regional managers contacts can be found on the RAWCS website.

Shipper means the sender or the consignor of a container (*the legal owner of the cargo*).

The **Consignor/Shipper** is responsible for the container from the time it is loaded and until it is returned to the shipping company's holding yard in the recipient country and can be held accountable for any ongoing costs, e.g. demurrage and detention/per diem, and disposal of goods if not acceptable. And any other costs if the container is not cleared at the port of arrival within the allotted time. **Demurrage** is issued when the cargo exceeds time allotted sitting at the terminal, and detention/per diem is the **fee** associated with keeping the equipment past the contractual time frame or could also mean the **fees** for making truckers wait extra time when loading/unloading containers.

It is advisable that the Consignor/Shipper:

1. Liaise with the recipient to ensure that the proposed contents are acceptable and needed for effective long-term sustainability.
2. Obtain an estimate of cost, including shipping, local cartage and ground costs, and if possible an estimate of port and custom clearance charges and ensure funds are available prior to arranging shipment.
3. Ensure that the recipient has the funds to clear the container through Customs and Port Authorities upon reaching the destination.
4. Ensure that the recipient has funds and can arrange land transport of the container from the port of arrival to the final destination if required.
5. Ensure that the recipient has sufficient resources to take delivery and to unpack the container upon arrival, and return it to the holding yard within the allocated time as necessary to avoid demurrage and detention/per diem charges.
6. It is advisable to engage the services of a freight forwarding agent.
7. Check if the services of an authorised shipping agent is a requirement in the recipient country. Some nations and/or shipping service providers require the consignee/recipient to be a registered entity and hold a Tax Identification Number (TIN) or equivalent. for the container to be received and customs cleared.
8. Arrange 'Express Release', which replaces the need to forward original documentation.
9. Forward a copy of the Bill of Lading and Consignment Invoice to the recipient.
10. If it is a Rotary project it is advisable to liaise with a local Rotary club in the recipient country or area.
11. Record the consignment of containers on the On-Line Registration system accessed on the RAWCS website.

Consignment Procedures:

Date: 30/10/2020

Status: Draft