



Dear Exporter,

We have received from our principal, KSO Sucofindo – Surveyor Indonesia the subject Verification Order (VO).

Please be informed that inspections of waste commodity for Non Hazardous and Non Toxic with destination Indonesia are subject to requirements from the Government of The Republic of Indonesia.

Before the inspection starts, the exporter is to provide Baltic Control with loading details in order to arrange for the inspection. *Exporter reverts to Baltic Control with RFI, Pro-forma invoice, preliminary packing list and preliminary Exporter Written Statement needed for proceeding with the physical inspection. Please note that valid scale calibration certificate of the yard/supplier's weighbridge must be presented to our inspector before the loading/inspection starts. Otherwise we shall abort the loading.* Enclosed please find a Request for Information Form (RFI), Exporter Written Statement which should be sent back along with Proforma Invoice and Preliminary Packing List to Baltic Control i.e.: Latin & South American zone: bc_usa@balticcontrol.com; UK & Ireland zone: uk@balticcontrol.com with all necessary information within a minimum of 3 working days prior to the inspection.

Below, please see the step-by-step flow which explains the system:

Step One:

Importer contacts KSO and opens a VO (Verification Order)

Step Two:

KSO forwards the VO to Baltic Control

Step Three:

Baltic Control forwards to the exporter RFI (Request for Information) along with Exporter's Written Statement (EWS), Introduction Letter and Fees.

Step Four:

Exporter reverts to Baltic Control with **RFI, Pro-forma invoice, preliminary packing list and preliminary Exporter Written Statement** along with any necessary information needed for proceeding with the physical inspection. 3 working days notice is required to schedule/coordinate an inspection accordingly. Exporter provides in the RFI form the total quantity of containers for the shipment. If the total containers quantity provided is preliminary, the updated information must be provided to our office once confirmed.

Step Five

Inspection on all X.13. Non-Toxic and Non-Hazardous waste will be executed basing on 100% of the total quantity.

REMARK to inspection of waste paper, surveyor is obligated to opening at least 2 bales per container in order to check and ascertain the waste paper condition. Checked bales need to be marked by the inspector using the label or tape.

All works will be performed as per Terms and Conditions available on www.balticcontrol.com
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REMARK to inspection of waste plastic, surveyor is obligated to opening at least 1 bale per container in order to check and ascertain the waste plastic condition. Checked bales need to be marked by the inspector using the label or tape.

In case the material is loaded from various locations, it will be treated as the separate partial, separate RFI must be submitted by the Exporter. In such situation Baltic Control will be issuing 1 LS draft per inspection location.

Step Six:

The final information concerning containers quantity and details must be provided to our office in order to facilitate Draft LS issuance:

- **For United Kingdom/Ireland and America – please provide within 4 working days upon inspection/loading completion.**

Exporter submits Final Shipping Documents consisting of signed and stamped: Final Invoice (one per RFI), Packing List (one per RFI), and EWS (one per RFI) and Bill of Lading (is not required but optional) to Baltic Control.

Step Seven:

Basing on the above information, Baltic Control submits LS DRAFT to KSO Sucofindo. LS DRAFT is treated as our internal report and it is KSO Sucofindo, which issues the LAPORAN SURVEYOR (LS) for Customs purposes. Neither the exporter nor the importer needs to receive the copy of LS DRAFT, as this document cannot be used for any other purposes by any other parties but KSO.

Step Eight:

KSO releases Customs documents through system to importer for customs clearance.

Step Nine: quality and quantity certificate, if required:

If exporter agrees to pay for certificate covering quality and quantity in addition to the KSO inspections requirement, BALTIC CONTROL will provide exporter with the necessary certificates.

COSTS FOR THE EXPORTER

Please be advised that costs of an inspection as per KSO regulations are settled between KSO and Baltic Control with the below exceptions:

- **Each inspection request is for max 25 FCL, covering only one location. Additional FCLs beyond 25&/or more than 1 location of inspection will require separate RFI to be submitted. Inspections to be completed as follows: a) 1-8 FCLs – to be completed in one working day, b) 9-16 FCLs to be completed in two working days, c) 17-25 FCLs to be completed in three working days, d) bulk – max 3 working days.**
- Max 3 days of loading per each location, thereafter additional fee per day to be charged,
- Max 8 working hours per day – thereafter additional fee per hour to be charged,
- Waiting time over 60 minutes to be charged additionally,
- In case of inspection cancellation due to lack of valid scale calibration and/or lack of goods' readiness without Baltic Control being notified, additional fees will apply.
- In case Baltic Control couriers invoices with security labels, courier fee will apply to receiving party.

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Please be also advised that as of March 1st 2015, KSO-Sucofindo has implemented the new procedure of taking photos during the loading of shipments to Indonesia.

- The photo showing three objects: the inspector , the goods examined and reference VO number as outlined in 1 frame;
- The photo showing details of certain characteristics of the goods, labelling, packaging and shipping marks, if apply; For instance if the material is packed in bales – photo of bales
- The photo showing the inspector and container (empty, loading, full and container identity)

IMPORTANT

- Final shipping documents must be provided to Baltic Control within 30 days upon inspection completion.
- Physical Inspection Report (PIR) validity is maximum 30 days starting from the date of inspection until B/L issuance date.
- If the PIR expired the goods are the subject to the re-inspection. The costs of the re-inspection to be covered by the Exporter/Supplier.
- Inspection might be cancelled without extra costs minimum 48 hrs before loading. Otherwise, the additional costs will apply.
- Exporter is responsible for the amount of the cargo loaded – weight in total can not exceed total weight mentioned in the Verification Order.
- It is the Exporter of Non B3 Waste commitment and duty to present for loading clean and dry cargo as waste paper, plastic, rubber, textiles, glass and/or metal scrap
- In case of loading of waste paper, exporter is responsible for the opening at least 2 of bales indicated by the inspector.
- In case of loading of waste plastic, exporter is responsible for the opening at least 1 of bales indicated by the inspector.

We kindly ask you to do your utmost to make the cargo easily available to our inspector and assist, if needed, in order to perform his duties.

If above mention requirements are not followed by the exporter – additional fee will apply (as per additional charges attached)

In case of changing destination of the shipment from Indonesia – exporter has to cover all cost of the inspection taken by Inspection Company. (As per additional charges attached)

All work carried out as per our trading conditions available at our web page: www.balticcontrol.com

Should you have any question do not hesitate to contact us by e-mail: BCUK@balticcontrol.com

Kind Regards,

A/S Baltic Control Ltd.

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