

## EXPORT INSTRUCTIONS

PLEASE COMPLETE THESE 7 PAGES AS ACCURATELY AS POSSIBLE TO AVOID ANY DELAYS OR PROBLEMS.

IT IS RECOMMENDED THAT YOU TAKE A COPY OF THESE INSTRUCTIONS FOR YOUR OWN RECORD

### SENDER'S DETAILS

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
E-MAIL:	_____

### RECEIVER'S DETAILS

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
E-MAIL:	_____

### COLLECTION ADDRESS (IF DIFFERENT FROM ABOVE)

NAME:	_____
ADDRESS:	_____ _____
CITY:	_____
POST CODE:	_____
COUNTRY:	_____
COLLECTION DATE:	_____
TEL: (DAYTIME)	_____
MOBILE:	_____
<p><b>SOMEONE MUST BE AVAILABLE AT THE COLLECTION ADDRESS FROM 08H00 – 18H00 ON THE DAY OF COLLECTION.</b></p>	

### SHIPMENT DETAILS (CIRCLE AS APPROPRIATE)

FROM AIRPORT:	_____
TO AIRPORT:	_____
SERVICE:	TO AIRPORT* / TO DOOR**
COLLECTION:	YES / NO
DATE OF YOUR DEPARTURE:	_____
TOTAL WEIGHT(KG):	_____
NO. OF PIECES:	_____
<p><b>*SHIPMENTS SENT "TO AIRPORT" MUST BE COLLECTED WITHIN 24 HRS OF ARRIVAL TO AVOID INCURRING STORAGE FEES.</b></p>	
<p><b>** FOR "TO DOOR" SERVICES, SOMEONE MUST BE AVAILABLE AT THE DELIVERY ADDRESS FROM 08H00 – 18H00, MON – FRI.</b></p>	

- PLEASE TICK THIS BOX TO SAY THAT YOU AGREE TO BE BOUND BY THE COSMOTRANS INTERNATIONAL TERMS AND CONDITIONS.
- PLEASE TICK THIS BOX TO SAY THAT YOU ACKNOWLEDGE THAT YOUR "TO AIRPORT" SERVICE **DOES NOT INCLUDE ADDITIONAL CHARGES**, ALSO KNOWN AS "AIRPORT ARRIVAL FEES" SUCH AS AIRLINE HANDLING, CUSTOMS CHARGES, STORAGE FEES, IMPORT DUTY AND TAXES AT THE AIRPORT OF YOUR DESTINATION. ALSO THAT OUR "TO DOOR" SERVICE **DOES NOT INCLUDE** ANY QUARANTINE FEES, STORAGE FEES, CUSTOMS DUTY AND TAXES.
- ALL OF YOUR PERSONAL DETAILS, SUCH AS NAME, ADDRESS AND PASSPORT COPY, NEED TO BE SHARED WITH EITHER THE NOMINATED AIRLINE OR OUR OVERSEAS AGENT TO ALLOW US TO FULFIL OUR CONTRACT WITH YOU – PLEASE TICK THIS BOX TO CONFIRM ACCEPTANCE, SO THAT WE CAN PROCEED WITH YOUR SHIPMENT – THANK YOU

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Excess-Bags is a [Cosmotrans International Ltd](#) product



**SPECIAL INSTRUCTIONS:**

**FOR EXAMPLE: IF YOU REQUIRE STORAGE PRIOR TO YOUR DEPARTURE FROM THE UK, OR IF YOU REQUIRE PACKAGING MATERIAL.**

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**MARKETING INFORMATION:**

PLEASE HELP US TO BETTER TAILOR OUR MARKETING PROGRAMME, BY TELLING US HOW YOU HEARD OF US:

WERE YOU REFERRED TO US?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
IF YES, HOW WERE YOU REFERRED TO US?	<input type="checkbox"/>	AIRLINE	<input type="checkbox"/>	TRAVEL AGENT		
IF AIRLINE WHICH ONE?	<hr/>					
IF TRAVEL AGENT WHICH ONE?	<hr/>					
DID YOU FIND US ON THE INTERNET?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO		
IF YES, WHICH SEARCH ENGINE?	<input type="checkbox"/>	YELL.COM	<input type="checkbox"/>	YAHOO	<input type="checkbox"/>	GOOGLE
	<input type="checkbox"/>	OTHER (PLEASE SPECIFY) _____				
IF OTHER MEANS, PLEASE TELL US HOW YOU HEARD OF US?	<hr/>					

**DANGEROUS & RESTRICTED ARTICLES:**

FOR SAFETY AND SECURITY REASONS, THE FOLLOWING ITEMS ARE LABELLED AS DANGEROUS GOODS AND **MUST NOT** BE PACKED WITHIN YOUR UNACCOMPANIED BAGGAGE OR PERSONAL EFFECTS:

- LITHIUM ION OR METAL BATTERIES – IN EQUIPMENT OR OUTSIDE OF EQUIPMENT
- COMPRESSED GASSES (FLAMMABLE, NON-FLAMMABLE OR POISONOUS) SUCH AS DEODERISED SPRAYS BUTANE, PROPANE, AQUALUNG CYLINDERS, LIGHTER FUELS, REFILL AEROSOLS.
- FLAMMABLE LIQUIDS SUCH AS PERFUMES, PAINTS, THINNERS AND ADHESIVES.
- FLAMMABLE SOLIDS SUCH AS MATCHES AND ARTICLES THAT ARE EASILY IGNITED.
- OXODISING SUBSTANCES SUCH AS BLEACHING POWDERS AND PEROXIDES
- RADIO ACTIVE MATERIALS
- CORROSIVE MATERIAL SUCH AS MERCURY, ACIDS, CELL BATTERIES AND MANY HOUSEHOLD CHEMICALS
- EXPLOSIVES SUCH AS FIREWORKS, FLARES AND SPARKLERS.
- INDUSTRIAL PRODUCTS SUCH AS SOLVENTS CONTAINING CHEMICALS WHICH CAN CAUSE FUMES AND CORROSION.
- FOODSTUFFS OF ANY KIND.

**FRAGILE OR BREAKABLE ITEMS:**

- SHOULD YOU HAVE ANY FRAGILE OR BREAKABLE ITEMS THAT HAVE NOT BEEN PROFESSIONALLY PACKED BY AN AUTHORISED EXPORT PACKER OR HOUSEHOLD REMOVER, **PLEASE COMPLETE THE INDEMNITY FORM OF PAGE 3.**
- GOODS WILL ONLY BE DEEMED PROFESSIONALLY PACKED IF AN ORIGINAL INVOICE FROM THE AUTHORISED EXPORT PACKER OR HOUSEHOLD REMOVER FOR PACKING AND PACKAGING IS PRODUCED.

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**COSMOTRANS INDEMNITY FORM**

I, the undersigned, (name and surname) .....

Identification/passport number .....

Residing at (physical address) .....

.....

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Confirm that the fragile and breakable items that forms part of my personal effects shipments have not been professionally packed by an authorised export packer or a recognised and approved Household Removal packer, and that I do hereby, for myself, my heirs, executors and assigns, indemnify and hold harmless, Cosmotrans International Ltd and/or it's appointed agents, against all and any claims, loss and/or damage which may result during the transit of my shipment to its final destination.

I acknowledge that one of Cosmotrans' terms and conditions of carriage is that all goods of a fragile nature must be professionally packaged by a recognised and approved packer of household goods and personal effects. I acknowledge that Cosmotrans will **only** accept responsibility, in accordance to our limited liability, for damage or loss of the fragile goods that are professionally packed by an authorised export packer or a recognised and approved packer of household goods.

I acknowledge that it is on the basis of this indemnity that I agree that my personal effects can be transported by Cosmotrans International Ltd without a certificate or invoice to verify that my goods have been professionally packed.

DATED AT ..... THIS ..... DAY OF ..... 200...

SIGNED: .....

**DETAILED PACKING LIST**

**BAGGAGE / BOX NO:** \_\_\_\_\_  
**DESCRIPTION OF ITEMS**

**VALUE  
 (STATE CURRENCY):**


**BAGGAGE / BOX NO:** \_\_\_\_\_  
**DESCRIPTION OF ITEMS**

**VALUE  
 (STATE CURRENCY):**


**BAGGAGE / BOX NO:** \_\_\_\_\_  
**DESCRIPTION OF ITEMS**

**VALUE  
 (STATE CURRENCY):**


**BAGGAGE / BOX NO:** \_\_\_\_\_  
**DESCRIPTION OF ITEMS**

**VALUE  
 (STATE CURRENCY):**


I DECLARE THAT THIS INFORMATION IS TRUE AND CORRECT.

SIGNATURE: ..... PRINT NAME: .....

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## SECURITY DECLARATION FORM

**PART ONE: TO BE COMPLETED BY OWNER OF THE CONSIGNMENT**

<b>I.D./PASSPORT NO:</b>	
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I \_\_\_\_\_, AS THE OWNER OF ITEMS LISTED ON THE ATTACHED INVENTORY DECLARE THAT:

1. I AM THE OWNER OF ALL THE ITEMS LISTED.
2. NOTHING IN THIS SHIPMENT COULD HAVE BEEN MODIFIED OR TAMPERED WITH PRIOR TO PACKING.
3. THERE ARE NO ITEMS IN THE SHIPMENT THAT ARE BEING CARRIED FOR OR TO ANOTHER PERSON.
4. THE ELECTRICAL ITEMS LISTED ON THE INVENTORY ARE INCAPABLE OF OPERATION WITHOUT THE ADDITION OF A POWER SOURCE AND I HAVE REMOVED ALL BATTERIES / POWER PACKS.
5. I HAVE READ THE LIST OF DANGEROUS OR RESTRICTED ARTICLES AND CONFIRM NONE ARE PACKED IN THIS SHIPMENT.
6. I WAS PRESENT DURING THE PACKING OF THE ITEMS LISTED.
7. ONLY THE ITEMS LISTED ON THE INVENTORY WERE PACKED.
8. NOTHING COULD HAVE BEEN ADDED DURING PACKING.
9. NO DANGEROUS OR RESTRICTED ARTICLES WERE PACKED.

**PART TWO: TO BE COMPLETED BY AGENT**

<b>AIR WAYBILL NO:</b>	
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I \_\_\_\_\_, THE AGENT FOR THIS SHIPMENT DECLARE THAT:

1. NO ITEM COULD HAVE BEEN ADDED WHILST THE SHIPMENT WAS IN MY CARE.
2. DURING THE TRANSPORTATION THE CONSIGNMENT WAS CARRIED IN A CLOSED LOCKED VEHICLE OR ESCORTED BY AT LEAST TWO PEOPLE INCLUDING THE VEHICLE DRIVER.
3. I HAVE SEEN VALID IDENTIFICATION OF THE SHIPPER AND THE DETAILS IN PART ONE, ARE CORRECT.

PLEASE CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS BY SIGNING BELOW.

<b>SIGNATURE OF CUSTOMER</b>	<b>COSMOTRANS STAMP AND SIGNATURE</b>

### PAYMENT DETAILS

TYPE OF CARD: VISA  MASTERCARD

CARD NUMBER: I HEREBY AUTHORISE COSMOTRANS TO DEBIT MY CARD ENDING

AMOUNT:

CURRENCY: **GBP**

NAME ON CARD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I WILL PAY FOR YOUR SERVICES BY BANK TRANSFER –

BANK NAME: COSMOTRANS INTERNATIONAL LIMITED  
ACCOUNT NUMBER: 00507075  
SORT CODE: 20-01-58

PLEASE POST OR EMAIL THIS FORM TO COSMOTRANS.

UNITED KINGDOM: LONDON

TEL: +44(0)208 751 2109

EMAIL: [OPS@EXCESS-BAGS.COM](mailto:OPS@EXCESS-BAGS.COM)

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## DANGEROUS GOODS NOT PERMITTED BY AIR



Please note due to the reinforcement of security measures in air travel, all shipments boarding aircrafts are subject to inspection by customs officers, airport security, Civil Aviation Authority, airline handling staff or by the freight forwarder before departure. This is to ensure the safety of passengers aboard the aircraft.

In accordance with international law (IATA Dangerous Goods Regulations) the goods listed below are classified as “Dangerous” and not permitted for transport by air. Many items which appear harmless in everyday use can pose dangers on aircraft and consequently forbidden for transport.

The following items are prohibited as unaccompanied baggage on board an aircraft. If any of the following products are found in your cargo/shipment, they will be immediately withdrawn and will not travel with the rest of your belongings. This will be your responsibility to retrieve them or they will be destroyed by airport personnel. (If goods are found there is a min fee of £50.00 whether the goods are collected or destroyed)

### **FAILURE TO COMPLETE THIS FORM PROPERLY WILL LEAD TO THE REJECTION OF YOUR SHIPMENT**

#### **THE FOLLOWING GOODS ARE CLASSIFIED AS DANGEROUS AND NOT PERMITTED**

##### **Checklist: Are any of the following in your shipment**

- |  |          |
|--|----------|
| 1. Lithium Batteries in or outside of equipment        | Yes / No |
| 2. Aerosols – Deodorants, Air fresheners and Sprays    | Yes / No |
| 3. Perfumes / Aftershaves                              | Yes / No |
| 4. Fireworks   | Yes / No |
| 5. Any compressed Cylinders – Gas or Other             | Yes / No |
| 6. Cigarette Lighters / Matches                        | Yes / No |
| 7. Gas Cylinders for camping stoves or any other gases | Yes / No |
| 8. Paint / Paint Thinners or Spirits                   | Yes / No |
| 9. Nail Polish / Nail Polish Remover                   | Yes / No |
| 10. Household Cleaning Products                        | Yes / No |
| 11. Hair Dye   | Yes / No |
| 12. Other Flammable Liquids (oil/oil based)            | Yes / No |
| 13. Certain alcoholic drinks with high % of alcohol    | Yes / No |

I understand the above and I will declare any goods that may endanger the safety of passengers on board an aircraft and I will be fully responsible for the consequences and any infractions that may result in legal action by the proper authorities.

SIGNATURE:

DATE: