

\* MAWB should be consigned to:

**ALBATRANS LOJISTIK A.S.**

Atatürk Caddesi EGS Business Park B3 Blok No:335/336 Yeşilköy / Istanbul / Turkey  
Tel : +90(212)465 55 99 pbx Fax: +90(212)465 55 89  
Email [airimport@albatrans.com.tr](mailto:airimport@albatrans.com.tr) Contact: Import Department

Tax Office and ID : **MARMARA KURUMLAR 049 070 4709**

- MAWB must be prepared as NVD and NVC if there is not any clear instruction for it.
- MAWB should be Prepaid
- Tax ID and the Tax No must written on to MAWB

\* How to consign a House Air waybill ?

HAWB's must be prepared as per L/C terms (if any) & consigned to ultimate consignee & as per Shipper's Commercial Invoice/Packing List.

- The total number of packages on hawb(s) must match with the MAWB
- The total amount of gross weight & volume matching the MAWB
- Harmonized system code (HS code) for all items must be mentioned on hawb
- Tax ID and number of "actual cnee" must be written on to HAWB

Its very important to have the confirmation with draft copies to avoid any mistake and penalties.

\*\*You must mention both hawb and mawb number on pcs even if cargo is back to back shpt (1mawb+1hawb).  
Our customs require both.

\* Creating Consolidation Manifest:

Air Consolidation manifest should be created as precise as possible so that we can use the same as pre-alert if the consignee's as well as notify details are given on the manifest. The cargo manifest should have the usual information

- Mawb number
- Hawb number
- Pieces and weight
- Shipper & Consignee
- Flight(s) & Arrival Date
- Description of the Goods

\* Pre-Alert instructions : Air

The pre-alert instruction is very important & necessary for contacting consignee in advance in order to keep them happy or to prepare import documentation in advance to avoid storage, etc. We can even follow up with the carrier with a pre-alert. Turkish Republic Customs require lodgment of impending arrival of air freighted Cargo at least 4 hours prior to the first Turkish Airport / Port of Call. **Failure to comply can result in a fine of USD 60.00.** Please Note that this includes weekends, so if you have cargo leaving your country for Turkey between Friday night and Monday morning Turkish time (GMT+3) , we will require pre-alerts on the Friday during Turkish Business trading hours.(09:00 – 17:30)

\* Pre alerts should send to [ahl@albatrans.com.tr](mailto:ahl@albatrans.com.tr) & [airimport@albatrans.com.tr](mailto:airimport@albatrans.com.tr)

\* Legal requirements with regards to commercial invoices, certificates of origin, etc

We do need original commercial invoice & packing list usually – No copies allowed in Turkish Customs. Plz kindly ask our (client's) confirmation if shipper would not deliver any original documents. We have to inform the final clients in advance.

PLEASE NOTE that failing to provide us with original documents fulfilling the above requirements in detail may cause customs fines, excess duty assessment and delays with and refusal of customs clearance. Any customs fines and excess duty assessments caused due to incorrect, improper or missing documents will be billed to the respective freight agent/client.

