

AIR/AIR TRANSHIPMENT GUIDELINES & PROCEDURES	
For AIR/AIR Transshipment cargo below are the Procedures/guidelines to be followed for the shipments forwarded via DXB or AUH.	
1.	<p>When you get an enquiry from your customer for any AIR/AIR Trans-shipment cargo from your country to Europe or to any other final destinations via Dubai, then you need to send us the rate request with the below shipment details;</p> <ul style="list-style-type: none"> i. COMMODITY ii. Number of Pkgs iii. Gross Weight iv. Dimensions / Cbm v. Specify if you intend to forward the shipment from Origin to DXB airport or AUH airport as the Transshipment cost and Air cost will vary. vi. Approx. ETA in DUBAI AIRPORT OR ABU DHABI AIRPORT
2.	Once we get your above enquiry, we shall advise you our all-inclusive rates upon arrival in DXB or AUH Airport which will include the Transshipment cost in Dubai, Airfreight, FSC, Security surcharge and HAKTRANS handling charges. All the Airfreight Charges from Origin Airport to DXB or AUH need to be arranged/prepaid by your office.
3.	Once you get the rates from us, you have to quote to your customer after keeping your profit margin
4.	If your customer confirms the booking, then you need to forward the shipment to us immediately along with PRE-ALERT and copy documents like MAWB, HAWB, Commercial Invoice and Packing list.
5.	You need to advise us your Destination Agent's address/contact details for us to consign the MAWB from Dubai to final Destinations.
6.	We then make the booking of the cargo with AIRLINES AND ADV YOU THE FLIGHT DETAILS and will reconfirm the charges to you once again.
7.	Once you get the cargo from Shipper at your end, you have to issue them your HAWB up to final destinations with the remark on the face of the HAWB & MAWB that - This is an AIR/AIR TRANSHIPMENT CARGO
8.	<p>MAWB from your end to be prepared as under:</p> <ul style="list-style-type: none"> i. MAWB SHIPPER: Your Company details ii. MAWB CONSIGNEE: Haktrans Global Logistics LLC, P.O. box 124089, Dubai, U.A.E. TEL : 009714 2869050, FAX: 009714 2869051 Email : jose@haktrans.com, musthafa@haktrans.com Cotact : Mr. Jose / Mr. Musthafa iii. Airport of destination : Dubai Airport iv. Description: Consol Cargo as per attached manifest - AIR/AIR Transshipment cargo



9.	HAWB from your end to be prepared as under : i. HAWB SHIPER : Actual shipper at origin ii. HAWB CONSIGNEE : BANK or Actual consignee at final destination iii. HAWB NOTIFY : Notify Party if Bank is consignee iv. Final Airport of Destinations : Final airport of destinations in Europe or any other country v. Description of goods : Actual description of goods
10.	(If you are sending the goods to Abu Dhabi airport, then MAWB consignee will be different which you need to check with us before forwarding the goods to Abu Dhabi Airport)
11.	Reworking time to transfer the shipment from import department to Export department - 01 day upon arrival into Dubai airport and 02 days upon arrival into AUH airport
12.	TRANSIT TIME - 2 to 4 days upon arrival of shipments in Dubai and till same reach at destinations in USA, CANADA, USA, AFRICA and other Middle East Countries. This is the approx. transit time and may vary.
13.	Once the shipment arrives into Dubai or Abu Dhabi airport we shall complete the customs formalities and transfer/handover the goods from Import department to Export Department after completion of all customs Trans-shipment formalities, Airline or their ground handling agent will ascertain the exact weight & dimensions of the pkgs and HAKTRANS will advise you the final weight to you accordingly. If there is any increase in weight then you need to notify your customer immediately to collect the correct freight charges for prepaid shipment but if the freight is payable by consignee, then you need to notify to your destination Agent to collect the correct amount.
14.	Upon receipt of the MAWB copy and Freight charges from our office, you need to forward the PRE-ALERT and copy documents to your destination agent who would then notify ultimate consignee about the arrival of the cargo.
15.	If the consignee on the HAWB is BANK, You need to instruct your agent at destination to release the goods only after collecting the BANK RELEASE LETTER as this is not our responsibility.
<p>Hope the above AIR/AIR Transshipment guideline will help you to promote the AIR/AIR Transshipment business via Dubai or Abu Dhabi to Europe, Africa, USA, Canada and other final destinations.</p>	