

NOAO Shipping Procedures within Chile  
As of November 13, 2008

1) **GENERAL**

- A) The following will be applicable for inbound logistics regarding receiving, clearance and domestic ground transport of the Dark Energy Camera (DECam) and associated equipment from the port of entry to destination.
- B) The clearance or withdrawal of goods under customs control is carried out on the basis of the customs procedure as defined in Article 70 of the Customs Act, in which it is implicitly stated the owner's, consignee's or freight forwarders intention to import or export goods.
- C) The import/export of goods requires the conduct, completion and formal submission of a "Customs Entry Form" to Customs, which shall indicate the intended relevant customs procedure.

2) **IMPORTS**

A) **Submission of goods to the Customs Authority:**

- a) The submission of goods to Customs is made by the transporting carrier, who, after being granted authorization to unload its freight, places the arriving goods under the custody of customs storehouses.
- b) The formal submission of goods to Customs is carried out by completing the Cargo Manifest document.
- c) The international transportation companies perform the following functions:
  - (1) Receive the cargo from the transporting carrier.
  - (2) Deliver the goods to Customs' storage or within 24 hours immediately after having unloaded the carrier or to the destination indicated in the freight contract.
  - (3) Convey the cargo to the point of destination indicated in the freight contract.
  - (4) Complete and correct the shipping documents (namely the Bill of Lading and Air Way Bill)
  - (5) Send the corresponding original B/L or AWB to AURA's representative with the Customs cargo manifest
  - (6) Submit the Cargo Manifest to Customs.

B) **Storage of goods:**

- a) Unless the clearance formalities have been carried out in advance, and the duties, taxes and charges have been paid, as noted above, upon arrival, the goods are stored in a Customs Warehouses, under the protection of a Warehouse Operator and under the authority of the National Customs Service.
  - (1) Customs Warehouses may be located within or without areas under customs jurisdiction.

- (A) The storage facility operators shall be responsible for all goods lost or damaged and all property received in their installations.
- (2) AURA can set up a Private Storage option (bonded warehouse) at the geographical place of its convenience in Chile.
  - (A) This procedure will allow AURA Observatory Support Services (AOSS) to clear the instrument immediately upon arrival in Chile.

**NOTE:** As AURA routinely exercises this privilege for official cargo, it is expected that this option will be used for the prompt clearance of the DECam and supporting component freight shipments on arrival in Chile.

**C) Customs Formalities:**

- a) The consignee identifies and files the appropriate Customs procedure for the type of goods and destination including the Customs Bond option described above.
- b) The duties, taxes, charges and other levies are applied to the legal entry of goods into the country.

**D) Completion of the Customs Entry by the Customs Broker:**

- a) In accordance with Article 77 of the Customs Act, the Customs Broker is responsible for completing Customs Entries and shall strictly comply with the documents and requirements for this purpose, requesting the submission of those documents by his/her principals and assuring that the data contained therein relate to the correct customs procedure.
- b) The Customs Broker is also held responsible for requiring his/her principal to comply with the general pertinent requirements, and the rules related to foreign trade enforced by the National Customs Service and other Agencies that are legally enabled to control foreign trade activities in Chile.
- c) Where these documents do not allow the Customs Broker to produce a clear and precise entry declaration, the later shall be completed based on an examination of the goods, in accordance with his functions and in his/her capacity of good-faith minister.
- d) All commercial imports, or imports conducted under the General Customs Regime must contract a Registered Customs Broker. AURA, however, is exempt from this regulation and a proper designated representative is granted the same authority and legal capacity as a Registered Customs Broker.
- e) Documents that are used as a basis for the completion of Customs Entry:

- (1) Air Way Bill or Bill of lading authorizing the importer/consignee of the goods
  - (2) Importation Report.
  - (3) Commercial Invoice and/or Invoice Pro-Forma
  - (4) Packing list, where appropriate, and always in the case of goods arranged in containers
  - (5) Insurance Certificate
  - (6) Certificate of origin, where the goods are under a trade agreement
  - (7) Endorsements, Certifications, Approvals and others, where appropriate (agricultural and livestock products, weapons, explosives, cosmetics, etc.)
  - (8) Reception Slip authorized by the freight forwarder, when a warehouse is privately operated
- E) **Withdrawal of goods from Customs Warehouses:**
- a) Where the goods are subject to duties, charges, taxes and other levies, they shall be duly paid prior to their withdrawal from the zone under customs jurisdiction, without prejudice of having submitted an entry for normal or advance processing.
    - (1) AURA has been granted the ability to conduct this procedure by means of its own staff.
  - b) Customs entries selected for physical or documentary revision must be endorsed by the Customs Office located inside the warehouses.
    - (1) Those entries submitted for normal processing can be cleared without being endorsed, providing evidence that the duties, taxes, charges and other levies have been duly paid.
  - c) The entries submitted for advanced processing shall require endorsement by the Customs Office located inside the warehouse. Receipt inconsistencies are examined by the Customs Officer in charge of the corresponding storage unit, and the clarification procedures can include the physical examination of the goods.
- F) **Insurance**
- a) The Shipper will inform AOSS as far in advance as reasonable about the need for insurance coverage in Chile. In order to seek for insurance in Chile the following documents/information will be required:
    - (1) Detailed description of the instrument
    - (2) Set of descriptive photos (the instrument and the packaging and stuffing)
    - (3) Type of packaging
    - (4) Quantity of boxes
    - (5) Total weight and volume
    - (6) Description of the shipping logistics –from origin to destination
    - (7) Amount to be insured

- (8) Safety devices, shock data loggers, tilt indicators, etc.
- b) In case the Shipper would opt for buying insurance in the USA, the policy must contain a subrogation waiver clause in favor of the local transportation agent.

### 3) SHIPPING PROCESS FOR IMPORTS

#### A) Pre-Shipping

- a) Advance Shipping Notice (usually issued at the point of origin)
- b) Log in Shipping Data Base (digital recording of the shipment's information)
- c) Prepare advance documentation (type forms, collect shipping paperwork, review documentation for compliance)

#### B) Arrival of Cargo (and delivery of physical documents by the shipping company)

- a) Preparation of Customs declaration forms (including private storage, division of packages, and other Customs destination operations)
- b) Prepare Letters of Guarantee and Pro-Forma invoices
- c) Prepare Declaration Forms
- d) Duplicate and distribute supporting documentation
- e) Presentation of documentation to Customs for approval
- f) Emission of approval & payment forms
- g) Payment in banks for corresponding legal dues and fees
- h) Presentation to Storage Warehouse for clearance
- i) Payment of Customs storage and cargo handling services (prior to clearance)
- j) Customs inspection and check ups
- k) Sanitary authority inspection for ISPM standards conformity
- l) Clearance of the cargo

#### C) Transportation

- a) Carrier selection and contracting
- b) Preparation of advance legal permits for oversize/overweight cargo
- c) Procurement of mandatory police escort services throughout the route, from the port of entry to destination
- d) Preparation of domestic transportation documents (Guia de Despacho)
- e) Loading of the cargo in the designated special transportation vehicles
- f) Insurance inspection
- g) Road transport operation up to destination; road controls and detentions as might be mandated by the traffic authority
- h) Receipt of cargo at destination
- i) Check up and control of the cargo
- j) Unloading of the truck(s)
- k) Insurance inspection
- l) Return containers to port

- m) Payment of domestic shipping invoice
- D) Duty-Free Administrative Procedures**
- a) Preparation of Duty-Free decree request (including translation of documents and other supporting documentation)
  - b) Presentation to the Ministry of Foreign Affairs for approval (or denial)
  - c) Filing of shipping documents with the Customs authority for importation liquidation of duties – or exemption thereof.