



FAIREXX

OFFICIAL SHIPPING GUIDELINES & RATES



FIGO ^{XXV}
WORLD CONGRESS
OF GYNECOLOGY
AND OBSTETRICS



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1. SEAFREIGHT & AIR FREIGHT INSTRUCTIONS

1.1 Seafreight Instructions

Your shipment should arrive at Cape Town Port

Consignee Instructions:

King Cargo Projects (PHY) Ltd,
Gallagher Convention Center
19 Richard Drive
Midrand, Gauteng

FIGO 2025, Name of exhibitor | Stand Nr.

Notify Party:

Fairexx GmbH c/o FIGO 2025
Tel: +49 30 440347 11
Ctc. Marco Junghans
Email: marco.junghans@fairexx.com

Seaport of discharge: Cape Town Port

- **Arrival Deadlines (Temporary Import)**
- Shipments should arrive at the above-mentioned **seaport 16 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 16 days prior to vessel arrival
- **Arrival Deadlines (Under ATA Carnet)**
- Shipments should arrive at the above-mentioned **seaport 12 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 16 days prior to vessel arrival
- **Arrival Deadlines (Permanent Import)**
- Shipments should arrive at the above-mentioned **seaport 12 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 4 days prior to vessel arrival

IMPORTANT NOTE:

**IF YOU ARE INTERESTED IN A QUOTE FROM DOOR TO DOOR PLEASE EMAIL
FIGO2025@FAIREXX.COM**

The current sailing time is 7 weeks, so please reach out by **June 15th** the latest.

We strongly recommend Exhibitors not to send courier shipments directly to the venue/stand in Cape Town. Courier companies cannot do a customs clearance as they will need an importer with South African tax ID.

For shipments sent directly to the stand and stuck in customs no liability is accepted.



1.2 Airfreight Instructions

Your shipment should arrive at Cape Town International Airport (**CPT**)

Consignee Instructions:

King Cargo Projects (PHY) Ltd,
Gallagher Convention Center
19 Richard Drive
Midrand, Gauteng

FIGO 2025, Name of exhibitor | Stand Nr.

Notify Party:

Fairexx GmbH c/o FIGO 2025
Tel: +49 30 440347 11
Ctc. Marco Junghans
Email: marco.junghans@fairexx.com

If goods require Health Certificates or similar documents, please confirm arrival date with show manager, as the shipment might need to arrive earlier than stated.

Airport of discharge: Cape Town International Airport

- **Arrival Deadlines (Temporary Import)**
- Shipments should arrive at the above-mentioned **airport 10 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 4 days prior to flight arrival
- **Arrival Deadlines (Under ATA Carnet)**
- Shipments should arrive at the above-mentioned **airport 8 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 4 days prior to flight arrival
- **Arrival Deadlines (Permanent Import)**
- Shipments should arrive at the above-mentioned **airport 8 working days prior** to the date for deliver to booth/stand.
- Pre-alert: 4 days prior to flight arrival

The Air Waybill/ Sea Waybill/ Bill of Lading must clearly mention “In Transit to Cape Town for the FIGO 2025 Cape Town for re-export at the end of the exhibition”

Important Note:

We cannot clear cargo that has not been consigned in the above manner. Please refer to documents section (Air / Sea waybill) for added information that needs to be stated.

Total number of pieces, total gross weight & total volume of the freight must be clearly indicated on the waybill. Separate house waybills must be issued for each individual exhibitor, when consolidated.

A 25% outlay commission will be imposed on all “Freight Collect” consignments.

2. MARKING OF PACKAGES

Please number every package consecutively and make sure that the following information is indicated on every package:

FIGO 2025

Name of Exhibitor

Hall no./Stand no.

FAIREXX c/o FIGO 2025

Please mark all packages with numbers:

1 of ... / 2 of ... / 3 of ... etc.

We kindly ask you to use safe and strong packing material which is strong enough to be re-used after the event.

3. INSURANCE

We strongly recommend to all exhibitors to arrange for an insurance cover to include transit to and from the exhibition, whilst on display and in storage. Please contact us for further information and rates.

4. PAYMENT

All shipments are subject to payment before delivery to the booth.

We accept the following payment methods:

- **Bank transfer:** please provide us with a copy of the transfer statement
- **Credit Card:** please provide us in advance with your credit card details (not for customs expenditures unless with an additional 4% service fee)
- **Cash:** all major currencies are accepted



5. TERMS AND CONDITIONS

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS – liability policy, in conjunction with the conditions and rates for trade fair transportation.

All special transport and crane services are based upon the basic conditions of contract for special transport and crane services – BSK latest edition.

The liability of FAIREXX Logistics for Exhibitions GmbH as Fairs & Exhibitions Forwarder, ceases with deposit and begins with collection of the freight at the exhibition stand, even during the exhibitor's absence, irrespective of the submission of waybills at the exhibition forwarding agent's office. Place of jurisdiction AG Berlin for both sides.

Our invoices are due immediately after issuance without any further notice according to ADSp. Customers not known to us or with whom we do not have any agreed terms of payment, will be asked to pay our expenses before the event starts or on-site during the event or before return shipping of their exhibits.

6. CONTACT DETAILS

E-mail: figo2025@fairexx.com | marco.junghans@fairexx.com

Phone: +49 (0)30 4403 47 11

FAIREXX – Logistics for Exhibitions GmbH
Marienstrasse 28
12207 Berlin
Germany
www.fairexx.com

PLEASE NOTE:

The above is not to be used as delivery address.

1. SEAFREIGHT

A. SEAFREIGHT – INWARD HANDLING (LCL)

From Cape Town port including delivery to exhibition stand (one time positioning)

Basic Handling Charge per cubic meter or 1,000kgs whichever is greater	\$ 205.00 per CBM
Minimum handling	3 CBM per exhibitor
Split fee (Should there be more than 1 exhibitor in a consignment)	\$ 140.00 per exhibitor
Import Cargo Dues order – minimum 2 CBM per exhibitor	\$35.00 per CBM
Customs Clearance / ATA Carnet Processing Fee per clearance Permanent or Temporary	\$ 165.00 per invoice / ATA Carnet
Customs Examination fee	\$ 130.00 per 2 hours
Temporary Import Bond Fee	At 4% of the CIF Value USD 200.00 per consignment
Agency Fee – per Exhibitor	At 10% of total disbursements \$ 140.00 per consignment
De-grouping Charges	At Cost + 15% Outlay fee
VAT	15 %



B. SEAFREIGHT – INWARD HANDLING (FCL)

From Cape Town Port including delivery to exhibition stand (one time positioning)

Basic Handling Charge per CBM or 1,000 kg whichever is greater		\$ 180.00 per CBM
Minimum Handling Charge	20' DC	20 CBM per 20' DC
	40' DC	40 CBM per 40' DC
	40' DC	40 CBM per 40' High Cube container
Split Fee (Should there be more than 1 exhibitor in a consignment)		\$ 140.00 per exhibitor
Import Cargo Dues Order		\$ 350.00 per TEU
Empty Container Turn-in Fee	20' DC	\$ 350.00 per 20ft CP Container
	40' DC	\$ 350.00 per 40ft HC / GP container
Customs Clearance / ATA Carnet Processing Fee per clearance Permanent or Temporary		\$ 165.00 per invoice / ATA Carnet
Customs Examination Fee		\$ 130.00 per 2 hours
Temporary Import Bond Fee		At 4% of the CIF Value \$ 200.00 per shipment
Agency fee – per Exhibitor		At 10% of total disbursements \$110.00 per consignment
VAT		15 %

C. SEAFREIGHT – OUTWARD HANDLING (LCL)

From Stand at show to Cape Town Port

Basic Handling Charge per cubic meter or 1,000kgs whichever is greater	\$ 205.00 per CBM
Minimum handling	3 CBM per exhibitor
Export Cargo Dues order – minimum 2 CBM per exhibitor	\$35.00 per CBM
FOB Charge from stand to Cape Town Port per CBM or 1000 kg whichever is greater	\$ 85.00 per CBM
Temporary Import Bond fee Cancellation Fee	\$ 105.00 per invoice
Customs Clearance / ATA Carnet Processing Fee	\$ 165.00 per invoice / ATA Carnet
Customs Examination fee	\$ 140.00 per 2 hours
SOLAS Fee	\$ 55.00 per Bill of Lading
Agency Fee – per Exhibitor	At 10% of total disbursements \$ 140.00 per shipment
On Re Export (If 2 or more shipments are shipped together. If applicable)	\$ 150.00 per shipment will apply



D. SEAFREIGHT – OUTWARD HANDLING (FCL)

From Stand at show to Cape Town port

Basic Handling Charge per CBM or 1,000 kg whichever is greater		\$ 180.00 per CBM
Minimum Handling Charge	20' DC	20 CBM per 20' DC
	40' DC	40 CBM per 40' DC
	40' DC	40 CBM per 40' High Cube container
Export Cargo Dues Order		\$ 200.00 per TEU
Empty Container Collection Fee	20' DC	\$ 250.00 per 20ft CP Container
	40' DC/HC	\$ 370.00 per 40ft HC / GP container
Bill of Lading Fee		\$ 50.00 per Bill of Lading
		\$ 25.00 per House Bill of Lading, if required
Temporary Import Bond Fee Cancellation Fee		\$ 105.00 per invoice
Customs Clearance / ATA Carnet Processing Fee		\$ 165.00 per invoice / ATA Carnet
Customs Examination Fee		\$ 140.00 per 2 hours
SOLAS Fee		\$ 55.00 per Bill of Lading
Agency fee – per Exhibitor		At 10% of total disbursements \$110.00 per consignment
On Re Export (If 2 or more shipments are shipped together. If applicable)		\$ 150.00 per shipment will apply



NOTES FOR SEAFREIGHT:

- Inward handling charges include import documentation and import customs clearance, transportation, offloading, delivery to booth.
- Outward handling charges include collection from exhibition stand, loading onto Truck, transportation to port, export customs clearance & port Fees.
- Above charges exclude port storage, demurrage, packing repacking, dismantling of display panels or machinery of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- For return shipments booked on Freight Collect basis, a co-ordination fee is applicable and should be agreed with us in advance preferably during the sales process.
- Document courier fee will be charged at USD 110.00 per courier pouch.
- **If the venue management does not provide the empty storage facility at the exhibition marshalling yard, then an empty handling charges via our Warehouse Facility – USD 25.00 per CBM - Minimum 2 CBM will be applicable.**
- The warehouse storage is free up to 5days from the close date of the exhibition. If the shipment is not re-exported or released within the free time, the storage charges will be applicable.
- Customs Duty and VAT will be applicable for shipments which are not re-exported within the allowed re export period.



2. AIRFREIGHT

A. AIRFREIGHT – INWARD HANDLING (1 cbm = 167 kg)

From Cape Town International Airport including delivery to exhibition stand (one time positioning)

Basic Handling Charge – minimum 200 kgs per shipment	\$ 1.65 per kg on chargeable weight
Split Fee (Should there be more than 1 exhibitor in a consignment)	\$ 100.00 per exhibitor
Airline Handling Charge – minimum \$ 75.00 per shipment	\$ 0.40 per kg on chargeable weight
Customs Clearance / ATA Carnet Processing Fee per clearance Permanent or Temporary	\$ 165.00 per invoice / ATA Carnet
Customs Examination Fee	\$ 140.00 per 2 hours
Temporary Import Bond Fee	At 4 % of the CIF Value \$ 200.00 per consignment
Agency fee – per Exhibitor	At 10% of total disbursements \$110.00 per consignment
VAT	15 %



B. AIRFREIGHT – OUTWARD HANDLING (1 cbm = 167 kg)

From Stand at show to Cape Town International Airport

Basic Handling Charge – minimum 200 kgs per shipment	\$ 1.65 per kg on chargeable weight
Customs Clearance / ATA Carnet Processing Fee	\$ 165.00 per invoice / ATA Carnet
Customs Examination Fee	\$ 140.00 per 2 hours
Temporary Import Bond Cancellation Fee	\$ 105.00 per invoice
Agency fee – per Exhibitor	At 10% of total disbursements \$110.00 per shipment
On Re Export (If 2 or more shipments are shipped together. If applicable)	\$ 150.00 per shipment will apply

NOTES FOR AIRFREIGHT:

- Inward handling charges includes import customs clearance, transportation to site, off Loading at Site, delivery to booth.
- Outward handling charge includes collection from stand, loading onto truck at site, transportation to airport, export customs clearance & airport handling charges.
- Above service excludes unpacking, stand dressing, assembly of display panels or machinery or decoration of any kind for inbound & vice versa for outbound. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- The above charges exclude airport handling, airport storage and any other additional charges which are not listed above will be charged at actual plus 10% outlay fee.
- **If the venue management does not provide the empty storage facility at the exhibition marshalling yard, then an empty handling charges via our Warehouse Facility – USD 25.00 per CBM - Minimum 2 CBM will be applicable.**
- For return shipments booked on Freight Collect basis, a co-ordination fee is applicable and should be agreed with us in advance preferably during the sales process. The charge is USD 250.00 per shipment.



- Air Waybill exchange fee @ USD 100.00 per issue is applicable if consignee on consolidated MAWB is any other, than as per our Consigning Instructions, and/or delivery order needs to be collected from any agent/forwarder for import shipments.
- Document courier fee will be charged at USD 110.00 per courier pouch.
- A complete return instruction needs to be provided by the agent or exhibitor to DSV prior to the show closing so that direct handover to Airline / Shipping line can be arranged. Failure to provide the Return Instructions within the time frame will result in transfer of consignment to DSV warehouse and any such movements will be subject to additional handling and transport charges.
- Shipments over and above 8 CBM or 1000kgs will be quoted and billed on a case-to-case basis.
- The warehouse storage is free up to 5days from the close date of the exhibition. If the shipment is not re-exported or released within the free time, the storage charges will be applicable.
- Customs Duty and VAT will be applicable for shipments which are not re-exported within the allowed re export period.

3. ONSITE RELEASE FOR SOLD / CONSUMED SHIPMENTS

Outbound onsite handling up to buyers' truck – minimum 3 CBM	\$ 85.00 per CBM
Customs Duty & VAT	Will be billed to exhibitor +10% Disbursement charge
VAT	15 %



4. HOLD / STORAGE VIA WAREHOUSE

Outbound onsite handling and transfer to Warehouse Facility – minimum 3 CBM	\$ 85.00 per CBM
Storage	\$ 35.00 per CBM per month
VAT	15 %

5. APPLICATION FOR IMPORT LICENCES

Application fee	\$ 100.00 per application / exhibitor
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6. PORT HEALTH EXAMINATION

Examination fee	\$ 100.00 per examination / exhibitor
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7. STORAGE DURING THE EVENT

A. Empty cases handling (min. 2 cbm/order)

Collection from stand, storage, re-delivery after event.

Per started cubic meter and packaging unit	€75.00
Coordination fee per order	€145.00

B. Standbuild fullgoods handling (min. 2 cbm/order)

Collection from stand, storage, re-delivery after event.

Per started cubic meter and packaging unit	On Request
Coordination fee per order	€145.00

C. Fullgoods accessible storage

Collection from stand, storage, re-delivery after event.

8. LABOUR AND FORKLIFT HIRE

Skilled labour (without equipment, if not stated otherwise). On Request.

9. SURCHARGES

Overtime surcharge from 17:00 – 20:00	50%
Night surcharge from 20:00 – 08:00	100%
Saturday, Sunday, Bank holiday	100%
Late arrival surcharge (for arrivals out of official deadlines)	50%

Charges are subject to 19% of VAT. Please provide us with your VAT identification number on your order to apply the reverse charge mechanism. Any other services not covered by this rate will be charged according to separate agreement.

All work undertaken is subject to the German Forwarders terms and conditions ADSp, newest edition and the SLVS – liability policy, in conjunction with the conditions and rates for trade fair transportation. A copy of the relevant set of conditions will be supplied on request.



CUSTOMS DOCUMENTATION

The following documents are required for the import clearance of goods in South Africa.

Shipments arriving by Air or Sea freight cargo:

- Bill of Lading (Sea freight shipments) – 02 Original and 01 Non-Negotiable Copies, or EXPRESS / Telex Release MBL
- Air Waybill (Sea freight shipments) – 02 Original and 01 Non-Negotiable Copies.
- Commercial Invoice – 01 Originals and 01 Copies.
- Packing List – 01 Originals and 01 Copies.
- ATA Carnet + Letter of Authority from Carnet holder – 01 Original and 03 Copies of each.
- Product Brochures
- Insurance Certificate (if insured) – 01 original and 02 Copies.
- Cargo Manifest – where applicable.
- Health Certificate for Food Products – 01 Original and 03 Copies.
- Material Safety Data Sheet (MSDS) for hazardous products – 03 Copies.
- Phytosanitary Certificate for Plant Products – 01 Original and 03 Copies.
- Electrical Test Certificate for electrical goods – 01 Original and 03 Copies.
- Fumigation Certificate for wooden packages – 01 Original and 03 Copies.

Bill of Lading / Air waybills

Must be consigned as per instructions mentioned above (See ‘Paragraph 1.1’) in the name of “King Cargo Projects (PTY) Ltd.” only – Failing which we will not be able to process Customs clearance. Separate Master Airway bills (MAWB) must be issued for individual Exhibitors per consignment stating the correct weights and measures.

Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements: -

- The document must be duly typed in the English language and only on one side of the paper.
- Must be printed on shipper’s original embossed letter head or must bear an original company stamp along with an authorized signature. (Colour printouts are not accepted as originals).
- The document must be headed “Commercial Invoice”. No other term is accepted.
- Must be addressed/consigned as per paragraph 1.1 of these instructions (page 3).
- The Invoice must clearly indicate a detailed description along with the serial number, weight, country of origin, HS Tariff code and value (in US\$) for each individual item.
- A full description of each product / item must be given. Do not just indicate the model’s name or model number. Describe the item – such as “1:3 scale (cutaway) missile model” or “souvenirs – lapel pins” or “wooden display plinth – floor standing” etc.
- Every individual item, including giveaway items and brochures, is to be given a value based on FOB value in U.S. Dollars. Do not indicate the term “No commercial value or value for Customs purpose only”.
- For furniture and stand materials, information as to whether floor-standing or wall mounted must be indicated, and material composition specified.
- Please provide the Harmonized Customs tariff for each product on the commercial invoice. If there is no Harmonized Customs tariff indicated on the commercial invoice, one will be assigned by our entry clerk at his discretion and Customs duties and taxes must be paid accordingly.



- No queries/disputes regarding Customs Duty and VAT will be accepted if there were no harmonized Customs tariff codes indicated on the commercial invoice.
- If there is a serial number available for a product, please indicate it on the commercial invoice. This will assist temporary customs formalities.
- Exhibitors are requested to declare products correctly on all documents. In case of discrepancies arising from customs examination, customs may impose penalties as applicable. We do not accept any responsibilities in case of incorrect declarations by the exhibitor.
- It must clearly state on the commercial invoice if the goods are for temporary or permanent importation.
- For all consolidated shipments having more than one commercial invoice, a HAWB/HBL must be issued for each commercial invoice.
- The packing list must indicate individual weight and dimensions of each package in the shipment.
- It must indicate which items are packed into which boxes. It is very important that the piece numbers mentioned in the invoice and packing list tally with the physical packaging of your consignment.
- The invoice and packing list must also clearly mention the total Value of the goods, Total Number of packages, the total Gross weight and volume of the consignment. The packing details (number of pieces, gross weight and volume) must match 100% to the details declared on the Air/Sea waybill.
- The Commercial Invoice must have to following declaration clearly stated in its contents “We hereby guarantee that this is a true and correct invoice, and that the goods referred to are of the origin, manufacture and production of (Country...)and are intended for display purposes only at the exhibition site in CTICC, Cape Town - South Africa

Other documentation

Phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables.

Importers in South Africa, in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in South Africa.

Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

Electrical Test Certificates are required for all electrical appliances, whether on temporary or permanent import, issued from their country of origin before they can be imported into South Africa. Copies of these certificates must be faxed or emailed to our office two weeks prior to the departure of the shipment from Country of origin.

Very Important: Failing to provide with Original Documents fulfilling the above requirements in detail will invite Customs Fines, Excess Duty assessments, not to mention delays with Customs Clearance, making it difficult and at times not possible for customs clearance and subsequent delivery to the show.

Any Customs fines and excess Duty assessments – caused due to incorrect/improper/missing documents will be billed to the respective exhibitor/freight agent/client.



RESTRICTED/PROPHIBITED CARGO AND SPECIAL REGULATIONS

Special import regulations and import licenses.

All electrical appliances, whether on temporary or permanent import, require electrical test certificates from their Country of origin before they can be imported into South Africa. Copies of these certificates must be emailed to our office two weeks prior to the departure of the shipment from country of origin.

Rubber products, such as tyres, are subject to import license prior to entry into South Africa.

Import permits are also required for certain foodstuffs, medicines, weapons, flowers and plant products.

All goods specified in the Import Control Regulations require an import permit. Imports which contravene import control requirements are subject to seizure; therefore, before shipping goods to South Africa, exporters must make certain that the importer has obtained the correct import permit. Import permits are only issued to registered importers.

A phytosanitary certificate is required for shipments of living plants, seeds, fresh fruits and vegetables. Importers in South Africa, in addition, must obtain an entry permit in advance of shipment for any item covered by the pertinent regulations in South Africa.

Special regulations are required for the importation of lard, bacon, ham, hides and skins, sausage casings, animal hair and bristles, and honey and products containing honey.

Prohibited Goods

The importation of, inter alia, the following goods into the Republic are prohibited:

- Narcotic and habit-forming drugs in any form.
- Fully automatic, military and unnumbered weapons, explosives and fireworks.
- Poison and other toxic substances.
- Cigarettes with a mass of more than 2 kg per 1000
- Goods to which a trade description or trademark is applied in contravention of any Act, (For example counterfeit goods)
- Unlawful reproductions of any works subject to copyright
- Prison-made and penitentiary-made goods.



Restricted Goods

Certain goods may only be imported provided you are in possession of the necessary authority / permit.

If you are in any doubt whether the importation of other goods is restricted, please contact your nearest South African Embassy abroad or our office. A few examples of the goods in question are listed here for your information:

- South African bank notes in excess of, R5,000.00, gold coins, coin and stamp collections and unprocessed gold are subject to currency control.
- Endangered species of plants or wildlife, whether alive or dead, including any parts of and articles made from them.
- Plants and plant products, such as seeds, flowers, fruit, honey, margarine and vegetables oils.
- Animals, birds, poultry and products thereof, for example dairy products, butter and eggs.
- Medicine (excluding sufficient quantities for one month for own personal treatment) accompanied by a letter of certified prescription from a registered physician, except on production of a permit / license issued by the Director-General: National Health and Population Development.

NOTE: Additional information on Prohibited and Restricted goods is available from our offices on request

or can be checked by the South African Embassy in your country.

Port Health Examination

Some imports may require permission from the Department of Agriculture, Health or Environmental Affairs. Should any foodstuff, beverages, herbal medicines or plant matter be contained in the shipment, and it is stopped by either Port Health or Plant Inspector for examination, an examination fee will be applicable.

South Africa implements the requirements of the international standard on phytosanitary measures (ISPM15), “Guidelines for Regulating Wood Packing Material in International Trade”, effective 1 January 2005. This implies that all raw wood packaging material entering and leaving South Africa will have to be treated and marked in accordance with the requirements of ISPM 15.

The “Guidelines for Regulating Wood Packaging Material in International Trade” (ISPM15) are available at the web site of the International Plant Protection Convention <http://www.ippc.int>

