



First Move Logistics  
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## FIRST MOVE LOGISTICS GUIDE

AIR FREIGHT					
		SHIP'S SPARE PARTS	SHIPMENT FOR BENIN	SHIPMENT IN TRANSIT	TEMPORARY IMPORTATION
AIRWAY BILL PREPARATION	CONSIGNEE	Master of... (vessel name) Ship's stores/spares in transshipment	Final consignee (Full style)	Final consignee (full style) With the mention of "shipment/cargo in transit to..."	Final consignee (full style) With the mention of "shipment/cargo in transit to..."
	NOTIFY PARTY	c/o First Move Logistics Maison Issa Salifou, Sale C/3784, Fidjrosse, Cotonou, Benin T: +229- 995- 732- 23, +228- 967- 371- 61 E: info@firstmovelogistics.com Attn: Logistics Department			
<b>DOCUMENTS REQUIRED</b>		<ul style="list-style-type: none"> <li>◆ AWB (copy)</li> <li>◆ Commercial invoice (copy)</li> <li>◆ Packing list (copy)</li> </ul>	<ul style="list-style-type: none"> <li>◆ AWB (copy)</li> <li>◆ Commercial invoice (copy)</li> <li>◆ Packing list (copy)</li> </ul>	<ul style="list-style-type: none"> <li>◆ AWB (copy)</li> <li>◆ Commercial invoice (copy)</li> <li>◆ Packing list (copy)</li> </ul>	<ul style="list-style-type: none"> <li>◆ AWB (copy)</li> <li>◆ Commercial invoice (copy)</li> <li>◆ Packing list (copy)</li> </ul>
<b>CLEARING TIME</b>		1-2 working days from the time the shipment arrives at Cotonou	2-3 working days from the time the shipment arrives at Cotonou	2-3 working days from the time the shipment arrives at Cotonou	3 working days from authorisation date
<b>COMMENTS:</b>			For medical equipment and medicines, First move will need an authorisation from the College of Pharmacists	Customs do not work on weekend, public or national holidays	Customs do not work on weekend, public or national holidays
Customs do not work on weekends, public or national holidays					

### NOTES:

Incoterm on the invoice should be CIF.

FOB, freight and insurance costs must be detailed on the commercial invoice for submission to "BENIN CONTROL" to obtain an "Attestation de Verification Documentaire (AVD)" and to enable goods to be cleared once they have arrived.



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		SHIP'S SPARE PARTS	SHIPMENT FOR BENIN	SHIPMENT IN TRANSIT	TEMPORARY IMPORTATION
BILL OF LADING PREPARATION	CONSIGNEE	Master of... (vessel name) Ship's stores/spares in transshipment	Final consignee (Full style)	Final consignee (full style) With the mention of "shipment/cargo in transit to..."	Final consignee (full style) With the mention of "shipment/cargo in transit to..."
	NOTIFY PARTY	c/o First Move Logistics Maison Issa Salifou, Sale C/3784, Fidjrosse, Cotonou, Benin T: +229- 995- 732- 23, +228- 967- 371- 61. E: info@firstmovelogistics.com Attn: Logistics Department			
DOCUMENTS REQUIRED		<ul style="list-style-type: none"> <li>B/L (3 originals)</li> <li>Commercial invoice (original, signed and stamped)</li> <li>Packing list (copy)</li> <li>ECTN</li> </ul>	<ul style="list-style-type: none"> <li>B/L (3 originals)</li> <li>Commercial invoice (original, signed and stamped)</li> <li>Packing list (copy)</li> <li>ECTN</li> <li>Certificate of incorporation of the consignee</li> </ul>	<ul style="list-style-type: none"> <li>B/L (3 originals)</li> <li>Commercial invoice (original, signed and stamped)</li> <li>Packing list (copy)</li> <li>Certificate of incorporation of the consignee</li> <li>ECTN</li> </ul>	<ul style="list-style-type: none"> <li>B/L (3 originals)</li> <li>Commercial invoice (original, signed and stamped)</li> <li>Packing list (copy)</li> <li>Certificate of incorporation of the consignee</li> <li>ECTN</li> </ul>
CLEARING TIME		2-4 working days from the time the shipment arrives at Cotonou	2-4 working days from the time the shipment arrives at Cotonou	2-4 working days from the time the shipment arrives at Cotonou	3 working days from authorisation date
COMMENTS:			For medical equipment and medicines, First Move will need an authorisation from the College of Pharmacists		
Customs do not work on weekends, public or national holidays					

**NOTES:**

Incoterm on the invoice should be CIF.  
 FOB, freight and insurance costs must be detailed on the commercial invoice for submission to "BENIN CONTROL" to obtain an "Attestation de Verification Documentaire (AVD)" and to enable goods to be cleared once they have arrived.