

## **PT. MASTER FREIGHT INTERNATIONAL**

### Company Background

At the beginning **PT. MASTER FREIGHT INTERNATIONAL** was established to meet requirement of several clients that have import and export from and to Indonesia. Our core business is air and ocean freight business. As the market and business customer requested, we are going to expand our wing to increase of our business sectors of project distribution, domestics' shipment and warehousing.

The world of the freight industries is dynamic one in our line of business, we are constantly on move. It is **PT. MASTER FREIGHT INTERNATIONAL** strategy to be parts of the world. We continually liaise with the carries and agents to ensure that our clients are offered the best service with economically reasonable rates.

**PT. MASTER FREIGHT INTERNATIONAL** will keep on establishing a network of agencies to assist importers and exporters. As the time goes by, we are now have been developing our principal business areas which are air and sea freight forwarding, including projects and all related services, like custom clearance, inland transportation, domestics services, Etc. Whether the shipment is being forwarded by air or sea, our clients can be confident in the knowledge that our staffs who will handle their shipments accordingly.

We are able to supply our clients on sound advice to determine the best possible means of shipment from point of dispatch to point of delivery, and our knowledge of the Indonesia local conditions is a company asset which our clients and agents can trust and reply upon.

We are also capable in door to door service to all points and remote part of Indonesia. We have the capability and experience to handle any urgent shipments.

It is just important to our customer that we continue to strengthen our position in Indonesia. We are pleased that we added branch agents in Indonesia to strengthen our freight services through out Indonesia as well.

## LINE OF BUSSINES

**PT. MASTER FREIGHT INTERNATIONAL** provide the services as follow :

1. AIR FREIGHT INCLUDING
  - Export ( Door To Door service )
  - Import ( Door To Door Service )
  - Custom Clearance
  - Shipping Lines Booking Space
  - Heavy Lifts
  - Domestic Service
  
2. SEA FREIGHT INCLUDING
  - Export, Custom Clearance
  - Import, Door To Door Service, Custom Clearance
  - Air Lines Booking Space
  
3. WAREHOUSING/LOGISTICS
  - Project Distribution
  - Warehousing
  - Land Transportation

**INTERNATIONAL FREIGHT FORWARDER**

**OFFICE:**

**PT. MASTER FREIGHT INTERNATIONAL** office are located in :

JL. Bekasi Timur IV, No. 12, Jatinegara

Jakarta 113610, Indonesia

TEL : (62 21) 8502835

FAX : (62 21) 85909292

E-mail : [masterfreight@masterfreight.co.id](mailto:masterfreight@masterfreight.co.id)

**CONTACT PERSONS :**

**SALES & MARKETING DEPARTMENT**

Mr. A. Mulyani : Sales & Marketing Manager  
Mr. Teddy Sutendy : Sales & Marketing Coordinator  
Mr. Max Obadja M.S : Sales & Marketing  
Mr. Angga Hoeron Saputra : Sales & Marketing  
Mr. Bima Rizky : Sales & Marketing

**FINANCE & ACCOUNTING DEPARTMENT**

Ms. Ati Sutiati : Accounting Manager  
Ms. Mayang Karlina : Finance & Accounting Coordinator  
Mr. Suherman : Finance & Accounting Staff  
Ms. Intan Mayangsari : Finance & Accounting Staff

**CUSTOMER SERVICE & OPERATION DEPARTMENT**

Ms. Siti Rukoyah : Customer Service Coordinator  
Ms. Vebyola Tanasale : Customer Service & Operation Staff  
Ms. Tiara Agustina Rizal : Customer Service & Operation Staff  
Mr. Moga E. Dipratama : Customer Service & Operation Staff  
Mr. Suryanto : Operation Manager  
Mr. Sugiman : Operation Coordinator  
Mr. Indra Bayu : Operation Staff  
Mr. Dodik Apriyanto : Operation Staff  
Mr. Jumari : Operation Staff  
Mr. Amung Saefuri : Operation Staff

**INTERNATIONAL FREIGHT FORWARDER**

GENERAL & PERSONAL AFFAIRS

Mr. Darun N. Firdaus : General Affair & Personal Manager  
Mr. Didik Suwardi : General Affair & Personal Coordinator  
Mr. Afif Aidil : General Affair

IT DEPARTMENT

Mr. Chairil Mufti : IT Manager

**BANK ACCOUNT :**

Beneficiary Name : PT. Master Freight International  
Beneficiary Address : Jl. Bekasi Timur IV No. 12, Jatinegara  
Jakarta 13410 Indonesia  
Beneficiary Bank : Bank Rakyat Indonesia (BRI) Cab Jakarta, Jatinegara  
Beneficiary Bank Address : Jl. Raya Jatinegara Timur No. 44 B  
Jakarta 13310 Indonesia  
Account Number : 0122-01-002243-30-1 (IDR)  
0122-02-000089-30-9 (USD)  
Swift Code : BRINIDJAXXX

## INTERNATIONAL FREIGHT FORWARDER

### STANDARD OPERATION PROCUDURES FOR EXPORT

#### DOCUMENTATION :

- ORIGINAL INVOICE
- ORIGINAL PACKING LIST
- EXPORT DECLARATION

#### MAIN PORTS/TRANSHIPMENT

The main ports in Indonesia are Jakarta, Semarang, Surabaya and Medan. Cargo in cities outside these ports, please refer to the list in the SOP EXPORT or ask [PT. MASTER FREIGHT INTERNATIONAL](#) Jakarta for further coordination.

#### CLOSING TIMES

#### OCEAN FREIGHT

Due to port regulation the closing time for FCL cargo is 48 hours before feeder vessel arrival. This will normally give additional transit time of 3 days plus the steaming time to Singapore ( 2 days ) which is the most common used transshipment port for Indonesia.

#### AIRFREIGHT

Cargo and documents can be submitted up to 8 hours before flight departures, subject to the size of the shipment. It is therefore recommend to deliver 24 hours before flight for shipments above 1,000 kg.

#### LETTER OF CREDIT STIPULATION

“ [PT. MASTER FREIGHT INTERNATIONAL](#) “ BILL OF LADING AND AIR WAYBILL TO BE ISSUED BY “ [PT. MASTER FREIGHT INTERNATIONAL](#) “.

#### ORDER FOLLOW UP

We can provide order follow up, subject to consignee submitting all relevant information in advance, like supplier details, order no, etc

## INTERNATIONAL FREIGHT FORWARDER

### STANDARD OPERATING PROCEDURES FOR IMPORT

Indonesian customs have very strict and comprehensive regulations regarding import documentation. If not followed it can result in considerable fines, delays and in some cases even total import rejection therefore below listed guidelines must be followed.

#### DOCUMENTATION

Document required from origin are following details:

- Original invoice
- Original Packing List
- M-BL or H-BL
- MAWB or HAWB
- Copies Telex Release ( If any )

The above mentioned should state the same description of goods including CRT / KG / CBM and commodity. Standard for custom clearance normally takes 7 days and we are available for request regarding Tax, Vat and Duties.

#### TRANSIT CARGO

All shipments in to Indonesia must be custom cleared at port of entry / discharge before on forwarding can be performed. The following is a guideline for the most common destinations in Indonesia and [PT. MASTER FREIGHT INTERNATIONAL](#) to be state in shipping documents. For outer destinations, please ask [PT. MASTER FREIGHT INTERNATIONAL](#) - Jakarta.

#### FREE DOMICILE DELIVERY

Only acceptable with prior notice confirmation and for pricing, please confirm with us in advance.

#### SPECIAL INSTRUCTIONS

For FCL containers the M-BL to read FCL / LCL if not penalty charge will be imposed by customs for change status.

**INTERNATIONAL FREIGHT FORWARDER**

**SERVICE STANDARDS**

**FOR OVERSEAS AGENTS**

- Pre Advice : 2 days after departs ( Sea freight )  
Same day as departs ( Air freight )
- Documentation : 4 working days after departs  
Same day as depart
- Imports P.O.D : 1 day after release
- General Correspondence : Within 24 hours after receipt
- Sales Lead Overseas : confirm receipt within 24 hours and advice  
outcome of contact within 10 days.

Invoice and credit notes : send to the office in Jakarta

**TO CLIENTS / SHIPPER – AIR**

- Booking confirmation shipping details / schedule same day after uplift.
- Confirmation of uplift 1 day after cargo depart.
- Invoice and documents ready for release 1 day after uplift.
- POD latest 1 day after cargo arrived and delivered at destination.

**TO CLIENTS / SHIPPER – SEA**

- Booking confirmation Shipping details / schedule same day as S.I received.
- Confirmation of uplift 1 day after cargo depart.
- Invoice and documents ready for release 1 day after uplift.
- POD latest 1 day after cargo arrived and delivered at destination.