

Instructions to Participants Regarding Cargo

This document highlights the main instructions for the import/export procedures of the cargo containing robots with the purpose of taking part in the ROBOCUP 2014, which is to take place at “Centro de Convenções Poeta Ronaldo Cunha Lima” in João Pessoa – PB.

Introduction

UTC Overseas Brasil Ltda and agents are involved with the cargo logistics (freight forwarder). In other words, they are responsible for collecting the cargo at the University and for transporting it to Guararapes Airport in Recife - Brazil.

ADDRESS:

UTC OVERSEAS BRASIL LTDA.

Av. Eng. Domingos Ferreira, 4.060, salas 1203/1205, CEP: 51021-040
Boa viagem – Recife – PE – Brasil
Contact: Márcia Almeida (Branch Manager) / Tel/Fax: +55 81 3034-9090/Mobile: +55 818160-2777/ E-mail: m.almeida@utcoverseas.com.br [24 hours]

LAURO VICTOR DE BARROS LTDA (LVB) is a customs´ broker and will be responsible for all the procedures involving customs, such as issuing import declarations for when the cargo arrives in Brazil, for issuing export declarations for when it is to be returned to the University at the end of the EVENT. In order to promote effective customs´ approval and to deliver cargo on the established date, LVB is in constant contact with Federal entities and logistics partners as well as always checking legislation compliance.

ADDRESS:

LAURO VICTOR DE BARROS LTDA.

Av. Presidente João Pessoa, 43, Centro
CEP: 58100-100 - Cabedelo – Paraíba
Contact: Inaée Porto (International Trade Analyst) / Tel/Fax: +55 83 3228-4000/Mobile: +55 83 9636-0110 E-mail: inaee@laurovictor.com.br [24 hours]

Instructions Prior to the Event

In order to have your cargo delivered at the event location in time for the setup date, it has been stipulated that it has to be picked up at the university no later than the first (01st) of July (01/07/2014).

1. Each university must state the estimated value for the product, that is how much you think the robot is worth. This is needed for quoting the insurance as well as for meeting customs' demands.

2. Each university must fill out two documents, which have been put together by *LVB*, all of which are imperative for a rapid and effective passage through customs both at the origin and at the destination. These documents include: (i) Pro Forma Invoice (this must be sent to *LAURO VICTOR* for corrections); and (ii) packing list (must be sent together with the pro forma for correction and approval). [The templates for the pro forma and the packing list are available as attachments to this document].

3. Each university must also name one representative, stating their name, e-mail and telephone. This is so as to facilitate communication between all of the parties involved in the process.

Payment Conditions

The payment regarding all of the costs involved (freight, insurance and customs clearance) will be made through a bank transfer. UTC will instruct each participant of the account details to which to wire the transfer. The payments will be "prepaid", i.e. 100% in advance.

Communication between the Parties

Both LVB and UTC are available to clarify any questions that may arise about cargo and to resolve any pendencies that may exist at any time up until it is returned to the University.

In order to offer a fast feedback, LVB and UTC will have representatives during the EVENT with the means to answer to any enquiries.

Templates

Please find attached the documents' templates that need to be filled out and sent to LVB.

- ➔ Pro Forma Invoice
- ➔ Packing List

For any other information, please contact UTC and LVB simultaneously.