



Shipping Memo

To: All Departments
From: Jinane Ben Zaïda - POC - K Films
Date: 1 March 2017

Hi all,

International shipping has taken on many new rules and regulations that must be adhered to in order to move production resources in a timely and cost effective way.

Please find bellow a general idea about how to export out and import goods to and from Morocco:

THE PROCESS OF EXPORTING OUT TO MOROCCO:

- **ATA Carnet** must be used for non-consumables items travelling with or without crew to Morocco (it needs 10 days approx. to raise a Carnet in local Chamber of Commerce).
- For gear traveling with trucks, they should carry truck original paperwork not photocopies with the registration numbers for their truck and towing vehicle. A copy of all papers and a scan of driver's passport should be sent one week in priority to Morocco Production office.
- Trucks registration number **MUST** be included in ATA Carnet in order to avoid a double clearance for goods and vehicles, and also to allow drivers to fly back home with no restrictions if needed.
- Trucks should have shipping manifest issued at the Algeciras port (Spain) and consigned to Moroccan Production Office; your broker should handle this process.
- Trucks travel from Europe down to Algeciras, Spain and then by ferry to the Port of Tangiers Med.
- Sea Containers travel to Casablanca port.
- Our broker in Morocco will have his agent at ports and airports for incoming and outgoing equipment clearance.

- No food coming from Europe or US will be allowed into the country, as the permits are very complicated. Customs duties are 100% in addition to a special permit from the Ministry of Health.

Consumables: Each department must prepare a Manifest (Shipping List) 02 weeks before a shipment is due to travel, send it to Morocco production office, to Jinane Ben Zaida at: bjinane@yahoo.com, for any adjustments to make. Your customs broker will prepare a commercial invoice and a bill of lading/airway bill to present to customs officials in Morocco during the transit for customs duties.

- All Shipping Lists should be typed – not handwritten. The Production Office can provide a Shipping List template (excel sheet) for any one who requires. Please forward Shipping Lists via e-mail to the POC in Morocco for a review at: bjinane@yahoo.com

As the customs regulations for North America, Europe and Morocco are complex, strictly enforced and require a broker, under no circumstances should crewmembers make their own shipping arrangements.

PLEASE NOTE THAT MAKE-UP is considered A COMSUMABLE IN MOROCCO – for our M/up and Hair artists should separate tools (fly with them as tools of trade and needs an ATA Carnet) from Make up products (considered consumables and production should pay duties on them) to be shipped separately.

No crate should be sealed or locked so that it cannot be opened and inspected. Trunks/cabinets should be unlocked or the driver should be given the keys upon departure if goods are traveling with truck.

Please note the load cannot be altered after submission of the ATA Carnet to our broker, so please make sure that everyone in your department understands that nothing can be thrown on the truck or container at the last minute.

If the contents of the shipment (be it airfreight, truckload or sea container) do not match the Carnet they will have to be off-loaded at the border and repackaged incurring delays!

- **HAZARDOUS MATERIALS:** Certain chemicals require special permits. Wherever possible make your purchase locally if you think something is considered Hazardous, you'll need to obtain a MSDS (Material Safety Data Sheet). These can usually be obtained from the vendor or manufacturer. Certain hazardous materials require the use of a specific licensed driver and vehicle for transport into Morocco. Please make sure that you purchase enough stock to last the shooting period in Morocco. The cost of each Hazardous Materials certificate, special packaging and shipping far outweighs the cost of purchasing a little extra of a product.

- **BY AIR FREIGHT**

Should your shipment be consigned airfreight please note the weight and size of any box. Additionally, please list the box numbers on the Shipping list on ATA CARNET and mark each box clearly.

- **TOOLS OF TRADE:**

If you are bringing personal “Tools of Trade” into Morocco they should be shipped along with your departments materials/merchandise as a Company shipment. There is no need to itemize each individual tool but still need to go under the ATA Carnet.

IMPORTANT NOTES:

- **Any item that is transported across the border without customs clearance and/or the proper permits will be considered Contraband. This cargo is liable to be confiscated.**

HAZARDOUS MATERIALS:

- Pyrotechnics – **REQUIRES SPECIAL MILITARY PERMIT** (06 weeks notice)
- Ammunitions & Weapons – knives, guns, Accessories, costumes – **REQUIRES SPECIAL MILITARY PERMIT** (06 weeks notice) Lists can't be changed after submission to signature of the King of Morocco.
Very important: Make sure your broker/transporter has an agreement to transport weapons and ammunitions to Morocco!
- Walkie-Talkies and base station: The following info is needed to secure special import licence 04 weeks prior to its shipment to Morocco. Production can source locally if needed.
 - Model and Make
 - Frequencies to be used
 - Output
 - Serial numbers
 - Quantity
 - Country of origin
 - Value
- Aerosol Cans – hairspray, dulling spray, shaving creams, flammable Liquids – oil based paints, liquid fluid, Solvents – acetone, thinners, etc. (02 weeks notice)
- Petroleum Based Products – gasoline, diesel powered engines, etc. (03 weeks notice)
- Alkaline Batteries – Wet batteries (02 week notice)
- Compressed gases – oxygen, nitrogen, acetylene etc. (03 weeks notice)

- Medication: personal medication is allowed (please bring enough to cover your stay in Morocco and keep your doctor prescription with you!)

Please take care when packaging your equipment that no restricted articles are overlooked. If either the airline or other carrier detects any of the above, it will Jeopardize the timely movement of the entire shipment. The shipper is also liable to heavy penalties and / or the confiscation of the entire shipment.

Very important:

If any goods were manufactured in Morocco (Exp. Props or costumes) and production is willing to export them out to Europe or USA, the process should take about 03 to 04 weeks to raise all paperwork.

Concerned departments should make lists of all items, keep original bills, and take photos accordingly to handle to production office by end of shooting.

For any questions or concerns, don't hesitate to contact Jinane at 00212662202484 or bjinane@yahoo.com

Thank you!