

# Shipping and Packaging Policy of CARL BECHEM GMBH

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## Targets

This shipping and packaging policy is valid for all German BECHEM-sites and describes the standard process for shipping and packaging of products. It serves as a practical guide, which is to ensure a trouble-free material flow between BECHEM and the customers.

## Shipping Policy

### Collection addresses and loading times

Insofar as collection of the goods by the customer has been agreed, BECHEM notifies the collection at the customer as soon as the goods are ready for collection. For this notification, only the contact details of the contact person have to be provided by the customer. The collection addresses are based on the information in the notification. Please refer to the following tables for addresses and loading times.

| Site           | Collection address                 |
|----------------|------------------------------------|
| <b>Hagen</b>   | Tor 2, Weststraße 120, 58089 Hagen |
| <b>Kierspe</b> | Im Kamp 2, 58566 Kierspe           |
| <b>Mieste</b>  | Kurze Straße 3, 39649 Gardelegen   |

| Day                      | Loading times          |
|--------------------------|------------------------|
| <b>Monday to Tuesday</b> | 7:30 a.m. – 2:00 p.m.  |
| <b>Friday</b>            | 7:30 a.m. – 11:00 a.m. |

## Documents

### Deliveries to Germany and to the European Union

The original delivery note is enclosed with each consignment and contains the following information:

- Invoice- and delivery address
- Customer order-no.
- BECHEM-product-no.
- Description of goods incl. packaging
- Delivery quantity each item
- Description and number of packages
- Gross weight
- Subheading of the Combined Nomenclature
- Notes considering on dangerous goods and dual-use goods (if necessary).

## Deliveries to third countries

For exports to the third country BECHEM prepares all necessary documents and takes over the export declaration, if BECHEM is the exporter.

In addition to the delivery note BECHEM provides a customs-invoice, which the customer can use to arrange for the customs clearance. This customs-invoice contains the following information:

- Invoice- and delivery address
- Customer order-no.
- Description of goods incl. packaging
- Delivery quantity each item
- Net weight each item
- Unit price
- Subheading of the Combined Nomenclature
- Total price
- Total net and gross weight
- Description and number of packages
- Incoterm
- Payment condition
- Country of Origin
- Declaration of Origin (as far as possible)
- Further mandatory data (e.g. VOC-content for deliveries to Switzerland, mineral oil content for deliveries to Italy).

To the consignment is also attached the export accompanying document, the CMR consignment note, the ADR attachment for dangerous goods consignments and the packing list. For sea freights BECHEM prepares the IMO declaration and for air freights the shippers declaration.

If necessary for the delivery to the respective receiving country, further documents, such as the certificate of origin, are attached to the consignment. The necessity is derived from the current version of the consular and model regulations of the Hamburg Chamber of Commerce and also results from the current legal situation. Unless there is a need, the issuance of such documents shall be agreed individually in writing.

## Authorisations and simplifications

BECHEM is an authorised economic operator (AEO-S and -C), an approved exporter, holds the authorisation for simplified customs declaration and is a known consignor.

## Packaging Policy

For the dispatch of the goods BECHEM uses IBCs, pallets and cartons.

The respective package types and sizes result from the following table:

| Type of package               | Size               |
|-------------------------------|--------------------|
| <b>IBC</b>                    | 120 x 100 cm       |
| <b>CP2-pallet</b>             | 80 x 120 cm        |
| <b>CP3-pallet</b>             | 114 x 114 cm       |
| <b>Europallet</b>             | 80 x 120 cm        |
| <b>One-way pallet</b>         | 40 x 60 cm         |
| <b>Industrial pallet</b>      | 120 x 120 cm       |
| <b>Drum</b>                   | 60 cm diameter     |
| <b>Cartons (covering box)</b> | in different sizes |

If pallets are shipped, they are usually wrapped with stretch film.

Please have Europallets ready for exchange if necessary.

### Large packages

Large packages include IBCs and drums. When goods are delivered in IBCs, those are used for transport and are not additionally packed.

Please refer to the following table for the respective packaging for drums.

| Order quantity             | Packing                                 |
|----------------------------|---|
| <b>single drum</b>         | as a single drum or on a one-way pallet |
| <b>two drums</b>           | CP2- or Europallet                      |
| <b>three to four drums</b> | CP3- or industrial pallet               |

### Small packages

Small packages include cans, pails and kegs as well as tins, spray cans and cartridges, which are sold either individually or in multiples in a box.

In case of delivery of individual packages, boxes for outer packaging can be used. If possible, several packages can also be sent in one carton. However, if packaging in a recovering box is not possible due to the number of packages, the goods will be shipped on a pallet. Depending on the volume, CP3 pallets, Europallets or one-way pallets are used. Mixed pallets are possible.

## General

Shipping and packaging requirements deviating from these guidelines may be agreed and must be in writing to be effective.

If provisions of the Shipping and Packaging Policy conflict with provisions of individual contractual agreements, the General Terms and Conditions of Sale and Delivery or the Quality Assurance Guidelines, the following hierarchy of standards results:

- Individual contractual agreements
- General Conditions of Sale and Delivery of CARL BECHEM GMBH
- Shipping and Packaging Policy of CARL BECHEM GMBH
- Quality Assurance Guideline of CARL BECHEM GMBH.