



PACTL

上海浦东国际机场货运站有限公司

Shanghai Pudong International Airport Cargo Terminal Co., Ltd.

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1 号库无主运单标签货物的处理程序

各货运代理公司：

近来，1 号库内由于各种原因的无主运单标签货物越来越多，为尽可能保证物归原主，我公司特制定《1 号库无主运单标签货物的处理程序》，供各货运代理公司操作执行：

- 1) 鉴于 1 号库内发现的无主运单标签货物，属代理公司尚未与我公司交接的货物，因此，我公司只是提供暂时存放的场所，而对该无主运单标签货物不负查询的责任。
- 2) 我公司 1 号库工作人员在发现无主运单标签货物后，由当班班长以上负责人确认，并立即予以拍照、封箱、称重处理以及将该货物转移至我公司 2 号库的“不正常货物存放区”存放，同时将照片以及发现时间、具体库内方位等信息张贴于 1 号库内的《公示栏》，
- 3) 代理公司应随时关注《公示栏》上的有关无主运单标签货物认领信息，需要认领的，请与我公司出港查询组（联系人：胡申贻，电话：68341591）联系，并提供相关的证明材料后，进入认领程序。

- 4) 无主运单标签货物照片将在《公示栏》内张贴至少 30 天，超过 30 天的相关照片等信息将由 1 号库工作人员装订成册，悬挂于《公示栏》上。
- 5) 无主运单标签货物在我公司存放满 3 个月而无货主认领的，我公司将按“逾期不正常货物”的有关程序，上交浦东机场海关。同时撤消该货物在《公示栏》内的相关信息。
- 6) 各货运代理公司员工有责任和义务保护、爱护《公示栏》内所有公布的照片等材料与信息，任何涂改、撕毁或随意张贴等的行为均被视为破坏行为，一经发现，将扣留本人“1 号库组板区通行证”，并暂停其所在单位办理“1 号库组板区通行证”的资格。

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二〇〇四年八月六日

Procedure of Handling the Cargo without MAWB Label Found in No.1 W/H

Forwarders:

Recently there are more and more found cargo without MAWB labels in No. 1 w/h due to all kinds of reasons. In order to guarantee that these cargo will be returned to their origin owners to the best of our ability, we make this "Procedure of Handling the Cargo without MAWB Label Found in No. 1 W/H", which shall be followed by the forwarders.

- 1) Seeing that the cargo without MAWB labels found in No. 1 w/h are the cargo that haven't been handed over from the forwarders to our company, we will only provide a place for interim storage and won't be responsible for the tracing of this kind of cargo.
- 2) After finding the cargo without MAWB label, our staff in No. 1 w/h must ask the shift leader on duty or the supervisor at a higher level for confirmation, and then immediately take the photo, seal the box, weigh the package, and move the cargo to "Irregularity Cargo Storage Area" in No. 2 w/h for storage. Meanwhile, the photo and the info such as when and at which position the cargo was found shall be posted on the "Notice Board" in No. 1 w/h.
- 3) The forwarders shall always pay attention to the found cargo claim info posted on the "Notice Board". For the claim of cargo, the forwarders shall contact Outbound Tracing Team (Hu Shenyi, Tel: 68341591), and provide related evidentiary material(s) before the formalities will be gone through.
- 4) The photo of the cargo without MAWB label will be posted on the "Notice Board" at least 30 days. Staff in No. 1 w/h will bind the info including the photos that have been posted more than 30 days into a volume, which will be hung on the "Notice Board".
- 5) If the cargo without MAWB label has been stored in our company for 3 months and the cargo owner hasn't come to claim it, we will hand the cargo to PVG Customs according to the procedure of handling "non-delivery cargo". And the related info about this cargo on the "Notice Board" will be removed.
- 6) The staff of the forwarders have the responsibility and duty to protect and take good care of the materials and info such as the photos posted on the "Notice Board". To alter, tear up the material/info or post the paper at will are regarded as the act of destroying. Once any act of destroying is found, the "Palletizing Warehouse Pass" held by the person that conducts the destruction will be detained, the company that the person works for will be informed that the qualification of the forwarder to apply for "Palletizing Warehouse Pass" has to be suspended.

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