



Vietnam Airlines

HƯỚNG DẪN CỦA NGƯỜI GỬI HÀNG
SHIPPER'S LETTER OF INSTRUCTION

SHIPPER (Người gửi)	You are hereby requested and authorised upon receipt of the consignment described herein to prepare, update and store information of the Air Waybill and other necessary documents on our behalf and dispatch the consignment in accordance with the rules promulgated on website www.vietnamairlines.com I certify that the contents of this consignment are properly identified by name. Insofar as any part of the consignment contains dangerous goods, such part is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.			
CONSIGNEE (Người nhận)	Đề nghị và ủy quyền cho VN tiếp nhận lô hàng được mô tả ở đây để chuẩn bị và thay mặt chúng tôi cấp nhật và lưu trữ thông tin vận đơn hàng không và các tài liệu cần thiết khác và gửi lô hàng theo các quy định được công bố tại website www.vietnamairlines.com . Tôi xác nhận rằng các chi tiết của lô hàng này được xác định chính xác theo tên gọi. Nếu bất kỳ phần nào của lô hàng chứa hàng nguy hiểm thì phần đó đều đã đảm bảo điều kiện vận chuyển bằng đường hàng không theo đúng quy định vận chuyển hàng hóa nguy hiểm hiện hành.			
Airport of Departure (Sân bay khởi hành)	Airport of Destination (Sân bay đến)			
REQUESTED ROUTING (Hành trình yêu cầu)	REQUESTING BOOKING (Yêu cầu đặt chỗ)			
MARKS AND NUMBERS (Dấu và số hiệu)	NO & KIND OF PKGS (Số kiện và loại bao bì)	DESCRIPTION OF GOODS (Mô tả hàng hoá)	GROSS WEIGHT (Trọng lượng cả bì)	DIMENSIONS (Kích thước = cm)
AIR FREIGHT CHARGES (Cước vận chuyển) <input type="checkbox"/> PREPAID (Trả trước) <input type="checkbox"/> COLLECT (Trả sau) (Mark one to apply) (Đánh dấu vào ô thích hợp) (If Service Available) (Nếu có dịch vụ)	OTHER CHARGES AT ORIGIN (Phí khác tại điểm đi) <input type="checkbox"/> PREPAID (Trả trước) <input type="checkbox"/> COLLECT (Trả sau) (Mark one to apply) (Đánh dấu vào ô thích hợp) (If Service Available) (Nếu có dịch vụ)	INSURANCE - AMOUNT REQUESTED (Bảo hiểm - số tiền yêu cầu)		
DECLARED VALUE (Giá trị kê khai)		DATE: (Ngày khai)		
For Carriage (Để vận chuyển)	For Customs (Đối với Hải quan)	I hereby certify that information declared above is correct and I'm liable for my declaration before laws.		
HANDLING INFORMATION AND REMARKS (Thông tin phục vụ và lưu ý)		Tôi cam đoan việc khai báo nêu trên hoàn toàn đúng và tôi xin chịu trách nhiệm trước pháp luật về lời khai đó. SHIPPER (Signature, full name and ID number) (Người gửi, ký, ghi rõ họ tên và số CMT)		
Note: Quá trình chấp nhận hàng kết thúc khi kiện hàng cuối cùng của lô hàng được kiểm tra bởi an ninh sân bay. (The procedure of acceptance is only completed when the last piece of shipment is checked by airport security)				

INSTRUCTION FOR SLI COMPLETION

1. Shipper:

Show shipper's full name, street address, city, country and phone or telex number, if known.

2. Consignee:

Show consignee's full name, street address, city, country, phone or telex number, if known.

3. Airport of departure:

Show the name of the airport in full.

4. Airport of destination:

Show the name of airport (or city if airport is unknown). In cases where the same city name is used in more countries to add the name of country, e.g. London U.K.

5. Requested routing/Requesting booking:

Airline routing apply, unless shipper inserts specific routing and requires booking

6. Marks and Numbers:

Show shipper's marks and numbers as they appear on the packages

7. Number and kind of Packages:

Show the total number of pieces in the consignment, indicating the manner of packing such as package, carton, case, crate, bag, roll, etc. If pieces are not packed, describe as "loose".

8. Description of goods:

Each item contained in the consignment must be described separately in sufficient detail to show its nature, e.g: 9 reels of exposed motion picture 35 mm film, newsreel (Origin USA).

This description of goods must conform with statements contained in such accompanying documents as Shipper's Export Declarations, Commercial or Consular Invoices and Import Licences. Dangerous goods must show the proper and definite name and class of the label applied to the package if any is required.

9. Gross weight:

Show the exact gross weight in kgs. or in Lbs.

10. Measurement:

Enter the measurements of the greatest length, greatest width and greatest depth, specifying the unit of measurement.

11. Freight charges/Other charges at origin:

Shipper must indicate whether "Prepaid" or "Collect" is desired as determined in Section 7.2.2., Information by Countries, of this Tariff. In case shipper does not indicate either one, he thereby authorizes the consignment to be forwarded "charges prepaid".

12. Declared Value for Carriage:

The amount of the "Value for Carriage" to be declared by shipper must be shown in this box. If no value declared, shipper must insert the abbreviation NVD (No Value Declared).

13. Declared Value for Customs:

International shipments are usually inspected by the Customs of country of destination and any duties assessed are based on value shown in this box.

14. Insurance amount requested:

If the carrier provides insurance cover, the amount of insurance desired must be specified in this section. Unless this is done, shipment will not be insured. Insurance becomes effective in the amount declared for insurance at the moment the Shipper's Letter of Instruction is signed and the consignment leaves the shipper's possession.

*Note: At the moment, VN has not yet the service

15. Handling Information and Remarks:

Show any desired additional information, such as "Also Notify" i.e. show the full name and address of a party other than the consignee whom the shipper also wishes to be notified of arrival.

16. Date/Signature:

Shipper must enter here the date on which he signs Shipper's letter of instructions.

EXCEPTIONS

Vietnam Airlines encourages using the form designed by Vietnam Airlines. However, other forms of Shipper are also accepted by Vietnam Airlines if they meet following conditions:

a) All necessary information must accurate and in full for the issuing of the air waybill by Vietnam Airlines and Vietnam Airlines's authorized agent.

b) Showing the commitment "Requirement for carriage by Vietnam Airlines (or name of Vietnam Airlines's agent) and is authorized to sign the air waybill in the name of the shipper".

c) Must be signed by the shipper or shipper's nominated agent.

