MAPPING OF AIR WAYBILL

1.0 SCOPE: A generic overview on the master air waybill (MAWB), and its uses in the movement of airmail. This document serves as a guideline only, and not the final operating model. The desired outcome is that we can jointly work between the UPU, IATA as well as representatives from the air carriers and posts to formulate an operating standard including operational and EDI elements, that will enhance and facilitate the movement of airmail.

2.0 BACKGROUND: Certain customs organizations are requiring that airlines as the method of conveyance, disclose all goods (freight/mail) on board their aircraft prior to arrival. Failure not to disclose in a timely manner (prescribed by customs), can result in severe penalties upon the airlines as well as resulting in inefficient movement of the goods consigned to them.

3.0 MASTER AIR WAYBILL: The master air waybill is an IATA document governed by the Cargo Services Conference Resolutions 600a, 600 (b), 600 (b) II, Recommended Practices 1600d, 1600r and Cargo Tariff Coordinating Conference Resolutions 012, 502 and 598. It is an 8-copy document, with a unique identification number, of eight digits, with a check digit in the extreme right (using un-weighted modulus 7 to determine). The unique number is paired with the unique airline coding number and is separated by a hyphen. Airlines facilitate all the movement of their traditional freight with the master air waybill. The EDI messaging used by the airlines (Cargo IMP), enhances its use, by its functionality being embedded in the message format.

4.0 NESTING OF CN38: There lies ability to use the CN38 document, and nest it inside the master air waybill, tracking by piece level could be accomplished, by doing so all the agreed necessary events can be related via EDI. Status messages have the ability to be both solicited or unsolicited, when triggered by an anomaly. Currently we are providing this to freight forwarders, by nesting their house air waybill inside the master air waybill.
FHL – Consolidation of CN38 (when consolidated into ULD or collector bag by post office)
FWB – Electronic air waybill message
FSR – Status request
FSA – Status answer
FSU – Status unsolicited
RESOLUTION 600a*

AIR WAYBILL

CBPP(12)600a*  
Expiry: Indefinite  
Type: B

CBPP(13)600a  
Expiry: Indefinite  
Type: B

CSC(19)600a*  
Expiry: Indefinite  
Type: B

CSC(26)600a*  
Expiry: Indefinite  
Type: B

RESOLVED that:

1. For international transportation of cargo, IATA Members shall use the air waybill as set forth in Attachments ‘A’ and ‘B’.

2. The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

3. The issuing carrier is either:
   3.1 in the case of an “airline air waybill”, the carrier whose form is used; or
   3.2 in the case of a “neutral air waybill”, either:
      3.2.1 the first carrier, or
      3.2.2 an intended participating carrier in the routing, or
      3.2.3 a carrier acting as the handling agent or sales agent for the first carrier at origin.

4. In a non-CASS environment, neutral air waybills shall not be used except when completed by a computer system.

5. Proposals to amend the air waybill may be submitted to the Secretary, Cargo Services Conference at any time. Such proposals shall be circulated to all members of the Cargo Business Processes Panel for consideration and agreement.

6. If agreed, such proposals shall be circulated to all Members by Notice of Amendment in accordance with the procedures detailed in Resolution 601.

7. Amendments agreed to Attachment ‘A’ need not be put into effect until the time of next printing of the air waybill but in no event later than 18 months after the declaration of effectiveness of these amendments.

* This Resolution is in the hands of all IATA Cargo Agents.
RESOLUTION 600a
Attachment ‘A’

AIR WAYBILL — TECHNICAL SPECIFICATIONS

1. INTRODUCTION

1.1 The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

2. MEASUREMENTS OF THE AIR WAYBILL

The outside measurements of the air waybill shall be between 208 mm (8.2 in) and 230 mm (9 in) in width and between 274 mm (10.8 in) and 305 mm (12 in) in length. The size of the boxes and their distances from the upper left hand paper edges shall be maintained exactly as shown in Appendix ‘A’.

3. DESCRIPTION OF THE AIRLINE AIR WAYBILL SET

The airline air waybill set shall be printed as specified below:

3.1 the Original 3 (for Shipper) shall have the same layout, wording and shading as specified in Appendix ‘B’;
3.2 the Copy 4 (Delivery Receipt) shall have the same layout, wording and shading as specified in Appendix ‘C’;
3.3 the Original 1 (for Issuing Carrier) and Original 2 (for Consignee) shall have the same layout, wording and shading as specified in Appendix ‘D’;
3.4 all other copies shall have the same layout, wording and shading as specified in Appendix ‘E’;
3.5 the airline air waybill shall be in a set of a minimum of eight copies and shall be marked in the order shown. Colour is optional and airlines shall accept both coloured and non-coloured coded air waybills.

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 3 (for Shipper)</td>
<td>Blue</td>
</tr>
<tr>
<td>Copy 8 (for Agent)</td>
<td>White</td>
</tr>
<tr>
<td>Original 1 (for Issuing Carrier)</td>
<td>Green</td>
</tr>
<tr>
<td>Original 2 (for Consignee)</td>
<td>Pink</td>
</tr>
<tr>
<td>Copy 4 (Delivery Receipt)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Copy 5 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 6 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 7 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

If using colour, copies shall be either coloured paper or white paper with appropriate colour ink imprinted thereon, as referred above;

3.6 additional copies, having the same layout, wording and shading as Appendix ‘E’, may be included in the airline air waybill set to a maximum of five copies. These must be printed on white paper marked “Copy XX (Extra copy for Carrier)”, where XX denotes the number of the copy of the airline air waybill, and may be placed anywhere in the airline air waybill set following Original 1 (for Issuing Carrier);

3.7 notwithstanding the provisions of 3.5 and 3.6, when an air carrier uses an automated system to issue the airline air waybill:

3.7.1 the airline air waybill shall be executed in a set which includes at least the three original copies,
3.7.2 further copies of the airline air waybill may be produced by automated means at origin, en route or at destination as required,
3.7.3 upon interline transfer, at least five copies, of which one copy is entitled “Original 2 (for Consignee)” and one copy is entitled “Copy 4 (Delivery Receipt)”, shall be provided to the onward carrier,
3.7.3.1 when the exchange of a shipment record is not possible, at least five copies, of which one copy is entitled “Original 2 (for Consignee)” and one copy is entitled “Copy 4 (Delivery Receipt)”, shall be provided to the onward carrier,
3.7.3.2 when the exchange of a shipment record is possible, it is not required that copies of an air waybill be provided to the onward carrier. However the carriers involved must agree to adhere to the provisions of Resolution 600f,

4. DESCRIPTION OF THE NEUTRAL AIR WAYBILL SET

The neutral air waybill set shall be printed as specified below:

4.1 the Original 3 (for Shipper) shall have the same layout, wording and shading as specified in Appendix ‘B’;
4.2 the Copy 4 (Delivery Receipt) shall have the same layout, wording and shading as specified in Appendix ‘C’;
4.3 the Original 1 (for Issuing Carrier) and Original 2 (for Consignee) shall have the same layout, wording and shading as specified in Appendix ‘D’;
4.4 all other copies shall have the same layout, wording and shading as specified in Appendix ‘E’;
4.5 the neutral air waybill shall be either in a set of a minimum of eight copies in the order and marked as shown in 4.5.1; or in two sets of a minimum of four copies each in the order and marked as shown in 4.5.2. Colour is optional and airlines shall accept both coloured and non-coloured coded air waybills. If using colour, copies shall be either coloured paper or white paper with appropriate colour ink imprinted thereon, as referred to below;
Resolution 600a — Attachment ‘A’

4.5.1 one set of eight copies:

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 3 (for Shipper)</td>
<td>Blue</td>
</tr>
<tr>
<td>Copy 8 (for Agent)</td>
<td>White</td>
</tr>
<tr>
<td>Original 1 (for Issuing Carrier)</td>
<td>Green</td>
</tr>
<tr>
<td>Original 2 (for Consignee)</td>
<td>Pink</td>
</tr>
<tr>
<td>Copy 4 (Delivery Receipt)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Copy 6 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 7 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

4.5.2 two sets of four copies each:

First set

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 3 (for Shipper)</td>
<td>Blue</td>
</tr>
<tr>
<td>Copy 8 (for Agent)</td>
<td>White</td>
</tr>
<tr>
<td>Original 1 (for Issuing Carrier)</td>
<td>Green</td>
</tr>
<tr>
<td>Copy 7 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

Second set

<table>
<thead>
<tr>
<th>Title</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 2 (for Consignee)</td>
<td>Pink</td>
</tr>
<tr>
<td>Copy 4 (Delivery Receipt)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Copy 5 (Extra Copy)</td>
<td>White</td>
</tr>
<tr>
<td>Copy 6 (Extra Copy)</td>
<td>White</td>
</tr>
</tbody>
</table>

4.6 paper and carbon, where used, shall be of such quality that all copies are clearly legible;

4.7 fastening or stub shall:

4.7.1 hold the neutral airwaybill set together so that it does not disintegrate into loose sheets of paper during normal handling, and

4.7.2 be precut and of such nature that copies can be pulled easily and that when a part is pulled, the page does not tear apart.

5. DESCRIPTION OF THE FACE OF THE AIRLINE AIR WAYBILL

5.1 In addition to the information as illustrated in Appendices ‘B’ – ‘E’:

5.1.1 the airwaybill number shall be placed in the upper left corner, in the upper right corner and in the lower right corner of all copies of the airline airwaybill as shown in Appendix ‘A’;

5.1.2 the airwaybill number shall consist of the issuing carrier’s three-digit IATA airline code number and a serial number of eight digits including a check digit placed in the extreme right hand position;

5.1.3 the check digit shall be determined by using the unweighted Modulus 7 system;

5.1.4 the serial number shall be of the same size, similar style of type (font) and of the same boldness as the airline code number;

5.1.5 a separating hyphen placed between the airline code number and the serial number shall be used for the number shown in the upper right corner and in the lower right corner;

5.1.6 in the Shipper’s Certification box, the part of the statement referring to the Dangerous Goods Regulations from the word “insofar …” shall be printed in bold type.

5.2 In addition to the information illustrated in Appendices ‘B’ – ‘E’, the following features may also be shown at carrier’s option:

5.2.1 a space may be inserted in the serial number of the airline airwaybill between the fourth and fifth digits;

5.2.2 carrier’s insignia may be printed in the issuing carrier’s name and address box;

5.2.3 the notice containing reference to the carrier’s Conditions of Contract may be printed on all copies which are not originals except Copy 4 (Delivery Receipt);

5.2.4 the space in the box below the reference to the carrier’s Conditions of Contract, may be used to print other related statements as may be necessary to conform to national requirements;

5.2.5 “Requested Flight/Date” box may be without title;

5.2.6 the words “Also Notify” may be printed after the title of the “Accounting Information” box (applicable for domestic transportation only);

5.2.7 the “Amount of Insurance” box and adjacent “Insurance” clause box may be shaded and without title or printing of clause;

5.2.8 a box titled “TC” (for Transaction Correction), the size of which is limited to two characters and located to the right of the “Insurance” clause box, may be provided;

5.2.9 “Handling Information” box may include the printing of not more than five subtitles. A box titled “SCI” (for Special Customs Information), with dimensions of 8 mm × 30 mm (0.3149 in × 1.1811 in), is to be inserted in the bottom right corner of this box (insertion of this box is mandatory);

5.2.10 when the airwaybill is issued in the United States, the statement “These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited” may be printed in the “Handling Information” box;

5.2.11 the description of the charges/fees frequently incurred may be printed in the first two lines of the “Other Charges” box;

5.2.12 “Tax” boxes may be shaded and without title;

5.2.13 any special services provided may be printed in the shaded boxes below the “Total Other Charges Due Carrier” boxes;

5.2.14 language(s) or an annotation may be printed at the bottom of the airwaybill indicating that the wording of the form is available in another language and where it may be obtained;

5.2.15 bar coded airwaybill numbers, if used, shall be printed in accordance with Recommended Practice 1600t and shall be shown in at least one of the locations illustrated in Appendix ‘F’. Note: For airwaybills produced on U.S. Letter Size paper, the lower right corner cannot apply due to space limitation;
5.2.16 the three “Optional Shipping Information” boxes may be shaded and without title. Insertion of these boxes is mandatory;
5.2.17 nothing additional may be printed and/or overprinted on the airline air waybill.

6. DESCRIPTION OF THE FACE OF THE NEUTRAL AIR WAYBILL
6.1 In addition to the information as illustrated in Appendices ‘B’ – ‘E’:
6.1.1 in the Shipper’s Certification box, the part of the statement referring to the Dangerous Goods Regulations from the word “insofar …” shall be printed in bold type;
6.1.2 the printer’s reference shall be printed in the lower left corner of all copies of the neutral air waybill in the following sequence:
6.1.2.1 printer’s name,
6.1.2.2 production reference number,
6.1.2.3 production date;
6.1.3 the content of the following neutral air waybill boxes may be printed:
6.1.3.1 issuing carrier’s agent, name and city box with the issuing carrier’s agent’s name and city,
6.1.3.2 agent’s IATA code box with the agent’s IATA code number,
6.1.3.3 signature of shipper or his agent box with the agent’s name.
6.2 Nothing additional may be printed and/or overprinted on the neutral air waybill.

7. DESCRIPTION OF THE REVERSE SIDE OF THE AIRLINE AND NEUTRAL AIR WAYBILL
7.1 The currently effective IATA Conditions of Contract shall be printed on three original copies of airline and neutral air waybills as a minimum requirement. They may also be printed on other copies of the air waybill.
7.2 Domestic Conditions of Contract, separate from the currently effective IATA Conditions of Contract, may additionally be printed on the airline air waybill at carrier’s option.
Each unit is 2.54 mm or 1/10 of an inch
RESOLUTION 600a  
Attachment ‘A’  
Appendix ‘B’

<table>
<thead>
<tr>
<th>Shipper’s Name and Address</th>
<th>Shipper’s Account Number</th>
<th>Not Negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Waybill</td>
<td>Issued by</td>
<td></td>
</tr>
<tr>
<td>Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consignee’s Name and Address</th>
<th>Consignee’s Account Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Carrier’s Agent Name and City</td>
<td>Accounting Information</td>
<td></td>
</tr>
<tr>
<td>Agent’s IATA Code</td>
<td>Account No.</td>
<td></td>
</tr>
<tr>
<td>Airport of Departure (Addr. of First Carrier) and Requested Routing</td>
<td>Reference Number</td>
<td>Optional Shipping Information</td>
</tr>
<tr>
<td>To</td>
<td>By First Carrier Routing and Destination</td>
<td>To</td>
</tr>
<tr>
<td>Airport of Destination</td>
<td>Requested Flight/Date</td>
<td>Amount of Insurance</td>
</tr>
<tr>
<td>Handling Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Pieces (RCR)</th>
<th>Gross Weight</th>
<th>Rate Class</th>
<th>Nature and Quantity of Goods (incl. Dimensions or Volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<table>
<thead>
<tr>
<th>Prepaid</th>
<th>Weight Charge</th>
<th>Collect</th>
<th>Other Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valuation Charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Other Charges Due Agent</th>
<th>Total Other Charges Due Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Prepaid</th>
<th>Total Collect</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Currency Conversion Rates</th>
<th>CC Charges in Dest. Currency</th>
<th>For Carrier’s Use only at Destination</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Original 3 (FOR SHIPPER)</th>
</tr>
</thead>
</table>

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Signature of Shipper or his Agent

Executed on (date) at (place) Signature of Issuing Carrier or its Agent

Currency

INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked “Amount of Insurance”. 

SCI
**RESOLUTION 600a**

**Attachment ‘A’**

**Appendix ‘C’**

<table>
<thead>
<tr>
<th>Shipper’s Name and Address</th>
<th>Shipper’s Account Number</th>
<th>Not Negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Air Waybill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Issued by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consignee’s Name and Address</th>
<th>Consignee’s Account Number</th>
<th>Received in Good Order and Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuing Carrier’s Agent Name and City</th>
<th>Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agent’s IATA Code</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airport of Departure (Addr. of First Carrier) and Requested Routing</th>
<th>Reference Number</th>
<th>Optional Shipping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To by First Carrier</th>
<th>Routing and Destination</th>
<th>To by</th>
<th>by</th>
<th>by</th>
<th>Currency/Rate (WT/VAL)</th>
<th>Other</th>
<th>Declared Value for Carriage</th>
<th>Declared Value for Customs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airport of Destination</th>
<th>Amount of Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Handling Information**

<table>
<thead>
<tr>
<th>No. of Pieces (RCP)</th>
<th>Gross Weight (lb)</th>
<th>Unit Rate Class (Rate No.)</th>
<th>Chargeable Weight</th>
<th>Rate/Charge</th>
<th>Total</th>
<th>Nature and Quantity of Goods (incl. Dimensions or Volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepaid Weight Charge</th>
<th>Collect</th>
<th>Other Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Valuation Charge</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Charges Due Agent**

**Total Other Charges Due Carrier**

**Total Prepaid**

**Total Collect**

**Currency Conversion Rates**

**CC Charges in Dest. Currency**

**For Carrier’s Use only at Destination**

**Signature of Issuing Carrier or its Agent**

**Signature of Shipper or his Agent**

**Signature of Consignee or his Agent**

**Execution Details**

**COPY 4 (DELIVERY RECEIPT)**

---

**Additional Information**

Shippers certifies that the particulars on the face hereof are correct and that, if any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.
RESOLUTION 600a  
Attachment ‘A’  
Appendix ‘D’

<table>
<thead>
<tr>
<th>Shipper’s Name and Address</th>
<th>Shipper’s Account Number</th>
<th>Not Negotiable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignee’s Name and Address</td>
<td>Consignee’s Account Number</td>
<td>It is agreed that the goods described herein are accepted in apparent good order and condition except as noted for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER’S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER’S LIMITATION OF LIABILITY. SHIPPER MAY INCREASE SUCH LIMITATION OF LIABILITY BY DECLARING A HIGHER VALUE FOR CARRIAGE AND PAYING A SUPPLEMENTAL CHARGE IF REQUIRED.</td>
</tr>
</tbody>
</table>

Issuing Carrier’s Agent Name and City  
Accounting Information

Agent’s IATA Code  
Account No.

Airport of Departure (Addr. of First Carrier) and Requested Routing  
Reference Number  
Optional Shipping Information

To  
By First Carrier  
Routing and Destination  
To  
By  
Currency Code  
Other Declaration  
Declared Value for Carriage  
Declared Value for Customs

Airport of Destination  
Requested Flight/Date  
Amount of Insurance  
INSURANCE – If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked “Amount of Insurance”

Handling Information

<table>
<thead>
<tr>
<th>No. of Pieces</th>
<th>Gross Weight</th>
<th>Rate Class</th>
<th>Commodity Item No.</th>
<th>Chargeable Weight</th>
<th>Rate Charge</th>
<th>Total</th>
<th>Nature and Quantity of Goods (incl. Dimensions or Volume)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Prepaid Weight Charge  
Collect  
Valuation Charge  
Tax

Total Other Charges Due Agent

Total Other Charges Due Carrier

Total Prepaid  
Total Collect

Currency Conversion Rates  
CC Charges in Dest. Currency

For Carrier’s Use only at Destination  
Charges at Destination  
Total Collect Charges

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.

Signature of Shipper or His Agent

Signature of Issuing Carrier or its Agent

Currency

SCI

Executed on (date) at (place)
RESOLUTION 600a
Attachment ‘A’
Appendix ‘E’

Shipper's Name and Address

Shipper's Account Number

Not Negotiable

Air Waybill
Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

C Consignee's Name and Address

Consignee's Account Number

Issuing Carrier's Agent Name and City

Accounting Information

Agent's IATA Code

Account No.

Airport of Departure (Addr. of First Carrier) and Requested Routing

Reference Number

Optional Shipping Information

To

By First Carrier

Routing and Destination

To

Requested Flight/Date

Airport of Destination

Handling Information

No. of Pieces

RCP

Gross Weight

lbs

Rate Class

Commodity Item No.

Chargeable Weight

Rate per Charge

Total

Nature and Quantity of Goods (incl. Dimensions or Volume)

Prepaid

Weight Charge

Collect

Other Charges

Valuation Charge

Tax

Total Other Charges Due Agent

Total Other Charges Due Carrier

Total Prepaid

Total Collect

Currency Conversion Rate

CC Charges in Dest. Currency

For Carrier's Use only at Destination

Charges at Destination

Total Collect Charges

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Signature of Shipper or his Agent

Signature of Issuing Carrier or its Agent

Currency

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Currency

CC Charges in Dest. Currency

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Charges at Destination

Total Collect Charges

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Signature of Shipper or his Agent

Signature of Issuing Carrier or its Agent

Currency
RESOLUTION 600a
Attachment ‘A’
Appendix ‘F/1’

<table>
<thead>
<tr>
<th>Shipper’s Name and Address</th>
<th>Shipper’s Account Number</th>
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Not Negotiable

Air Waybill
Issued by

Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.

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<tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Issuing Carrier’s Agent Name and City</th>
<th>Accounting Information</th>
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Not Negotiable

Air Waybill
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<th>Accounting Information</th>
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<td>Field</td>
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<tr>
<td>Shipper’s Name and Address</td>
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<tr>
<td>Consignee’s Name and Address</td>
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<tr>
<td>Shipper’s Account Number</td>
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<tr>
<td>Consignee’s Account Number</td>
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<tr>
<td>Not Negotiable</td>
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<tr>
<td>Issued by</td>
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<tr>
<td>Copiers 1, 2 and 3 of this Air Waybill are originals and have the same validity.</td>
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<tr>
<td>Shipper’s Agent Name and City</td>
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<tr>
<td>Agent’s IATA Code</td>
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<tr>
<td>Account No.</td>
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<tr>
<td>Issuing Carrier’s Agent Name</td>
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<td>and City</td>
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<td>Referece Number</td>
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<tr>
<td>Optional Shipping Information</td>
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<tr>
<td>Airport of Departure (Addr. of First Carrier) and Requested Routing</td>
<td>To by First Carrier, Routing and Destination to by to by</td>
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<td>To</td>
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<td>Currency</td>
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<tr>
<td>Declared Value for Carriage</td>
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<tr>
<td>Declared Value for Customs</td>
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<tr>
<td>Amount of Insurance</td>
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<td>INSURANCE – If carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked “Amount of Insurance”.</td>
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<tr>
<td>Handing Information</td>
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<tr>
<td>No. of Pieces RCP</td>
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<tr>
<td>Gross Weight</td>
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<td>kg</td>
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<tr>
<td>Rate Class</td>
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<tr>
<td>Chargeable Weight</td>
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<tr>
<td>Nature and Quantity of Goods</td>
<td>(incl. Dimensions or Volume)</td>
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<td>SCI</td>
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<td>Rate Class</td>
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<td>Charge</td>
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<td>Total</td>
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<td>Prepaid Weight Charge</td>
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<td>Collect</td>
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<td>Valuation Charge</td>
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<td>Tax</td>
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<tr>
<td>Total Other Charges Due Agent</td>
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<tr>
<td>Total Other Charges Due Carrier</td>
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<tr>
<td>Total Prepaid</td>
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<tr>
<td>Total Collect</td>
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<tr>
<td>Currency Conversion Rates</td>
<td></td>
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<tr>
<td>CC Charges in Dest. Currency</td>
<td></td>
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<tr>
<td>For Carrier’s Use only at Destination</td>
<td>Charges at Destination</td>
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<tr>
<td>Total Collect Charges</td>
<td></td>
</tr>
<tr>
<td>ORIGINAL 3 (FOR SHIPPER)</td>
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</tbody>
</table>

Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.
RESOLUTION 600a
Attachment 'A'
\(\triangle\) Appendix 'F'

Shipper's Name and Address

Shippers Number

Consignment's Name and Address
Consignment's Account Number

Issuing Carrier's Name and City
Accounting Information

Agent's IATA Code
Account No.

Airport of Departure (Addr. of First Carrier) and Requested Routing

To

by First Carrier, Routing and Destination

by

Other

Currencies

Declared Value for Carriage

Declared Value for Customs

Insurance

Amount of Insurance

Handling Information

SCI

No. of Pieces

Rate Class

Basic Weight

Chargeable

Rate

Weight

Charge

Total

Nature and Quantity of Goods

Net, Dimensions or Volume

Prepaid

Weight Charge

Collect

Other Charges

Valuation Charge

Tax

Total Other Charges Due Agent

Total Other Charges Due Carrier

Total Prepaid

Total Collect

Currency Conversion Rate

O.C. Charges in Dest. Currency

For Carrier's Use only at Destination

Charges at Destination

Total Collect Charges

Signature of Shipper or his Agent

Executed on (date) 
at (place) 
Signature of Issuing Carrier or his Agent

ORIGINAL 3 (FOR SHIPPER)

---

Not Negotiable

Air Waybill

Issued by

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RESOLUTION 600a
Attachment ‘B’

COMPLETION, DISTRIBUTION AND TRANSMISSION OF THE AIR WAYBILL

1. GENERAL

1.1 The air waybill is a document which shall be either an air waybill referred to as an “airline air waybill”, with preprinted issuing carrier identification, or an air waybill referred to as a “neutral air waybill” without preprinted identification of the issuing carrier in any form and used by other than an air carrier.

1.2 The issuing carrier or its agent shall ensure that, upon execution of the air waybill, all necessary entries are made.

1.2.1 Any amendments (including additions) to information shown or required on the air waybill, made by any participating carrier subsequent to initial issue, must be made on all remaining copies of the air waybill and must properly identify the carrier making such amendments. Identification of the carrier must be placed as closely as possible to the item(s) amended without obliterating any other information. Such identification shall include the official IATA airline name or designator and the IATA location identifier of the airport or city to show the place where the amendments are made. Amendments to the air waybill amounts shall be in accordance with Resolution 612.

1.3 When a consignment is returned because of non-delivery, the new air waybill for the returning carriage shall have:

1.3.1 the original air waybill number inserted in the “Accounting Information” box;

1.3.2 all charges which should have been, but were not collected from the original consignee, inserted in the “Other Charges” box and the total inserted in the “Total Other Charges Due Carrier” box of the “Collect” column.

1.4 The issuing carrier shall not insert or permit insertion on the air waybill of any instruction that charges shown as to be collected from the consignee are to be collected from any person other than from the consignee; provided that this shall not prevent payment of such charges by such other person on behalf of the consignee to the collecting carrier.

1.5 In the case of a neutral air waybill, the party completing it on behalf of the issuing carrier shall first ensure that its use has been authorised by the issuing carrier.

2. COMPLETION OF THE AIR WAYBILL

The boxes on the face of the air waybill shall be completed correctly. See the IATA Air Waybill Handbook (Attachment ‘B’, Appendix ‘C’), published separately.

The boxes shaded and with title are for carrier’s use only.

The boxes shaded and without title shall not be used.

The circled numbers to the right of the titles and any bracketed numbers in the following text, correspond with the numbers in the boxes of the specimen air waybill illustrated in Appendix ‘A’.

2.1 Air Waybill Number

When not preprinted, the air waybill number provided by the issuing carrier shall be inserted in the upper left corner, in the upper right corner and in the lower right corner. The air waybill number shall have dimensions sufficient to make it readable and shall consist of:

2.1.1 Airline Code Number

The issuing carrier’s three-digit IATA airline code number shall be inserted.

2.1.2 Separating Hyphen

A hyphen shall be inserted between boxes 1A and 1B, and only in the upper right and lower right corners.

2.1.3 Serial Number

2.1.3.1 A serial number of eight digits including a check digit placed in the extreme right position shall be inserted.

2.1.3.2 This check digit shall be determined by using the unweighted Modulus 7 system.

2.1.3.3 A space may be inserted in the serial number between the fourth and fifth digits.

2.2 Airport of Departure

The IATA three-letter code of the airport of departure (or city when the name of the airport is unknown) shall be inserted and shall correspond to information shown in 2.9.1.1.

2.3 Issuing Carrier’s Name and Address

When not preprinted, the issuing carrier’s name and head office address corresponding to the airline code number shown in 2.1.1, shall be inserted in accordance with the issuing carrier’s instructions.

2.4 Reference to Originals

This box shall not be completed.

2.5 Reference to Conditions of Contract

This box shall not be completed unless used by the issuing carrier at its option.

2.6 Shipper

2.6.1 Shipper’s Name and Address

2.6.1.1 The name, address and country (or two-letter country code) of the shipper shall be inserted.

2.6.1.2 One or more method of contact (telephone, telex or telefax) and number may be inserted below.

2.6.2 Shipper’s Account Number

This box shall not be completed unless used by the issuing carrier at its option.
2.7 Consignee

2.7.1 Consignee’s Name and Address

2.7.1.1 The name, address and country (or two-letter country code) of the consignee shall be inserted.

2.7.1.2 One or more method of contact (telephone, telex or telefax) and number may be inserted below.

2.7.2 Consignee’s Account Number — For Carrier Use Only

This box shall not be completed unless used by the last carrier at its option.

2.8 Issuing Carrier’s Agent

2.8.1 Name and City

2.8.1.1 When not preprinted, the name and location (airport or city) of the carrier’s IATA Cargo Agent entitled to the commission shall be inserted.

2.8.1.2 When commission is payable to an IATA Cargo Agent in country of destination, in accordance with the Cargo Agency Administration Rules, the name and location (airport or city) of such IATA Cargo Agent shall be inserted, preceded by the words “Commissionable Agent”.

2.8.2 IATA Code

When not preprinted, the IATA code of the Cargo Agent, indicated in 2.8.1.1 shall be inserted as follows:

2.8.2.1 in non-CASS areas, the IATA seven-digit code shall be inserted;

2.8.2.2 in CASS areas, the IATA seven-digit code shall be followed by a three-digit CASS address code and a check digit. This check digit shall be determined by using the unweighted Modulus 7 system.

2.8.3 Account Number

This box shall not be completed unless used by the issuing carrier at its option.

2.9 Routing

2.9.1 Airport of Departure (Address of First Carrier) and Requested Routing

2.9.1.1 The name of the airport of departure shall be inserted as the first entry and shall correspond to information shown in 2.2.

2.9.1.2 Any requested routing shall be inserted.

2.9.2 Routing and Destination

2.9.2.1 To (by First Carrier)

The IATA three-letter code of the airport of destination or first transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

2.9.2.2 By First Carrier

The name of the first carrier (either full name or IATA two-character code) shall be inserted.

2.9.2.3 To (by Second Carrier)

The IATA three-letter code of the airport of destination or second transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

2.9.2.4 By (Second Carrier)

The IATA two-character code of the second carrier may be inserted.

2.9.2.5 To (by Third Carrier)

The IATA three-letter code of the airport of destination or third transfer point (or city when the name of the airport is unknown because the city is served by more than one airport) may be inserted.

2.9.2.6 By (Third Carrier)

The IATA two-character code of the third carrier may be inserted.

2.9.3 Airport of Destination

The airport of destination of the last carrier (or city when the name of the airport is unknown because the city is served by more than one airport) shall be inserted.

2.9.4 Requested Flight/Date

These boxes are to be completed by the carrier/agent/shipper effecting the booking.

2.10 Accounting Information

Only accounting information required by the participating carriers may be inserted such as:

2.10.1 payment by cash or cheque;

2.10.2 payment by Miscellaneous Charges Order (MCO) is only acceptable for baggage shipped as cargo; the MCO number and value of the Exchange Coupon in the currency of the air waybill shall be shown followed, if necessary, by the amount deducted from the MCO coupon and, in all cases, by the passenger’s ticket number and flight/date/routing used;

2.10.3 payment by Government Bill of Lading (GBL); the GBL number shall be shown;

2.10.4 consignment returned because of non-delivery; the original air waybill number shall be shown on the new air waybill for the returning carriage;

2.10.5 shipper’s reference number as indicated by the shipper or his agent.

2.10.6 payment by credit card; the credit card number shall be shown.

2.10.7 the words “Also Notify” may be printed after the title of the “Accounting Information” box (applicable for domestic transportation only).

2.11 Currency

2.11.1 The ISO three-letter currency code of the currency applicable in the country of departure, according to the applicable rating rules, shall be inserted.
2.11.2 All amounts entered on the air waybill, other than those entered in the “Collect Charges in Destination Currency” boxes (33A) to (33D), shall be in the currency as specified in 2.11.1.

2.12 Charges Codes — For Carrier Use Only

When the air waybill data is transmitted by electronic means, this box shall be completed using one of the following codes:

- CA — partial collect credit — partial prepaid cash
- CB — partial collect credit — partial prepaid credit
- CC — all charges collect
- CE — partial collect credit card — partial prepaid cash
- CG — all charges collect by GBL
- CH — partial collect credit card — partial prepaid credit
- CP — destination collect cash
- CX — destination collect credit
- CZ — all charges collect by credit card
- NC — no charge
- NG — no weight charge — other charges prepaid by GBL
- NP — no weight charge — other charges prepaid cash
- NT — no weight charge — other charges collect
- NX — no weight charge — other charges prepaid credit
- NZ — no weight charge — other charges prepaid by credit card
- PC — partial prepaid cash — partial collect cash
- PD — partial prepaid credit — partial collect cash
- PE — partial prepaid credit card — partial collect cash
- PF — partial prepaid credit card — partial collect credit card
- PG — all charges prepaid by GBL
- PH — partial prepaid credit card — partial collect credit
- PP — all charges prepaid by cash
- PX — all charges prepaid by credit
- PZ — all charges prepaid by credit card

2.13 Charges

2.13.1 Weight/Valuation and Charges

2.13.1.1 The shipper or agent shall insert an “X”, as appropriate, in box (14A) or (14B).

2.13.1.2 The charges entered into boxes (24A), (25A) or (24B), (25B) must be wholly prepaid or wholly collect respectively.

2.13.2 Other Charges at Origin and

2.13.2.1 The shipper or agent shall insert an “X”, as appropriate, in box (15A) or (15B).

2.13.2.2 Any charges entered into boxes (27A), (28A) or (27B), (28B) must be wholly prepaid or wholly collect respectively.

2.13.3 If the information indicated as required in 2.13.1 and 2.13.2 is in conflict with the information required by 2.20 and 2.21, the latter shall take precedence.

2.14 Declared Value For Carriage

2.14.1 The declared value for carriage, as specified by the shipper, shall be inserted.

2.14.2 Where no value is declared, “NVD” shall be inserted.

2.15 Declared Value For Customs

The shipper or agent may declare and insert a customs value, which may be NCV, or leave the box blank.

2.16 Amount of Insurance

2.16.1 When the box is unshaded, and only when and where the issuing carrier offers such a service, the amount to be insured shall be inserted.

2.16.2 When the box is unshaded and the service is not provided by the issuing carrier or no insurance is requested by the shipper, “XXX” shall be inserted.

2.16.3 “Insurance” Clause Box

2.17 Handling Information

Only clear and concise information as required by the participating carriers shall be inserted.

2.17.1 In the case of dangerous goods for which a Shipper’s Declaration is required, a statement: “Dangerous Goods as per attached Shipper’s Declaration” or “Dangerous Goods as per attached DGD” and where applicable the statement “Cargo Aircraft Only” or “CAO”.

2.17.2 When dangerous goods are contained in a consignment with non-dangerous goods, the number of pieces of dangerous goods must be indicated either before or after the statement “Dangerous Goods as per attached Shipper’s Declaration” or “Dangerous Goods as per attached DGD”.

2.17.3 Other handling information, where available, the codes and abbreviations in Cargo-IMP, may be inserted, such as:

- 2.17.3.1 marks and numbers which appear on the consignment and method of packing;
- 2.17.3.2 name, address, country or two-letter country code and one or more method of contact (telephone, telex or telefax) and number of any person to be notified of arrival of the consignment in addition to the consignee;
- 2.17.3.3 name of documents to accompany the air waybill, such as the “Shipper’s Certification for Live Animals”;
- 2.17.3.4 special handling instructions that may be required;
- 2.17.3.5 when not preprinted, and if the air waybill is issued in the United States, the statement: “These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to USA law prohibited”;
- 2.17.3.6 Special Customs Information (SCI)

When a consignment is loaded or reloaded at an airport in an European Union country, the Customs Origin Code shall be inserted. When a consignment is not loaded or reloaded at an airport in an European Union country, then this box may be used for other customs information.
2.18 Consignment Rating Details

A separate set of entries shall be made for each rated group of items, each set commencing on a new line, dangerous goods items, if any, being entered first.

Each set of entries shall be as described in Appendix ‘B’, the detail of each box being as shown below.

2.18.1 Number of Pieces and RCP

2.18.1.1 The number of pieces for the applicable rating entry shall be inserted.

2.18.1.2 When the applicable rate or charge shown in box 22G is the result of a combination of rates or charges, the IATA three-letter code of the rate combination point (RCP) shall be inserted as an additional line entry.

2.18.2 Gross Weight

2.18.2.1 The gross weight of the pieces for the applicable rating entry shall be inserted.

2.18.2.2 The tare weight of the unit load device, when applicable, shall be inserted as an additional line entry on the “X” rate class line.

2.18.3 Kg/Lb

The unit of weight used (K or L) shall be inserted in the first rating line only.

2.18.4 Service Code

This box shall not be completed except by the issuing carrier at its option and in accordance with Recommended Practice 1600d.

2.18.5 Rate Class

One of the following codes shall be inserted as appropriate:

- M — minimum charge
- N — normal rate
- Q — quantity rate
- B — basic charge (optional use)
- K — rate per kilogram (optional use)
- C — specific commodity rate
- R — class rate reduction
- S — class rate surcharge
- U — unit load device basic charge or rate
- E — unit load device additional rate
- X — unit load device additional information
- Y — unit load device discount
- W — weight increase

2.18.6 Commodity Item Number

This box shall be completed as follows:

2.18.6.1 when a specific commodity rate applies, the IATA item description number shall be inserted on the “C” or “U” rate class line;

2.18.6.2 when a class rate reduction applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the “R” rate class line, preceded by the rate class code to which it refers, e.g. 33% reduction on the normal rate shall be expressed as N67;

2.18.6.3 when a class rate surcharge applies, the percentage which is applied to the appropriate charge or rate shall be inserted on the “S” rate class line, preceded by the rate class code to which it refers, e.g. 50% surcharge of the minimum charge shall be expressed as M150;

2.18.6.4 when a unit load device rate applies, the ULD rate class type used shall be inserted on the “X” rate class line.

2.18.7 Chargeable Weight

2.18.7.1 The applicable chargeable weight, calculated according to applicable rating rules, shall be inserted.

2.18.7.2 When a unit load device rate applies:

2.18.7.2(a) where it is based on a pivot charge, the applicable pivot weight shall be inserted on the “U” rate class line;

2.18.7.2(b) where it is based on a pivot charge and an over pivot rate, the weight in excess of the pivot weight shall be inserted on the “E” rate class line;

2.18.7.2(c) where a tare weight allowance is applicable, such weight shall be inserted on the “X” rate class line;

2.18.7.2(d) where a discount applies, the weight to which it refers shall be inserted on the “Y” rate class line.

2.18.8 Rate/Charge

The applicable rate or charge shall be inserted as follows:

2.18.8.1 when a minimum charge applies, this charge shall be inserted on the “M” rate class line;

2.18.8.2 when a normal rate applies, the applicable rate per unit of weight shall be inserted on the “N” rate class line;

2.18.8.3 when a quantity rate applies, the applicable rate per unit of weight shall be inserted on the “Q” rate class line;

2.18.8.4 when an “Experimental Special Rate within Europe” applies:

2.18.8.4(a) the applicable basic charge shall be inserted on the “B” rate class line,

2.18.8.4(b) the applicable rate per unit of weight shall be inserted on the “K” rate class line;

2.18.8.5 when a specific commodity rate applies, the applicable rate per unit of weight shall be inserted on the “C” rate class line;

2.18.8.6 when a class rate reduction applies, this rate per unit of weight or charge as applicable shall be inserted on the “R” rate class line;

2.18.8.7 when a class rate surcharge applies, this rate per unit of weight or charge as applicable shall be inserted on the “S” rate class line;

2.18.8.8 when a unit load device rate applies:

2.18.8.8(a) where it is based on a pivot charge or flat charge, such charge shall be inserted on the “U” rate class line;

2.18.8.8(b) where it is based on a rate per unit of weight, such rate shall be inserted on the “U” rate class line,
2.18.8.8(c) where it is based on a pivot charge and an over pivot rate, such over pivot rate per unit of weight shall be inserted on the “E” rate class line,
2.18.8.8(d) where it is a discount, either a flat amount or discount per unit of weight, such discount shall be inserted on the “Y” rate class line preceded by a minus symbol (−);
2.18.8.9 wherever possible, when a weight surcharge applies, this should be inserted immediately following the last rate line entry.

2.18.9 Total 22H
2.18.9.1 The total charge or discount for each line entry shall be inserted on the same horizontal line.
2.18.9.2 Where it is a total discount, such discount shall be preceded by the minus symbol (−).

2.18.10 Nature and Quantity of Goods (including Dimensions or Volume)
This box shall be completed as follows:
2.18.10.1 the description of the goods comprising the consignment shall be inserted;
2.18.10.2 for Dangerous Goods, the entry shall be as shown in the IATA Air Waybill Handbook and in accordance with instructions published in the IATA Dangerous Goods Regulations;
2.18.10.3 for “live animals”, the entry shall be as shown in the IATA Air Waybill Handbook and in accordance with instructions published in the IATA Live Animals Regulations;
2.18.10.4 for “consolidated consignments” the entry shall show “Consolidation as per attached list”;
2.18.10.5 the consignment dimensions, comprising the greatest length, greatest width, greatest height, unit of measurement and number of pieces:
2.18.10.5(a) if a consignment is consolidated as one movable part, then only the dimensions of the overall consolidated consignment are required,
2.18.10.5(b) dimensions are not required for cargo tendered intact in authentic pre-built aircraft containers or pallets,
2.18.10.5(c) if the dimensions are not available and/or cannot be included on the air waybill at the time of completion, then total volume of the consignment shall be inserted;
2.18.10.5(d) if the dimensions and total volume are not available and cannot be included on the air waybill at the time of completion, then this must be clearly indicated by inserting the words “No Dimensions Available”;
2.18.10.6 when a unit load device is used, its identification code shall be inserted on the “X” rate class line;
2.18.10.7 where the number of pieces indicated in box 22A is different from the actual number of pieces, the actual number of pieces within each ULD shall be shown as “… SLAC”, (shipper’s load and count). This SLAC should be recorded on a blank line above its corresponding ULD identification designation;

2.18.10.8 the shipper or his agent may enter the appropriate harmonized commodity description and coding system number; and, where applicable, the country of origin of the goods.

2.18.11 Total Number of Pieces 22J
Where there is more than one numeric entry in box 22A, the total number of pieces shall be inserted.

2.18.12 Total Gross Weight 22K
Where there is more than one numeric entry in box 22B, the total gross weight shall be inserted.

2.18.13 Total 22L
Where there is more than one numeric entry in box 22H, the sum shall be inserted.

2.19 Other Charges 23
2.19.1 Other charges incurred at origin shall be inserted at the time of air waybill issuance as either wholly prepaid or wholly collect.
2.19.2 Other charges incurred en route or at destination may also be inserted at the time of air waybill issuance as either wholly prepaid or wholly collect.
2.19.3 Other charges shown as collect shall be treated as disbursements under the provisions of Resolution 614.
2.19.4 Other charges incurred en route or at destination and not shown in box (23) shall be collect only and treated in accordance with 2.25.3.
2.19.5 Descriptions and amounts of other charges except taxes shown in Boxes 26A and 26B shall be inserted.
2.19.6 When the air waybill data is transmitted by electronic means, the other charges codes shown in Appendix ‘C’ shall be used. (Also refer to Recommended Practice 1682.)
2.19.7 When the air waybill data is not transmitted by electronic means, it is recommended that the above procedure is used. If not, the plain language description shall clearly indicate to whom the charge accrues, i.e. due carrier or due agent.
2.19.8 The sum of the various other charges shown in box (23) shall be entered in boxes (27A), (27B), (28A) or (28B).
2.19.9 When a consignment is returned because of non-delivery, the new air waybill for the returning carriage shall have all charges, which should have been but were not collected from the original consignee, inserted in this box.

2.20 Prepaid
2.20.1 Prepaid Weight Charge 24A
2.20.1.1 The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 2.18.9.1 or 2.18.13.
2.20.1.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.
2.20.2 **Prepaid Valuation Charge**

2.20.2.1 The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 2.14 and the applicable rating rules.

2.20.2.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.20.3 **Prepaid Tax**

2.20.3.1 Any applicable tax shall be inserted.

2.20.3.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.20.3.3 The details of the tax shall not be entered in box (23).

2.20.4 **Total Other Prepaid Charges**

The total "Other Charges" prepaid must be the aggregate of the prepaid charges shown in the "Other Charges" box (23).

2.20.4.1 **Due Agent**

This box shall not be used unless agreed locally.

2.20.4.2 **Due Carrier**

The total of prepaid other charges due to carrier specified in 2.19 shall be inserted.

2.20.5 **Untitled Box**

This box shall not be completed unless used by the issuing carrier at its option.

2.20.6 **Total Prepaid**

The total of all the prepaid charges, i.e. weight/volume charge, valuation charge, other prepaid charges due carrier and, if applicable, tax and other charges due agent, shall be inserted.

2.21 **Collect**

2.21.1 **Collect Weight Charge**

2.21.1.1 The weight/volume charge for air carriage shall be inserted and shall correspond to the total shown in 2.18.9.1 or 2.18.13.

2.21.1.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.21.2 **Collect Valuation Charge**

2.21.2.1 The valuation charge, if applicable, shall be inserted. The assessment of a valuation charge is dependent on the value declared for carriage as per 2.14 and the applicable rating rules.

2.21.2.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.21.3 **Collect Tax**

2.21.3.1 When this box is unshaded, any applicable tax shall be inserted.

2.21.3.2 The weight/volume charge, the valuation charge and tax shall be inserted as either wholly prepaid or wholly collect.

2.21.3.3 The details of the tax shall not be entered in box (23).

2.21.4 **Total Other Collect Charges**

The total "Other Charges" collect must be the aggregate of the collect charges shown in the "Other Charges" box (23).

2.21.4.1 **Due Agent**

The total disbursements due to agent, specified in 2.19, shall be inserted.

2.21.4.2 **Due Carrier**

The total disbursements due to carrier, specified in 2.19, shall be inserted.

2.21.5 **Untitled Box**

This box shall not be completed unless used by the issuing carrier at its option.

2.21.6 **Total Collect**

The total of all the collect charges, i.e. weight/volume charge, valuation charge, other collect charges due carrier and agent and, if applicable, tax, shall be inserted.

2.22 **Shipper’s Certification Box**

When not preprinted, the signature of the shipper or his agent (printed, signed or stamped) shall be inserted.

2.23 **Carrier’s Execution Box**

2.23.1 **Executed on (Date)**

The date of execution of the air waybill shall be inserted in the sequence of day, month and year. The month shall be expressed alphabetically, either abbreviated or in full.

2.23.2 **At (Place)**

The name of the place of execution (airport or city) of the air waybill shall be inserted.

2.23.3 **Signature of Issuing Carrier or its Agent**

The signature of the issuing carrier or its agent shall be inserted.

2.24 **For Carrier’s Use Only at Destination**

This box shall not be completed.

2.25 **Collect Charges in Destination Currency — For Carrier Use Only**

The last carrier may complete the Original 2 (for Consignee) as follows:

2.25.1 **Currency Conversion Rate**

The destination currency code followed by the conversion rate shall be inserted.

2.25.2 **Collect Charges in Destination Currency**

The amount shown in the “Total Collect” box (30B) shall be inserted after conversion to the destination currency at the currency conversion rate shown in box (33A).
2.25.3 Charges at Destination  
Charges levied at destination accruing to the last carrier shall be inserted in destination currency.

2.25.4 Total Collect Charges  
The sum of boxes (33B) and (33C) shall be inserted.

2.26 Optional Shipping Information  
The shipper or its Agent may enter the appropriate optional shipping information as agreed upon with the issuing carrier. Shading of these boxes will indicate non-use.

2.26.1 Reference Number  
When this box is unshaded, a reference number may be inserted as per shipper/agent/issuing carrier agreement.

2.26.2 Untitled Box  
This box shall not be completed unless used by the issuing carrier at its option.

2.26.3 Untitled Box  
This box shall not be completed unless used by the issuing carrier at its option.

2.27 Bar Coded Air Waybill Number  
These areas shall not be completed unless used to include a bar coded air waybill number in accordance with Recommended Practice 1600t.

2.28 Neutral Air Waybill  
Any alteration to the airline code number, air waybill serial number, airline name or head office address shall automatically render such neutral air waybill null and void.

3. DISTRIBUTION OF THE AIR WAYBILL  
The various copies of the air waybill shall be distributed as follows:

3.1 Original 3 (for Shipper) to be given to the shipper and to serve as:
3.1.1 proof of receipt of the goods for shipment,
3.1.2 documentary evidence of carrier’s and shipper’s signature to the contract of carriage;
3.2 Copy 8 (for Agent) to be retained by the agent or the carrier executing the air waybill;
3.3 Original 1 (for Issuing Carrier) to be retained by the carrier issuing the air waybill for accounting purposes and to serve as documentary evidence of carrier’s and shipper’s signature to the contract of carriage;
3.4 Original 2 (for Consignee) to accompany consignment to final destination and to be tendered to the consignee on delivery;
3.5 Copy 4 (Delivery Receipt) to be available at final destination and to be signed by consignee, and to be retained by last carrier as:

3.5.1 receipt of delivery of consignment,
3.5.2 evidence of carrier’s completion of contract of carriage;
3.6 Copies 5, 6 and 7 (Extra Copies) to be available for carriers use only.

4. TRANSMISSION OF THE AIR WAYBILL  
In case of transmission of the content of the air waybill boxes via electronic means, either the “FWB” message, as described in the IATA/ATA Cargo Interchange Message Procedures (Cargo-IMP) Manual (Resolution 670, Attachment ‘A’), or the IFTMIN message, as described in the IATA Cargo-FACT Message Manual (Cargo-FACT) (Recommended Practice 1672, Attachment ‘A’), shall be used. Where such data is transmitted by an Agent, this shall be in accordance with Resolution 833, Paragraph 2.4, of the Cargo Agency Conference.

4.1 Responsibility for Particulars  
The shipper is responsible for the correctness of the data relating to the cargo inserted by the shipper or on the shipper’s behalf on the air waybill or furnished by the shipper or on the shipper’s behalf to the carrier for insertion in the shipment record.

4.2 Where such information is provided by means of Electronic Data Interchange, it is the responsibility of the shipper or the shipper’s agent to verify contents, accuracy and completeness of the EDI messages and subsequent messages according to the agreed standards and specifications.

4.2.1 The shipper or the shipper’s agent shall indemnify the carrier against all damage suffered by it, or by any other person to whom the carrier is liable, by reason of the irregularity, incorrectness or incompleteness of the particulars and statements furnished by the shipper or on the shipper’s behalf.
### RESOLUTION 600a

**Attachment ‘B’**

**Appendix ‘B’**

**ALTERNATIVE RATE CLASS LINE ENTRIES** *(see 2.18)*

<table>
<thead>
<tr>
<th>No. of Pieces</th>
<th>Gross Weight (22B)</th>
<th>Rate Class (22D)</th>
<th>Commodity Item No. (22E)</th>
<th>Weight (22F)</th>
<th>Rate/Charge (22G)</th>
<th>Total (22H)</th>
<th>Nature and Quantity of Goods (22I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of pieces</td>
<td>Gross weight K or L M</td>
<td>—</td>
<td>—</td>
<td>Chargeable weight</td>
<td>Minimum charge</td>
<td>Box 22G</td>
<td>Nature of goods</td>
</tr>
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<td>No. of pieces</td>
<td>Gross weight K or L N</td>
<td>—</td>
<td>—</td>
<td>Chargeable weight</td>
<td>Rate per unit of weight</td>
<td>Box 22F×22G</td>
<td>Nature of goods</td>
</tr>
<tr>
<td>No. of pieces</td>
<td>Gross weight K or L Q</td>
<td>—</td>
<td>—</td>
<td>Chargeable weight</td>
<td>Rate per unit of weight</td>
<td>Box 22F×22G</td>
<td>Nature of goods</td>
</tr>
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<td>No. of pieces</td>
<td>Gross weight K B</td>
<td>—</td>
<td>—</td>
<td>Chargeable weight</td>
<td>Basic charge</td>
<td>Box 22G</td>
<td>Nature of goods</td>
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<td>K</td>
<td>—</td>
<td>—</td>
<td>—</td>
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<tr>
<td>No. of pieces</td>
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<td>Commodity item number</td>
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<td>Chargeable weight</td>
<td>Rate per unit of weight</td>
<td>Box 22F×22G</td>
<td>Nature of goods</td>
</tr>
<tr>
<td>No. of pieces</td>
<td>Gross weight K or L R</td>
<td>Applicable rate class code followed by reduced percentage applicable to charge</td>
<td>Chargeable weight</td>
<td>Reduced charge</td>
<td>Box 22G</td>
<td>Nature of goods</td>
<td></td>
</tr>
<tr>
<td>No. of pieces</td>
<td>Gross weight K or L R</td>
<td>Applicable rate class code followed by reduced percentage applicable to rate</td>
<td>Chargeable weight</td>
<td>Reduced rate per unit of weight</td>
<td>Box 22F×22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces</td>
<td>Gross weight K or L S</td>
<td>Applicable rate class code followed by increased percentage applicable to charge</td>
<td>Chargeable weight</td>
<td>Surcharged charge</td>
<td>Box 22G</td>
<td>Nature of goods</td>
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<tr>
<td>No. of pieces</td>
<td>Gross weight K or L S</td>
<td>Applicable rate class code followed by increased percentage applicable to rate</td>
<td>Chargeable weight</td>
<td>Surcharged rate per unit of weight</td>
<td>Box 22F×22G</td>
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<tr>
<td>No. of pieces</td>
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<td>Commodity item number</td>
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<td>Chargeable weight</td>
<td>Rate per unit of weight</td>
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<td>Nature of goods</td>
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<td>Commodity item number</td>
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<td>Box 22G</td>
<td>Nature of goods</td>
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<td>—</td>
<td>—</td>
<td>—</td>
<td>E</td>
<td>—</td>
<td>—</td>
<td>Weight in excess of pivot weight</td>
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<td>—</td>
<td>ULD tare weight</td>
<td>X</td>
<td>ULD rate class type</td>
<td>ULD tare weight allowance</td>
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<td>—</td>
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<td>—</td>
<td>—</td>
<td>Y</td>
<td>—</td>
<td>Chargeable weight</td>
<td>A minus symbol followed by ULD flat discount</td>
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<td>—</td>
<td>—</td>
<td>—</td>
<td>Y</td>
<td>—</td>
<td>Chargeable weight</td>
<td>A minus symbol followed by ULD discount per unit of weight</td>
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<tr>
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<td>—</td>
<td>—</td>
<td>—</td>
<td>K or L W</td>
<td>—</td>
<td>Gross weight</td>
<td>Weight increase per unit of weight</td>
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</table>

**Rate combination point**

Boxes 22B to 22I to be completed when applicable. Cannot be placed as first rating line entry.

**22J**

**22K**

**22L**

**22I**

**Total Number of pieces**

**Total gross weight**

**Total charge**

**Nature of goods**

---

43
## OTHER CHARGES CODES (see 2.19.6)

<table>
<thead>
<tr>
<th>CHARGE CODE</th>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>AC</td>
<td>Live Animals</td>
<td>Animal container</td>
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<tr>
<td>AS</td>
<td>Miscellaneous</td>
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<tr>
<td>AT</td>
<td>Live Animals</td>
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<td>AW</td>
<td>Documentation</td>
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<td>BA</td>
<td>Administration</td>
<td>Advances and/or guarantees</td>
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<td>BB</td>
<td>Administration</td>
<td>Appraisal Service</td>
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<td>BC</td>
<td>Administration</td>
<td>AWB copy</td>
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<tr>
<td>BE</td>
<td>Administration</td>
<td>Collection of funds</td>
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<tr>
<td>BF</td>
<td>Administration</td>
<td>Copies of documents</td>
</tr>
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<td>BH</td>
<td>Administration</td>
<td>Messenger service</td>
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<tr>
<td>BI</td>
<td>Administration</td>
<td>Import/export documents processing</td>
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<td>BL</td>
<td>Administration</td>
<td>Withdrawal of shipment after clearance</td>
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<tr>
<td>CA</td>
<td>Customs</td>
<td>Bonding</td>
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<tr>
<td>CB</td>
<td>Customs</td>
<td>Completion/preparation of documents</td>
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<td>CC</td>
<td>Customs</td>
<td>Manual data entry for customs purposes</td>
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<tr>
<td>CD</td>
<td>Customs</td>
<td>Clearances and handling — destination</td>
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<td>CE</td>
<td>Customs</td>
<td>Export/Import warrant</td>
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<tr>
<td>CF</td>
<td>Customs</td>
<td>Inventory and/or inspection</td>
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<td>CG</td>
<td>Customs</td>
<td>Electronic processing or transmission of data for customs purposes</td>
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<td>CH</td>
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<td>Clearance and handling — origin</td>
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<td>CI</td>
<td>Customs</td>
<td>Overtime and other customs imposed charges</td>
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<td>CJ</td>
<td>Customs</td>
<td>Removal (carrier warehouse to warehouse)</td>
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<td>DC</td>
<td>Documentation</td>
<td>Certificate of Origin</td>
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<td>DD</td>
<td>Documentation</td>
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<td>DH</td>
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<td>AWB charges correction advice</td>
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<td>AWB re-waybilling</td>
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<td>FE</td>
<td>Handling</td>
<td>General</td>
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<tr>
<td>FF</td>
<td>Handling</td>
<td>Loading/unloading</td>
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<td>FI</td>
<td>Handling</td>
<td>Weighing</td>
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<td>Handling</td>
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<td>GT</td>
<td>Tax</td>
<td>Government tax</td>
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<tr>
<td>HB</td>
<td>Human remains</td>
<td>Mortuary</td>
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<tr>
<td>HR</td>
<td>Human remains</td>
<td>Human remains</td>
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<td>IA</td>
<td>Handling</td>
<td>Very important cargo (VIC)</td>
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<tr>
<td>IN</td>
<td>Administrative</td>
<td>Insurance premium</td>
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<tr>
<td>JA</td>
<td>Clearance</td>
<td>Clearance, General</td>
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<tr>
<td>KA</td>
<td>Heavy/Bulky cargo</td>
<td>Handling</td>
</tr>
<tr>
<td>KB</td>
<td>Heavy/Bulky cargo</td>
<td>Loading/Unloading equipment (forklift etc)</td>
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<td>Live animals</td>
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<tr>
<td>LC</td>
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<td>Cleaning</td>
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<tr>
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<td>Live animals</td>
<td>Hotel</td>
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<td>LF</td>
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<td>Quarantine</td>
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<td>LG</td>
<td>Live animals</td>
<td>Veterinary inspection</td>
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<td>LH</td>
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<td>LI</td>
<td>Live animals</td>
<td>Cleaning of stalls/pens</td>
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<td>LJ</td>
<td>Live animals</td>
<td>Rental of Stalls/pens</td>
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<td>Miscellaneous — due agent (see Note 1)</td>
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<tr>
<td>MB</td>
<td>Miscellaneous</td>
<td>Miscellaneous — unassigned (see Note 2)</td>
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<tr>
<td>MC</td>
<td>Miscellaneous</td>
<td>Miscellaneous — due carrier (see Note 3)</td>
</tr>
<tr>
<td>MD to MN</td>
<td>Miscellaneous</td>
<td>Miscellaneous — due last carrier</td>
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<tr>
<td>MO to MX</td>
<td>Miscellaneous</td>
<td>Miscellaneous - due issuing carrier</td>
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<tr>
<td>MY</td>
<td>Miscellaneous</td>
<td>Fuel surcharge - due issuing carrier</td>
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<tr>
<td>MZ</td>
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<td>Miscellaneous - due issuing carrier</td>
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<tr>
<td>NS</td>
<td>Miscellaneous</td>
<td>Navigation surcharge - due issuing carrier</td>
</tr>
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<td>PA</td>
<td>Perishables</td>
<td>Handling</td>
</tr>
<tr>
<td>PB</td>
<td>Perishables</td>
<td>Cool/cold room, freezer</td>
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<tr>
<td>PK</td>
<td>Packaging</td>
<td>Packing/Repacking</td>
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<td>Pick-up</td>
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<td>Dangerous goods</td>
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<td>Dangerous goods</td>
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<td>Dangerous goods</td>
<td>Radio-active room</td>
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<tr>
<td>SD</td>
<td>Pick-up and delivery</td>
<td>Surface charge - destination</td>
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<td>Pick-up and delivery</td>
<td>Proof of delivery</td>
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<td>SF</td>
<td>Pick-up and delivery</td>
<td>Delivery Order</td>
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<td>SI</td>
<td>Miscellaneous</td>
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</tbody>
</table>
### CHARGE CODE | CATEGORY | DESCRIPTION
---|---|---
SO | Storage | Storage - origin
SP | Handling | Separate early release
SR | Storage | Storage - destination
SS | Miscellaneous | Signature service
ST | Taxes | State sales tax
SU | Pick-up and delivery | Surface charge - origin
TA | Taxes | Postal
TB | Taxes | Sales
TC | Taxes | Stamp
TD | Taxes | State
TE | Taxes | Statistical
TI | Taxes | Value Added Tax for import only
TR | Miscellaneous | Transit
TV | Taxes | Value Added Tax general or for export
TX | Taxes | General
UB | Unit Load Device | Disassembly
UC | Unit Load Device | Adjusting of improperly loaded ULD
UD | Unit Load Device | Demurrage
UE | Unit Load Device | Leasing
UF | Unit Load Device | Recontouring
UG | Unit Load Device | Unloading
UH | Unit Load Device | Handling
VA | Valuable cargo | Handling
VB | Valuable cargo | Security (armed guard/escort) handling
VC | Valuable cargo | Strongroom
WA | Vulnerable cargo | Handling
XB | Surcharge/premiums | Security
XC | Surcharge/premiums | Time
XD | Surcharge/premiums | War risk
XE | Surcharge/premiums | Weight
ZA | Storage | Re-warehousing
ZB | Storage | General
ZC | Storage | Cool/Cold room, freezer

**Note 1:** MA code is used if the miscellaneous charge is due agent but cannot be further identified.

**Note 2:** MB code is used if the miscellaneous charge cannot be determined as being due agent or due carrier.

**Note 3:** MC code is used if the miscellaneous charge is due carrier but cannot be further identified.

To indicate whether such other charges accrue to carrier or agent, one of the following entitlement codes: A (due agent) or C (due carrier) shall be used following the above codes and preceding the amounts.