

# LETTER OF AUTHORISATION IMPORTS - LOA

**INSTRUCTIONS:**

This form will be completed by the consignee and sent to the Imports Department. Consignee please ensure that all relevant parties must sign off acceptance of this letter below.

**WFS - IMPORTS OFFICE INSTRUCTIONS:**

Ensure this form is completed in full and signed off by relevant parties. Also, ensure that all standing LOAs are sent to the Customer Service Department upon receipt of completed form from Consignee.

Please note that this LOA is created for security and billing purposes, to ensure there is no confusion or security breach with respect to who may, or may not, take delivery of a consignment, and who is, or isn't, responsible for any charges associated with the consignment. WFS cannot supply information/deliver cargo to a third party without written consent. The standing LOA will be valid until it is cancelled in writing by the original issuing party. Also, please ensure all cargo collection should be accompanied by IVS/certified identification copy. Please visit our website to obtain charges or track your shipments.

<b>DATE:</b>		<b>BRANCH:</b>	
<b>CONSIGNEE:</b>			
<b>STANDING LOA (YES/NO)</b>		<b>ONCE-OFF LOA (YES/NO)</b>	
		<b>ONCE-OFF LOA AWB/HAWB NUMBER:</b>	

Please ensure the following steps are fully completed.

**STEP 1**

**PLEASE COMPLETE THE FOLLOWING**

DETAILS	AUTHORISATION (YES/NO)	COMPANY/PERSON NAME (INCLUDE IDENTIFICATION NUMBER IF APPLICABLE)
<b>COLLECTING OF CARGO</b>		
<b>COLLECTING OF DOCUMENTS</b>		
<b>CLEARING OF CARGO</b>		
<b>REQUEST FLIGHT DETAILS</b>		
<b>REQUEST CHARGES</b>		
<b>OTHER (SPECIFY)</b>		

**STEP 2**

**PLEASE SPECIFY APPLICABLE CHARGES, AND ACCEPTANCE SIGN-OFF BY RELEVANT PARTIES**

DETAILS	CHARGES (YES/NO)	COMPANY/PERSON NAME RESPONSIBLE FOR CHARGES BELOW (INCLUDE IDENTIFICATION NUMBER IF APPLICABLE)	COMPANY STAMP /NAME (IF APPLICABLE)	SIGNATURE	DATE
<b>STORAGE</b>					
<b>COLD STORAGE (FREEZER)</b>					
<b>COLD STORAGE (FRIDGE)</b>					
<b>VAULT STORAGE</b>					
<b>BREAKBULK</b>					
<b>HANDLING</b>					
<b>EDI/RELEASE</b>					
<b>TRANSFER</b>					
<b>ULD DELIVERY FEE</b>					
<b>DEMURRAGE CHARGE</b>					
<b>SPECIAL DELIVERY</b>					
<b>OTHER</b>					

PLEASE NOTE THAT IF A BILLING PARTY IS NOT INDICATED, WFS RESERVES THE RIGHT TO INVOICE THE ASSOCIATED/APPLICABLE CHARGES TO THE CONSIGNEE.

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