



### **TERMS AND PROCEDURE FOR SCHEDULING AND HANDLING OF DELIVERY SLOTS**

The following serves to inform of **CWT Commodity Logistics (S) Pte Ltd** and **CWT Commodity Logistics Rotterdam BV**, together addressed as “**CWT**”, terms and procedures for the scheduling and handling of delivery slots for the cancellation and release of LME warranted metals at its LME locations around the world.

1. Upon advice from CWT’s London Agent in regard to the cancellation of LME Warrants, CWT shall get in contact with the Final Receiver whom the cancelled warrants of LME Metals are released to.
2. Invoices shall be generated by CWT for all outstanding fees covering the full LME rent and LME FOT for the Final Receiver to arrange payment. In the event that cargoes are not collected by the Final Receiver on the advised date, residual LME rent shall continue to apply and be invoiced accordingly until the cargoes are collected by the Final receiver.
3. CWT shall only authorized the release and loading of cargoes, once full payment have been effected by the Final Receiver whom cargoes is being released to and payment is received into CWT’s nominated bank account.
4. There are 2 sessions allocated for each working day for the collection of cargoes. These are from 9.00AM to 11.30AM for the morning session and 1.00PM to 4.00PM for the afternoon session.
5. Upon scheduled appointments, any missed loads may be rescheduled based upon written request by client and subject to USD200 per slot for rescheduling.
6. CWT operates from Mondays to Fridays excluding Saturdays, Sundays and Public Holidays.
7. The Final Receiver shall in the meantime advised CWT of the details of his Transporter whom he has engaged to collect the cargoes on his behalf.

Details of the Transporter required to be advised to CWT are the name of the transport company; driver’s name; driver’s personal identification number and vehicle number. These are to be forwarded to CWT prior to collection.

8. All email correspondences in regard to the above are to be attention to CWT’s general operations e-mail address at [operations\\_sg@cwcomlog.com](mailto:operations_sg@cwcomlog.com) and quoting CWT’s OJO Reference number.
9. Upon receipt of full payment and all documentation formalities permitting delivery being in order and with a minimum of two working day notice given by the Final Receiver, CWT shall thereafter advise the dates and time slots allocated to the Transporter of the Final Receiver to be present to collect the cargoes, subject to collections slots being available.

In order to ensure fairness in releases, allocations of collection slots in each session shall be on a first-come-first-serve basis and in compliance with LME delivery guidelines for LME approved warehouses.

10. The Final Receiver is to ensure his Transporter arrives on time for the appointed collection slot to collect his cargoes. Any trucks arriving outside of the appointed collection slot may not be loaded and may be required to reschedule to another collection slot where upon a rescheduling fee is imposed.

CWT does not guarantee rescheduled collection slots to be on the following working day in view that there may already be earlier collection slots agreed and allocated to other parties.

11. Cargo releases shall be on a LME warrant lot or warrant lots basis, subject to a maximum load of 25MT per truck.
12. All drivers arriving for collection of cargoes must at all times be strictly equipped with and in Personal Protection Equipment (PPE) and strictly observe all applicable safety rules and regulations.
13. Upon collection of the cargoes, the driver must sign and acknowledge CWT's Delivery Order and shall be responsible for their own blocking, bracing and securing of the cargoes collected.
14. Provision of transport and logistics services other than on FOT basis are offered as well. These can be on basis of Free on Rail or Free Alongside or Free In Container Yard. Services offered shall be on basis of the transportation modes available at the delivery point of CWT LME Warehouse locations.

The Final Receiver is to inform CWT of their requirements accordingly.

Rates of the above services as advised on CWT Comlog website.

Additional requirements requested by the Final Receiver shall be quoted separately and agreed upon prior to services rendered.

Please note the following additional points:

1. The above procedures are subject to amendments from time to time and CWT shall advise accordingly through its website.
2. All business transactions are transacted under the Forwarding and Warehousing Conditions of CWT Commodity Logistics Pte Ltd, latest edition, which are available at <https://www.cwtcomlog.com/fwtc-html/>

Date: June 2021