



SUN HING FOODS, INC.

271 Harbor Way

South San Francisco, CA 94080

Since 1981

TEL: 650.583.8188 FAX: 650.583.8187

www.SUNHINGFOODS.com

Dear Vendor:

As US Customs and Border Protection (CBP) is going to enforce full compliance with Importer Security Filing (10+2 filing), please strictly adhere to the US CBP's instruction to avoid late or inaccurate submission, failure to file or withdraw. If any of these compliances is not met, you will face \$5000 or up to \$10000 liquidated damage/penalty for each violation per shipment and the risk of merchandise confiscation. Effective 12/10/2010, vendor will fully bear all these penalties should there be any.

Sun Hing Foods must obtain the following information of every shipment **at least 4 working days (Monday – Friday, USA time) prior to container departure date (ETD).**

1. Sun Hing Foods' PO (purchase order) number
2. Manufacturer/shipper name and detailed address
3. Seller/shipper name and detailed address
4. Consolidator or Stuffer (company that loads merchandise into the container) name and detailed address
5. Container stuffing location (detailed address of where the merchandises are loaded into the container)
7. Country of origin
8. Description and quantities of merchandises
9. Commodity HTS numbers - ** Sun Hing Foods will fill out this section
10. Container loading cut-off date (meaning the cut-off date of loading your container on a vessel)
11. Vessel ETD date
12. MB/L (Master Bill of Lading) number, if directly book with shipping line (through Sun Hing's contract);
or HB/L (House Bill of Lading) number PLUS shipping agent SCAC code, if book with freight forwarders
13. Port of discharge and final destination

Please do not place more quantities or items although you find there is extra space after you complete the loading. We must file the 10 + 2 at least 24 hours prior to shipment departure and do not anticipate making any changes.

If a shipment is delayed and the Bill of Lading number changed, or the shipment is cancelled, please inform Sun Hing Foods ASAP because we have to cancel the original filing and re-file a new one. We will charge your company US\$20 for each cancellation. Plus, if you give us incomplete and wrong filing info, we will not proceed with filing. Therefore, you need to reschedule your shipment and re-provide us correct filing info for processing.

If you do not follow instructions per above by shipping the container anyway and give us the info late, we will not file customs entry and reject the container. We need to maintain our good record of filing 10 + 2 on time or else our importation may be suspended after a few penalties of US\$5,000 on each violation.

Thank you.

Acknowledged receipt, read & agreed with above stated,

Supplier name:
Company name: