

Antwerp, October 31st 2008

COMMUNICATION TO THE INDUSTRY

WITH REGARD TO THE HANDLING OF EXPORTS AT DIAMOND OFFICE



In order to increase the service at Diamond Office and with the intention **not to let you come to Diamond Office more than necessarily**, on **November 17th 2008** we will introduce a **new handling method for the export of goods you present yourself**.

Below we give you an outline of the successive steps of the new procedure:

1. You deliver the data of your export to DO Export by filling in the form in annexe and by adding the invoice of your shipment.

You can provide the data:

- By mail on the following address: doexport@awdc.be
 - Personally at the export department
 - Via Client Module on www.diamondoffice.be
2. In the order of which Diamond Office receives the data, the export department grants a number.
 3. Diamond Office prepares your export and sends it to the expertise room.
 4. Diamond Office calls you to come to the expertise room in the order of the above granted number.
 5. After the expertise, the declaration will be made up.

This working method is introduced for a test period. When at evaluation this way of handling appears to increase the efficiency at the export department, it will be installed definitively.

Yours sincerely,

Manuella MERCKX
Senior Manager
AWDC Diamond Office

Ari EPSTEIN
Chief Officer Diamond Office
Deputy CEO AWDC

EXPORT FILE	ONLY OPDRACHTBLAD	
	ALL DOCUMENTS	

TRANSPORT CHOICE	PERS. TRANSPORT	
	BRINKS	BRINKS FEDEX
	MALCA AMIT	MALCA FEDEX
	FERRARI	FERRARI FEDEX
	SEQUEL	
	BPOST DECLARED VALUE	
	BPOST REGISTERED	
	CARNET ATA	.

TRANSPORT COST	PREPAID	COLLECT
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USER FEE / TAXES	PREPAID	COLLECT
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INSURANCE	100%	110%	OTHER
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INSTRUCTIONS	CONSOLIDATION	C.O.D	OTHER
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PACKAGING	SMALL	MEDIUM	BIG
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GROSS WEIGHT only when certif.added	
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BPOST DECLARED VALUE ENVELOPE INSURANCE	SMALL	BIG	
	250,00 €	OTHER	

AIRPORT	Zaventem BE212000	Vilvoorde BE210000	Amsterdam NL000432	PARIS FR00677A
	OTHER			

DETAILS

NUMBER OF PACKAGES	1	2	
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TRANSACTION	SALE	CONSIGNATION	RETURN
	FOR CERT.	AFTER CERT.	
	FOR MANUF.	AFTER MANUF.	OTHER

COUNTRY OF ORIGIN	
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EXTRA DOCUMENTS	EUR 1 CERT.OF ORIGIN
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Antwerp, June 11th, 2008

COMMUNICATION TO THE SECTOR

WITH REGARD TO THE HANDLING OF IMPORTS AT DIAMOND OFFICE



In order to increase the service at Diamond Office, on **June 16th 2008** we start with a **new handling method for the import of goods you come to collect yourself**. The intention is **not to let you come to Diamond Office more than necessarily**.

Below we give you an outline of the successive steps of the new method:

1. The transport company informs you that goods are going to arrive.
2. You provide Diamond Office with the data concerning the import (your company name, name of the sender, weight and value, transaction, origin, confirmation of the type of goods) as well as the telephone or cell phone number on which you are reachable.

You can provide the data:

- By mail on the following address: doimport@awdc.be
 - Personally at the import department
 - Via Client Module on www.diamondoffice.be
3. In the order of which Diamond Office receives the data, the import department grants a number.
 4. While the goods are on the way, Diamond Office can make the complete preparation of your import.
 5. At arrival of the goods, a definite declaration is made up.
 6. Diamond Office calls you to come to the expertise room in the order of the above granted number.

This working method is introduced for a test period. When at evaluation this way of handling appears to increase the efficiency at the import department, it will be installed definitively.

Yours sincerely,

Ari EPSTEIN

Chief Officer Diamond Office
Deputy CEO AWDC

Freddy J. HANARD
CEO AWDC