

**Shipping address:**

SGF International e.V.  
Attn. A. Kiefer/S. Biehl/S. Hantelmann  
Marie-Curie-Ring 10a  
55291 Saulheim  
Germany  
Tel.: +49 152 22503871, +49 152 22503820, +49 152 22503848  
Email: [irma@sgf.org](mailto:irma@sgf.org)/[angie@sgf.org](mailto:angie@sgf.org)/[sara@sgf.org](mailto:sara@sgf.org)/[sonata@sgf.org](mailto:sonata@sgf.org)

**Shipping details:**

**Delivery:** - by courier service (the simplest way of delivery) or  
- by airfreight

**By Airfreight:**

**Airport of Destination:** Frankfurt/Main, Germany (FFM)

**Delivery Condition:** DDP (delivery door to door, duty/customs prepaid)

**Airfreight Customs Agent:** CGC – Central Global Cargo  
**(for customs clearance in Germany)** Mr. Michael Zmuda  
Email: [kis@central-global.aero](mailto:kis@central-global.aero)  
Phone: +49 6107 904840

**Delivery Advice in advance:** Date of dispatch and Courier Waybill No. / AWB-No. by email

**Shipping documents:****1. Proforma-Invoice:**

- 5 copies stamped and signed with a total value of not more than 50,- Euros (corresponding amount in your national currency)
- Indicate the sentence on the invoice: "Free of charge - no payment required. The goods mentioned above are scientific samples for experimental purposes and have no commercial value. The value given is for customs clearance only!"

**2. Phytosanitary Certificate** (only for **fresh fruits**, see below instructions)

To enable a quick identification of the samples, we ask you to state the name of the company of origin in the shipping documents and to put a sheet of paper with the name of the company of origin in each sample container – thank you very much!

## GENERAL PACKING INSTRUCTIONS FOR SAMPLE SHIPMENT

The international demand of courier services is that all packages should withstand a drop from a height of 80 cm.

**Fresh fruits:**

Please pack fresh fruits either in a cardboard box, each fruit separately rolled up in newspaper, empty spaces in the box filled with packing material, or in a Styrofoam Box with cooling aggregates, but the fruits separated and insulated with newspaper or styrofoam particles from the cooling aggregates so that the fruits do not get in touch with the cooling material. Please do not use dry ice - otherwise the fruits will freeze!

Please label the package outside as follows: "Perishable goods - cool storage during complete transport only!"

**The following documents should accompany your sample shipment of FRESH FRUITS and are important for German Customs:****1. Proforma Invoice**

- this document should show the quantity, the description ("fresh *type of fruit*" ex. "fresh apples", "fresh lemons" etc.) and the value of the samples
- indicates the correct customs tariff number (Hs Code 0810 1000 00 0) and showing the sentence indicated above in general document requirements.

**2. Phytosanitary Certificate:**

- this document should be issued in printed Latin characters and in an official language of the European Union.
- should indicate the botanic names of the fresh fruits in Latin language
- the date of issue must not be older than 14 days before shipment of the samples

**Frozen samples of fresh fruit:**

Please send frozen fresh fruit samples **filled in plastic bags**, properly tied and in frozen condition, properly packed in an insulated container (ex. a styrofoam box/polystyrene box with cooling elements (carbon dioxide ice, cooling aggregates). On the invoice the quantity, the description ("frozen *type of fruit*" ex. "frozen raspberry", "frozen blueberry" etc.) and the value of the samples should be noted. It is of utmost importance to note the correct customs tariff number (Hs Code 0811 10) on the invoice to avoid delay in the customs. **No phytosanitary certificate is required for frozen fruits.** Please care for a short duration of transport.

**Frozen, not pasteurized samples:**

Please send not pasteurized samples, filled in plastic bottles and only in frozen condition, properly packed in an insulated container, for example a styrofoam box/polystyrene box with cooling elements (carbon dioxide ice, cooling aggregates). Empty space in the package should be filled with small parts of packing to avoid any gliding or slipping of the samples inside. Please care for a short duration of transport.

**Pasteurized samples:**

Aseptic samples, pasteurized or preserved samples should be packed in a suitable transport case which is strong enough to carry the weight of the samples without damage. Empty space in this box should be filled with small parts of packing material in order to avoid any gliding or slipping of the samples inside.

**Glass bottles: PLEASE USE GLASS BOTTLES ONLY IF YOU HAVE NO OTHER POSSIBILITY!!!**

Each glass bottle should be rolled safely in air-filled foil (or similar packing material) and packed in a suitable transport case which is strong enough to carry the weight of the samples without damage. The samples should be kept cool/frozen with cooling aggregates if necessary. Empty space in this box should be filled with small parts of packing material in order to avoid any gliding or slipping of the samples inside.

Please ask your national courier service/s or airline/s for further national forwarding regulations.

**IMPORTANT:** In case we must pay additional charges for customs clearance, taxes and/or transport from the Airport Frankfurt/Main to our office in **Saulheim** we must debit these charges to your account. Please do not hesitate to contact us if you have further questions!