

## How to fill a Cargo Movement Request (CMR):

[illegible]

# Instructions for use and submission email address:

**[gaza.cargo@logcluster.org](mailto:gaza.cargo@logcluster.org)**

## INSTRUCTIONS FOR USE

INSTRUCTIONS FOR USE: Please complete this form as much as possible and attach a full packing list as a supplement. The form and packing list may be sent electronically to the Logistics Cluster. If there is insufficient space in the Load Description area, please use additional forms - please do NOT add lines.

**Email: [gaza.cargo@logcluster.org](mailto:gaza.cargo@logcluster.org)**

<b>Organization Name</b>				<b>For Log Cluster use only</b>				<b>PRIORITY</b>		
(If organization is not in list, please type organization name and country office)				ETD:						
				Mot Req \$:						
				<b>Our form per destination</b>						
<b>Sender</b>				<b>FROM</b>						
<b>Consignee</b>				<b>TO</b>						
Contact Person		Contact Person		<b>Ready to Move Data (dd/mm/yy)</b>						
Title		Title								
Tel/Sat. Phone		Tel/Sat. Phone								
E-mail		E-mail								
If you need to request movement for more than 14 lines of commodities, please use several forms, do not add lines to this spreadsheet										
Item	Quantity	Unit of Measure	Description of Items	Package Type	Package Qty	N. of Pallets	Total Gross Weight (Kg)	Total Gross	Org. Item Desc.	Rischimon n.
Ex	2	kit	Interagency Health Kit	boxes	48	10	60	3.4	Analysis Kit	823495924

# Organization

**Fill your Org. Name inside**

[illegible]

# Sender Information

**Fill in Sender Contact Information**

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<p><b>Organization Name</b></p> <p>(If organization is not in list, please type organization name and country office)</p>				<p><b>Our form per destination</b></p>						
<p><b>Sender</b></p> <p>Contact Person</p> <p>Title</p> <p>Tel/Sat. Phone</p> <p>E-mail</p>				<p><b>Consignee</b></p> <p>Contact Person</p> <p>Title</p> <p>Tel/Sat. Phone</p> <p>E-mail</p>						
<p><b>FROM</b></p>				<p><b>TO</b></p>						
<p><b>Ready to Move Date (dd/mm/yy)</b></p>										
<p><b>If you need to request movement for more than 14 lines of commodities, please use several forms, do not add lines to this spreadsheet</b></p>										
Item	Quantity	Unit of Measure	Description of Items	Package Type	Package Qty	N. of Pallets	Total Gross Weight (Kg)	Total Gross	Org. Item Desc.	Rischimon n.
Ex	2	kg	Interagency Health Kit	boxes	48	10	60	3.4	Analysis Kit	823405024



## Consignee Information

### **Fill in Consignee Contact Information**

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<b>Email:</b> <a href="mailto:gaza.cargo@logcluster.org">gaza.cargo@logcluster.org</a>				ETD:						
				Mvt Req #:						
<b>Organization Name</b> (If organization is not in list, please specify organization name and country office)				<b>Our form per destination</b>						
<b>Sender</b>				<b>FROM</b>						
<b>Consignee</b>										
<b>TO</b>										
<b>Ready to Move Date (dd/mm/yy)</b>										
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Es	2	kit	Interagency Health Kit	boxes	40	10	60	3.4	Analysis Kit	823495824

# Destination and Date

**Fill in Destination's ( either final destination -for full truck loads- or by default final hub) and Date Information's**  
Please use only one form per Destination

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<b>Email: <a href="mailto:gaza.cargo@logcluster.org">gaza.cargo@logcluster.org</a></b>					ETD:		Mut Req:			
<b>Organization Name</b> (If organization is not in list, please type organization name and country office)					<b>One form per destination</b>					
<b>Sender</b>					<b>FROM</b>					
<b>Consignee</b>					<b>TO</b>					
Contact Person Title Tel/Sat. Phone E-mail					Ready to Move Date (dd/mm/yy)					
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Ex	2	kg	Interagency Health Kit	boxes	48	10	60	3.4	Analysis Kit	823405024

# For Log cluster use

Please this field is for LogCluster use only

<p>INSTRUCTIONS FOR USE: Please complete this form as much as possible and attach a full packing list as a supplement. The form and packing list may be sent electronically to the Logistics Cluster. If there is insufficient space in the Load Description area, please use additional forms - please do NOT add lines.</p> <p><b>Email: <a href="mailto:gaza.cargo@logcluster.org">gaza.cargo@logcluster.org</a></b></p>				<p><b>For Log Cluster use only</b></p> <p>ETD: _____</p> <p>Mov Req #: _____</p>				<p><b>PRIORITY</b></p>		
<p><b>Organization Name</b></p> <p>(If organization is not in list, please type organization name and country office)</p>				<p><b>FROM</b></p>				<p><b>TO</b></p>		
<p><b>Sender</b></p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Tel/Sat. Phone: _____</p> <p>E-mail: _____</p>				<p><b>Consignee</b></p> <p>Contact Person: _____</p> <p>Title: _____</p> <p>Tel/Sat. Phone: _____</p> <p>E-mail: _____</p>				<p><b>Ready to Move Date (dd/mm/yy)</b></p>		
<p>If you need to request movement for more than 14 lines of commodities, please use several forms, do not add lines to this spreadsheet</p>										
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Ex	2	kg	Interagency Health Kit	boxes	48	10	60	3.4	Analysis Kit	823405024

## Cargo Information

**If you need to request movement for more than 14 line of commodities,  
please use several forms, do not add lines to this spreadsheet**

**Please fill in as good as you can**  
**Every Information will help us**  
**to move your Cargo ASAP**

[illegible]



# Cargo Special Information

Please let us know Special Information on cargo see example



**\*\* Be prepared to move to shipment to the loading point on short notice**

**Comments, Special information on cargo (Cold Chain) and Dangerous Goods Info**

*Dangerous Goods cargo for air transport will only be carried when packaged in full accordance with IATA Dangerous Goods Regulations. The consignor has also provided the UNID number for any 900 dangerous goods. Dangerous goods include a wide variety of items: gases (such as compressed or flammable or non-flammable or refrigerated or poisonous), corrosives (such as acids or alkalis), liquids, solids, explosives (such as detonators or fireworks), poisons (such as pesticides or insecticides), infectious materials (such as bacteria or viruses), radioactive materials (such as isotopes or radioactive waste), and other materials (such as flammable solids, flammable liquids, flammable gases, and other materials). If you are in any doubt about the nature of your consignment consult with Legitimise Cluster staff (legitimise.cluster@unhcr.org).*

**All customs & governmental documentation for transport must be complete and the cargo available at the departure location as requested by the Legitimise Officer at the respective loading point. Please note that the Legitimise Cluster/WFP/UNHCR/Egyptian Red Crescent cannot hold liable for any damage or loss of any goods.**

**The Legitimise cluster will confirm your booking by return email/phone call/face**  
 I hereby certify that the above cargo either contains no dangerous goods or that all applicable details are entered and that the cargo for re-transport is packed in accordance with IATA regulations, that the details above are complete & correct and that the cargo and required documentation will be ready to be transported as the date entered above.

**Signature/Name (electronic): Agency/Organization Authorised**

**Date:**

**For Legitimise Cluster Use only**

Colliage/planned date/transport	Colliage/actual date/transport	Remarks

**Conditions of service:**  
 All cargo movement requests made with this CTR are subject to the following terms and conditions:  
 (i) All cargo movement requests made with this CTR are subject to the following terms and conditions:  
 (ii) UNHCR, WFP and the Legitimise Cluster accept no responsibility for any loss or damage to goods carried under the CTR.  
 (iii) Service users are responsible for making adequate arrangements for the insurance of their goods.  
 (iv) UNHCR, WFP and the Legitimise Cluster undertake the service in good faith and will ensure that the service is carried out with due diligence.  
 This Cargo Movement Form is not a document of transport. It is issued for administrative convenience and is not intended to replace, substitute or supersede the transport document that may be issued in connection with any movement under the CTR.

# CMR Signature

## Please fill

**Signature/Name (electronic): Agency/Organization Authorised Person**  
**and Date**

<b>** Be prepared to move to shipment to the loading point on short notice</b>		
<b>Comments, Special information on cargo (Cold Chain) and Dangerous Goods Info</b>		
<p><i>Dangerous Goods:</i> dangerous transport will only be carried using sealed &amp; labelled according to IATA Dangerous Regulations. The consignee has shown consent for any full dangerous goods. Dangerous goods can include a wide variety of items; gases (such as compressed flammable / non-flammable refrigerant, off-gassing), corrosives (such as acid / alkali fruit bottomer), flammable liquids / solids (fruit / vegetable / matches / lighter gas), oxidising materials (such as black powder), explosives (such as ammonium / fireworks / fuses), medical supplies (including oxygen / carbon dioxide / anaesthetic / thermometers). If you are in any doubt about the nature of your cargo please consult with Legistics Charter staff (<a href="mailto:sales@legistics.com">sales@legistics.com</a>)</p> <p>All customs &amp; governmental / location / transport forms should be complete and the cargo available at the departure location as requested by the Legistics Officer at the respective loading point. Please note that the Legistics Charter / WFP / UNHCR / Egyptian Red Crescent cannot hold liability for any damage or loss of any goods.</p> <p>The Legistics officer will confirm your booking by return email / phone call / fax.          There must be no change of contact details without prior written agreement from Legistics Charter. The consignee must ensure that the details above are complete &amp; correct and that the cargo and required documentation will be ready to be transported as the date entered above.</p>		
Signature/Name (electronic): Agency/Organization Authorized		Date:
For Legistics Charter Use only		
For WFP use only		
Collected/planned date/transport	Collected/actual date/transport	Remarks
<b>Conditions of service:</b> All cargo movement requests made with this CDR are subject to the following terms and conditions: (C1) All cargo is moved under the SOPs, UNHCR, WFP and the Legistics Charter set up specific for the Service Users. All contracts are entered into exclusively of the Service Users. (C2) UNHCR, WFP and the Legistics Charter assume no responsibility for any loss or damage to Goods carried under the SOPs. (C3) Service users are responsible for making adequate arrangements for the insurance of their goods. (C4) UNHCR, WFP and the Legistics Charter undertake the services in good faith and will ensure that the services are compliant with the SOPs. This Cargo Movement Form is not a document of transport. It is used for administrative purposes and is not intended to replace, substitute or supersede the transport documents that may be issued in connection with any movement under the CDR.		

**The CMR needs to be filled and sent back to the Logistics Cluster:**

## Already with Fill in

**Send it back by E- mail: [gaza.cargo@logcluster.org](mailto:gaza.cargo@logcluster.org)**

[illegible]

**For Information:**

**Any Questions on the CMRs**

**Contact us**

**Logistics Cluster:**

**[gaza.cargo@logcluster.org](mailto:gaza.cargo@logcluster.org)**