

# Cargo Movement Request Form

<b>INSTRUCTIONS FOR USE:</b> Please complete this form as detailed as possible and attach a full packing list as a supplement. The form and packing list have to be sent electronically to WFP UNHAS Cargo Booking office.				FOR WFP-UNHAS USE ONLY				PRIORITY	
				ETD:					
				MVT REQ#:					
ORGANIZATION NAME						ONE FORM PER DESTINATION			
						FROM:			
CONSIGNER			CONSIGNEE			TO (UNHAS DESTINATION ONLY):			
CONTACT PERSON:						FINAL CARGO DESTINATION: (IF DIFFERENT FROM UNHAS DESTINATION)			
TITLE:						REQUESTED SHIPPING DATE (DD/MM/YY):			
TELEPHONE:						If you need to request movement for more than 14 lines of commodities, please use several forms, do not add lines to this spreadsheet.			
E-MAIL:									
	QUANTITY	UNIT OF MEASURE	DESCRIPTION OF ITEMS	PACKAGE TYPE	PACKAGE QTY	TOTAL GROSS WEIGHT (KG)	TOTAL GROSS VOLUME (M³)	ORG. ITEM DESC./ CODE ITEM	REMARKS
EX	24	KIT	HEALTH KIT	PALLETS	2	15	2	ANALYSIS KIT	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
TOTAL		TOTAL PIECES / WEIGHT (KG) / VOLUME (M³)					** Be prepared to move shipment to the loading point with 24 hours notice		
COMMENTS, SPECIAL INFORMATION ON CARGO (COLD CHAIN) AND DANGEROUS GOODS INFORMATION				Dangerous Goods cargo for transport will only be carried when packaged & labelled according to ICAO regulations. The comments box above should list the UN ID number for any & all hazardous goods. Dangerous goods can include a wide variety of items; gases (such as compressed / flammable / non-flammable / refrigerated / poisonous), corrosives such as acids / alkalis / wet batteries, flammable liquids & solids (fuel / heating oil / matches / lighters), oxidizing materials (such as bleach powder), explosives (such as ammunition / fireworks / flares), medical supplies (including oxygen / carbon dioxide & oxygen cylinders / thermometers). If you are in any doubt about the nature of your cargo please consult with WFP-UNHAS Cargo Booking staff (xxxxxx@wfp.org). <b>All customs / governmental / taxation / transport issues should be complete and the cargo available at the departure location as requested by the Logistics Officer at the respective loading location. Please note that WFP cannot be held liable for any damage or loss of any goods. WFP-UNHAS will confirm your booking by return email/phone call/fax.</b> I HEREBY CERTIFY THAT THE ABOVE CARGO EITHER CONTAINS NO DANGEROUS GOODS OR THAT ALL APPLICABLE DETAILS ARE ENTERED AND THAT THE CARGO FOR TRANSPORT IS PACKED IN ACCORDANCE WITH ICAO REGULATIONS, THAT THE DETAILS ABOVE ARE COMPLETE / CORRECT AND THAT THE CARGO AND REQUIRED DOCUMENTATION WILL BE READY TO BE TRANSPORTED ON THE DATE ENTERED ABOVE.					
SIGNATURE/NAME (ELECTRONIC): AGENCY/ORGANIZATION AUTHORISED PERSON				FOR WFP-UNHAS USE ONLY					
				CALLSIGN/PLANNED DATE/TRANSPORT		CALLSIGN/ACTUAL DATE/TRANSPORT		REMARKS	
DATE:									