

## SHORT GUIDANCE FOR SEA SHIPMENTS- CUSTOMS REGULATIONS

### SEA FREIGHT SHIPMENTS (Updated: September 7, 2026)

#### MANDATORY

#### General request on documentation issuance as per Colombian customs legislation:

In addition to the normal information on transport documentation worldwide, every shipment with final destination to any Colombian ports (Buenaventura, Cartagena, Barranquilla and Santa Marta) should have the follow information:

- Type (FCL/FCL; LCL/LCL; FCL/LCL; LCL/FCL)
- Transport Document Number
- The transport document date issuance must be the same in MBL and HBL
- **Transport Document Date (on board) IDEM IN HBL AND MBL**
- Amount of pieces
- Weight (net and gross)
- Measurement (CBM)
- Freight terms (Collect or Prepaid)
- Number and seal of container if it's FCL
- **General and complete descriptions on goods) and commercial invoice number.**
- Complete information of shipper and Consignee (Company name, company tax ID, complete address, city, country and telephone number)
- **Tributary ID: LS GROUP S.A. (NIT 830.136.560-9) ON MBL and DIAN code 249**
- For dangerous Goods it is necessary: UN, IMO, DG Class and contact name for emergency cases.

As per above, all cargoes to Colombia **MUST BE** pre alerted with MBL and HBL before vessel sailing, for revision and approval for drafts. LS GROUP S. A. Is not responsible for inconsistencies due to we don't have any export document to check this information (Number of pieces, weight, marks, references and goods descriptions) it is on your hands. All final documentation **MUST BE** sent the fastest possible (As soon as vessel departs at least).

**As per last change on Colombian Customs Legislation, our company as an International Freight Forwarder, must register into national customs agency system final MBL and HBL 72 hours before cargo arrival, for long transit and 24 hours for short transit, otherwise Colombian customs will apply a fine of 50% of total shipment freight value.**

**Any fine caused due to lack of fulfillment of this procedure will be billed to origin agent.**

1. Master B/L consignment must be consigned and notified as follows:

LS GROUP S.A.  
NIT 830.136.560-9/ DIAN CODE 249  
ZIP CODE: 111071  
AVDA CARRERA 86 No. 51-66 Oficina 302  
WORLD BUSINESS CENTER  
Bogotá Colombia  
Atn. Alvaro Gutierrez: [alvarog@lsupplier.com](mailto:alvarog@lsupplier.com)

**Phone: (+57) 601 6092099, EXT. 111**

2. Prealert and shipping details are required, and must be sent to the following email addresses:

|                                             |                                                                                    |
|---------------------------------------------|------------------------------------------------------------------------------------|
| Mr. Alvaro Gutierrez / Operations Manager   | E-mail: <a href="mailto:alvarog@lsupplier.com">alvarog@lsupplier.com</a>           |
| Mrs. Angela Burgos / Operations Coordinator | E-mail: <a href="mailto:operaciones6@lsupplier.com">operaciones6@lsupplier.com</a> |
| Mr. Juan Alonso / assistant operations      | E-mail: <a href="mailto:operaciones4@lsupplier.com">operaciones4@lsupplier.com</a> |
| Mr. Mauricio Herrera/ assistant operations  | E-mail: <a href="mailto:operaciones8@lsupplier.com">operaciones8@lsupplier.com</a> |
| Mr. Jean Ortega/documentation assistant     | E-mail: <a href="mailto:radicaciones@lsupplier.com">radicaciones@lsupplier.com</a> |

**Export**

|                                       |                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------|
| Brayan Castaño/ operations assistant  | Email: <a href="mailto:asisoperaciones@lsupplier.com">asisoperaciones@lsupplier.com</a> |
| Diego Chapeton / auxiliary operations | Email: <a href="mailto:operaciones7@lsupplier.com">operaciones7@lsupplier.com</a>       |

**House B/L Consignment**

House B/L must be consigned to each individual consignee as per our individual shipping instructions, but LS GROUP S.A. must be showed as Delivery Agent.

3. Documents and Distribution

Upon sailing of vessel, there are two options for original documents (MBL): The original documents (MBL and HBL) must be issue in COLOMBIA.

- Send instruction to the shipping line to issue the MBL at destination and confirm or send copy of email with authorization if you have.
- If the MBL is delivered to you at origin from shipping line, then you must send them via courier. From 3/3 original given by shipping line, you must send 2/3 OMBL to us and keep 1/3 OMBL to you.

If you send via courier please send:

- 2 Non negotiable copies of each HBL.
- 1 Original HBL if this was not delivered to supplier for sending to final consignee with original commercial documentation, origin certificate and fumigation or heat treatment certificate if required for wooden packaging and original EUR1. Please inform to shipper that the original documents must be send to consignee, in case that the shipper needs to send via freight forwarder these documents, they must be sent via courier to our address and inform the shipper that they should not deliver these original documents to the drivers or inland transport company but to you.
- If the MBL and HBL are issued in destination, please send us the documents with text "original" and in colour via e-mail in order to print them in our offices.

**REMARKS: As per our request, MBL must always be issued at destination.**

4. General Import Ocean Instructions:

- Specific description of goods must be the same on MBL/HBL documents.

**We send acceptable and unacceptable descriptions for the MBL and HBL. Below please find the wrong description that could cause confiscation, sanctions (fines) by Colombian customs. (EXAMPLES FOR ALLOWED DESCRIPTIONS).**

- Before the cargo is delivered to carriers, all documentation must be sent to us by e-mail in order to check them and to give you, our approval. Please note our customs authorities do not accept EXPRESS RELEASE documentation. We need that you send the original HBL to print it in our offices via e-mail.
- Total gross weight, pieces and goods descriptions on MBL must be the same in the HBL(s) involved. Gross weight, pieces and goods descriptions difference on MBL/HBL will cause high fines from customs authorities which will be billed to your account. Please check pieces number with packing list.
- Please do not amend any HBL or MBL documents. Colombian Customs do not accept any kind of amendments without authorizations.
- Original documentation must be in our hands at least 5 working days prior vessel's arrival if you send it via courier or if you send via email to print in Colombia. Please send original HBL to print **ONLY** when shipper authorized. Any delayed because of this, will generate storages and demurrages that will be charge to your offices.

### OBSERVATIONS

LS GROUP S.A, committed with the compliance of the international safety standards (BASC), requests the compliance of the following points for ensuring the provision of our service.

- Keep complete confidentiality of the operations that we instruct you to handle, in relation with our competitors.
- Report to LS GROUP S.A. and the competent authorities of your country, about any suspicious activity that may generate risks to our customer's goods.
- Have a system that allows the traceability of the operations.
- The staff in charge of supervising the loading of the container or the delivery of goods to the airport must be properly identified.
- Report to the competent authorities of your country, when you detect altered stamps, labels, or seals security.

### General information to bear in mind for your pre alerts:

Kindly bear in mind to check the number of pieces, weight, measurement and description of goods against commercial invoice, packing list, or any other export document given by the shipper to be sure that loading document is correct. LS GROUP S.A. Is not responsible for inconsistencies due to we don't have any export document (Number pieces, weight, marks, references and goods descriptions) to confirm this information, as it is on your hands.

Finally, please be sure that original HBL(s) delivered to shipper must have the same on-board date than the final MBL issued by the shipping line for consignee customs procedures. Any inconsistency between these documents (HBL and MBL) would generate a big fine for us or from Colombian custom. (MBL and HBL, must be idem date on board, sail container number and description of goods).

Please take note you must send your debit / credit note once cargo has departure from origin airport. If we do not receive this document from your side on time, we would request you to change your debit note with a current date.

**REMARKS:** If any cargo consigned to LS GROUP S.A. arrives to our country without your previous Pre-Alert, we won't be responsible for any possible confiscation of the cargo and fines applied by Colombian custom authorities. That will be billed to the origin office. Please note that LS GROUP S.A. doesn't work with individual and personal effects, but with registered companies, instead.

Take note that for all the shipments consigned to LS GROUP S.A. assigned by you (On Hand Shipment), the importer (CNEE) must be responsible for the payment of the delays and damages of the container caused after the arrival. Non-payment of these charges will be billed to you because you referenced the customer.

### GENERAL PAYMENT TERMS TO AGENTS

1. LS GROUP S.A. will require an original invoice via e-mail showing detailed charges to be paid for air or ocean shipments. The e-mail address to send your debit/credit notes is [facturacione@lsupplier.com](mailto:facturacione@lsupplier.com) and must be send in the line message handle in the operation too.
2. Invoices and Credit notes must be in USD. For a different currency, the rate of exchange must be stated clearly. Please send this invoice updated once the cargo departs.
3. All your statements must be sent to:

Mrs. Karin Fajardo / Accounting Coordinator  
 Paola Ruiz/ Treasury Employee  
 Accounting/Xiomara Villarraga

[karinf@lsupplier.com](mailto:karinf@lsupplier.com)  
[tesoreria@lsupplier.com](mailto:tesoreria@lsupplier.com)  
[contabilidad@lsupplier.com](mailto:contabilidad@lsupplier.com)

### MAIN LS GROUP S. A. CONTACTS

| <u>Title</u>                    | <u>Name</u>          | <u>E-mail</u>                                                              | <u>Home Phone / Mobile Phone (+57)</u> |
|---------------------------------|----------------------|----------------------------------------------------------------------------|----------------------------------------|
| Managing Director               | Mrs. William Marinez | <a href="mailto:gerencia@lsupplier.com">gerencia@lsupplier.com</a>         | 3150485648                             |
| Operations Manager              | Mr. Alvaro Gutierrez | <a href="mailto:alvarog@lsupplier.com">alvarog@lsupplier.com</a>           | 3118544595                             |
| Operations Coordinator          | Mrs. Angela Burgos   | <a href="mailto:Operaciones6@lsupplier.com">Operaciones6@lsupplier.com</a> | 3106188408                             |
| Import assistant documentation. | Mrs. Jean Ortega     | <a href="mailto:liberaciones@lsupplier.com">liberaciones@lsupplier.com</a> | 3106188408                             |
| Sea import assistant            | Mr. Juan Alonso      | <a href="mailto:Operaciones4@lsupplier.com">Operaciones4@lsupplier.com</a> | 3106188408                             |
| Operations assitance            | Mr. Mauricio Herrera | <a href="mailto:Operaciones8@lsupplier.com">Operaciones8@lsupplier.com</a> | 3106188408                             |
| Accounting Coordinator          | Mrs. Karin Fajardo   | <a href="mailto:karinf@lsupplier.com">karinf@lsupplier.com</a>             | 3177288718                             |

### EXAMPLES FOR ALLOWED DESCRIPTIONS

| <b>Unacceptable</b>   | <b>Acceptable</b>                                  |
|-----------------------|----------------------------------------------------|
| Agricultural products | Oranges, fish, rice, bread                         |
| Aid shipments         | Blankets, medicine (drug).                         |
| Animals               | Horses, poultry, bovine                            |
| Clothing              | Men's short, lingerie, girls' shirt, boys' jacket. |
| Appliances            | Refrigerator, stove, microwave, coffee maker.      |

|                               |                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------|
| Auto parts                    | Brakes for vehicles, vehicle windscreens                                                        |
| Hats                          | Plastic hats.                                                                                   |
| Dangerous chemical products.  | Specific denomination of the chemical product. (Do not admit commercial label).                 |
| Cleaning products             | Alcohol, detergents.                                                                            |
| Consolidated cargo            | See other specific examples in the square.                                                      |
| School materials              | Pens, smart boards, books.                                                                      |
| Electronic appliances         | Computers, TV, CD players, walkmans, recorders, mobile phones, screens, printers.               |
| Equipment                     | Equipment for Oil Wells<br>equipment for poultry farming                                        |
| All kind of cargo             | See other specific examples in the square.                                                      |
| Food product                  | Beverages, (see agricultural products)                                                          |
| General cargo                 | See other specific examples in the square.                                                      |
| Gifts                         | Dolls, remote control cars                                                                      |
| Home Articles                 | Trays, Dishes, tableware. (See in the same way other examples of appliance item)                |
| Industry products             | See electronic appliances                                                                       |
| Steel products                | Iron pipes, steel pipes, construction material of iron, steel construction material             |
| Technologies products related | See "appliances item"                                                                           |
| Leather articles              | Saddles, leather bags, leather jackets.                                                         |
| Machinery parts               | Pumps, closures, engines                                                                        |
| Machinery                     | Metal working machinery, machinery for the manufacture of cigarettes, sewing machines, printers |
| Machines                      | (see «Machinery» )                                                                              |
| Hydrocarbons                  | Mineral hydrocarbons, vegetable hydrocarbons                                                    |
| Mineral                       | Iron mineral, copper mineral                                                                    |
| Pieces                        | (see «Machina parts»)                                                                           |
| personal effects              | (See other specific examples in the table)                                                      |
| Tubes                         | Plastic tubes, iron tubes, copper tubes                                                         |
| Plants                        | Tulips                                                                                          |
| Plastic products              | Plastic dishes, plastic household items                                                         |
| polyurethane                  | Polyurethane thread, polyurethane medical gloves                                                |
| Rubber goods                  | Rubber hoses, rubber conveyor belts                                                             |
| Rods                          | Welding rods, fuel rods, copper rods                                                            |
| Contains supposedly ...       | (See other specific examples in the table)                                                      |
| Toiletries                    | Towels, basins, soap, toothbrushes                                                              |
| Waste                         | Plastic waste, waste foam waste iron                                                            |
| Spare parts                   | (see «machine parts»)                                                                           |
| Fabrics                       | Linen fabric, shirts, (see « clothing »)                                                        |
| Tools                         | Hand tools, power tools                                                                         |
| Toys                          | (see «Gift items»)                                                                              |
| Micellaneous                  | (See other specific examples in the table)                                                      |
| Vehcles                       | Boats, cars, bicycles                                                                           |
| Arms                          | Knives, guns                                                                                    |
| Cables                        | Iron and steel cable, copper cable                                                              |

|                 |                                           |
|-----------------|-------------------------------------------|
| Wooden articles | Wooden furniture, wooden kitchen utensils |
|-----------------|-------------------------------------------|

*Thanks & best regards,*

**Alvaro J. Gutierrez**  
**LS GROUP S.A.**  
**Operations Manager**  
Bogotá D.C.  
Avenida Ciudad Cali No. 51-66 Of.302  
PBX. (571) 6092099 Ext: 111  
Cellphone: +57 3118544595  
Email: [alvarog@lsupplier.com](mailto:alvarog@lsupplier.com)