Shipping Policy Helibras

Helicopters shipments for Temporary Admission in Brazil

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1- Revision Control

Revision	Date	Section	Page	Subject of Revision
1	22-out-2020	-	-	General Review
2	03-nov-2020	-	-	General Review
3	25-set-2023	-	-	General Review
4	11-mar-2025	-	-	General Review

2- Object / Purpose

Helibras' Shipping Policy for TEMPORARY ADMISSION defines the requirements that suppliers must follow in order to send materials to Helibras for temporary admission. Supplier's non-compliance with this policy may result in materials and shipments blocked by Brazilian customs, loss of import privileges and fines or penalties to Helibras that can be charged to the supplier.

For purposes of this policy, Material(s) shall mean any and all products, goods, item, piece parts, components and spare parts to be sent to Helibras in a temporary basis.

3- Temporary admission

Every part sent to Brazil in temporary basis open a special temporary admission process in Brazilian customs that is valid for 6 (six) months, unless there is a contract between Helibras and supplier specifying a different period. The part must return within this time to comply with Brazilian legislation. Otherwise, it will result in fine of 10% of the value of the material (FOB value) with a minimum of R$500,00.

A contract between Helibras and Supplier is requested in case of loan, repair and rental of the material, besides the pro forma invoice and packing list.

It is always important to check in advance with Foreign Trade department whether or not the contract is necessary.

4- Contract

The contract must be written in English and Portuguese. Besides the object of the contract, it also must mention:

- Incoterm for the shipment from Supplier to Helibras
- Incoterm for the return from Helibras to Supplier
- Service estimated time and contract validity
- Contract term
- Consularized or notarized supplier's signature

5- Pro forma Invoice Instructions

Prior to the export of any Material, send a copy of the Original Pro forma Invoice signed **IN BLUE INK** to your point of contact at Helibras.

Regardless of the incoterm (pre paid or collect), wait for Helibras green light. **No material should be shipped before Helibras approval**

That electronic invoice copy will allow Helibras to expedite the import process.

- One invoice per file.
- File format: PDF

5.1- Pro forma Invoice – General Information.

Supplier's pro forma invoice must mention all information below in accordance with Brazilian legislation and Helibras Purchase Order data:

1. Pro forma Invoice Number
2. Date of issuance
3. Helibras Purchase Order Number (One PO per invoice number)
4. Exporter's full name, address and TAX ID
5. Importer's full name and address (BILL TO and SHIP TO must be the same full name and address)
6. Manufacturer's full name and address for each material described on the invoice.
7. Country of Origin (the manufacturer's country). This information has to be provided per material.
8. Incoterm 2010 and Delivery Place (according to International Chamber of Commerce – Paris http://www.iccwbo.org/)
9. Payment Terms – NO CHARGE / NO PAYMENT IS REQUESTED
10. Packing list number
11. Part Number of each material
12. Serial number of each material (if applicable)
13. Complete description of Materials, written in English or Portuguese only.

- Helibras' code number for each material
- Purchase Order line number
- Schedule B per item
- License Determination per item (ECCN) Export License number, when applicable. For Materials controlled by customs at country of origin, which requires Export License (e.g. Department of State License, ITAR and others), it will be necessary to mention the type and the number of the Export License on the invoice. If it's not required invoice must mention: "EXPORT LICENSE NOT REQUIRED"

In the document must be included a complete description of aircraft model (the same informed on aircraft identification plate), manufacturer, part number and serial number.
All aircraft accessories, optional, miscellaneous must be informed on the documentation, it is also necessary to inform part number, description and quantity

Examples of aircraft optional items:
PN XXX Helicopter model XXX, Serial Number XXX, manufacture year, with the following items list:

- Quantity XX, PN XXX Engine model XXX and serial number XXX
- Quantity XX, PN XXX main blades XXX and serial number XXX
- Quantity XX, PN XXX rotor blades XXX and serial number XXX
- Quantity XX, PN XXX Avionic display system GARMIN G500H TXI
- Quantity XX, PN XXX Cable cutter system

- Quantity XX, PN XXX Enhanced engine air particle separator
- Quantity XX, PN XXX Starter-generator Skurka 200 A, instead of Sjurka 150 A
- Quantity XX, PN XXX Marine gripping system
- Quantity XX, PN XXX Electrical hoist Breeze
- Quantity XX, PN XXX Repelling installation, without rope
- Quantity XX, PN XXX Cargo swing
- Quantity XX, PN XXX Right rear sliding door
- Quantity XX, PN XXX Lower casually carrying installation with stretcher
- Quantity XX, PN XXX Radio altimeter THALES AHV16, remote controlled
- Quantity XX, PN XXX Collective pitch stick, cyclic pitch lever and pedal block
- Aircraft delivered with paint or without external paint
- In case of any Kit it should be described with quantity, part number, description, serial number

14. Quantity per Material and unit of measurements (the measures must be in accordance with the mentioned in the Helibras Purchase Order)

15. Negotiated currency in accordance with Helibras Purchase Order.

16. Unit Price and Total Price for the aircraft in accordance with the negotiated Helibras Purchase Order

17. Total amount of the Invoice

18. Pro Forma Invoice page number under “1 of 3, 2 of 3, 3 of 3” format

Additional information:

- No hand written entries are acceptable, only the signature in blue ink.
- Freight carrier.
- CofC (Certificate of Conformance) must be a separate document.
- Manufacturing year and model might be mandatory for large equipment.
- If the material is used, it must be declared on the invoice.
- Picture of aircraft identification plate and engine identification plate, this picture should a sharp picture with legible Part Number and Serial Number information
- Aircraft picture and IPPC stamp in case of wood box/crate/pallet

The Original Pro Forma Invoice must be issued, in English or Portuguese language, on the Supplier’s official letterhead or standard pro forma invoice form. It must be identified or stamped with the word ‘‘ORIGINAL’’ on it. Photocopy of the pro forma invoice is not acceptable for customs clearance in Brazil.

In case of **DAP shipment**, DAP cost (freight + insurance) should be informed in the pro forma invoice.

For **PO’S FREE OF CHARGE** the following statement must be printed in the pro forma invoice: **‘‘VALUE FOR CUSTOMS PURPOSES ONLY’’**. Even in this case, Supplier shall include in the pro forma invoice the **TRUE PRICE** of the Material as required by Brazilian legislation (unit and total price).

Important: For pro forma invoices, “Free of Charge” the payment term field must mention NO CHARGE or NO PAYMENT IS REQUESTED.

Important to emphasize that all aircraft accessories, optional, miscellaneous informed on the documentation should be exactly the same as applied physically on the aircraft

No aeromedical equipment should be included in the aircraft; otherwise, material will be blocked at Brazilian customs.

5.2 – Pro Forma Invoice – Standard form

Original letterhead and trade mark	**Exporter/Supplier** Full name, address and TAX ID	Page 1 of 1 **INVOICE NUMBER:** **INVOICE DATE:**

BILL TO:	**SHIP TO:**	**FREIGHT FORWARDER:**
NAME: Helicópteros do Brasil S/A ADDRESS: STATE: ZIP CODE: COUNTRY: CNPJ Nº:	NAME: Helicópteros do Brasil S/A ADDRESS: STATE: ZIP CODE: COUNTRY: CNPJ Nº:	

PURCHASE ORDER:	**COUNTRY OF ACQUISITION:**	**INCOTERM:**	**PACKING LIST NUMBER:**
PAYMENT TERMS:			**CURRENCY:**

Qty	Part Number	Description	Origin	Unit Price	TOTAL
XX	XXX	Helicopter model XXX, Serial Number XXX, manufacture year, with the following items list:	XXX	XXXXX,XX	XXXXX,XX
		- Quantity XX, PN XXX Engine model XXX and serial number XXX			
		- Quantity XX, PN XXX main blades XXX and serial number XXX			
		- Quantity XX, PN XXX rotor blades XXX and serial number XXX			
		- Quantity XX, PN XXX Avionic display system GARMIN G500H TXI			
		- Quantity XX, PN XXX Cable cutter system			
		- Quantity XX, PN XXX Enhanced engine air particle separator			
		- Quantity XX, PN XXX Starter-generator Skurka 200 A, instead of Sjurka 150 A			
		- Quantity XX, PN XXX Marine gripping system			
		- Quantity XX, PN XXX Electrical hoist Breeze			
		- Quantity XX, PN XXX Repelling installation, without rope			
		- Quantity XX, PN XXX Cargo swing			
		- Quantity XX, PN XXX Right rear sliding door			
		- Quantity XX, PN XXX Lower casually carrying installation with stretcher			
		- Quantity XX, PN XXX Radio altimeter THALES AHV16, remote controlled			
		- Quantity XX, PN XXX Collective pitch stick, cyclic pitch lever and pedal block			
		- Aircraft delivered with paint or without external paint			
		- In case of any Kit it should be described with quantity, part number, description, serial number			
		Manufacturer Name and address:			
		DAP cost: USD XXX			
				Total	**XXXXX,XX**

6- Packing List Instructions

6.1- Packing List – Essential Information

As required by Brazilian Legislation, all Packing List must contain the following information and must be in accordance with the Helibras Purchase Order and Pro Forma Invoice details:

- Packing list number
- Exporter's full name
- Importer's full name
- Parcel number and type of package
- Dimensions (meter)
- Unit Net Weight
- Total Net Weight
- Total Gross Weight
- Number of items and unit of measurements
- Purchase Order number
- Part number
- Packing list page number under "1 of 3, 2 of 3, 3 of 3" format

Additional information:

- No hand written entries are acceptable
- CofC (Certificate of Conformance) must be a separate document.
- The original Packing List must be issued on the Supplier´s official letterhead or standard packing form in English or Portuguese language.

IT IS NOT NECESSARY TO SIGN THE PACKING LIST.

6.2 - Packing List – Standard form

Original letterhead and trade mark	**Exporter/Supplier** Full name, address and TAX ID

PACKING LIST

Packing list Number:
Date:
Purchase order number:
Remarks:

Importer's full name and address

Parcel	Parcel Type	Weight	Dimension (cm)	Items Discription
1/10	XXX	XXX	XX * XX * XX	XXX
2/10	XXX	XXX	XX * XX * XX	XXX
3/10	XXX	XXX	XX * XX * XX	XXX
4/10	XXX	XXX	XX * XX * XX	XXX
5/10	XXX	XXX	XX * XX * XX	XXX
6/10	XXX	XXX	XX * XX * XX	XXX
7/10	XXX	XXX	XX * XX * XX	XXX
8/10	XXX	XXX	XX * XX * XX	XXX
9/10	XXX	XXX	XX * XX * XX	XXX
10/10	XXX	XXX	XX * XX * XX	XXX
	Total weight:	XXX		

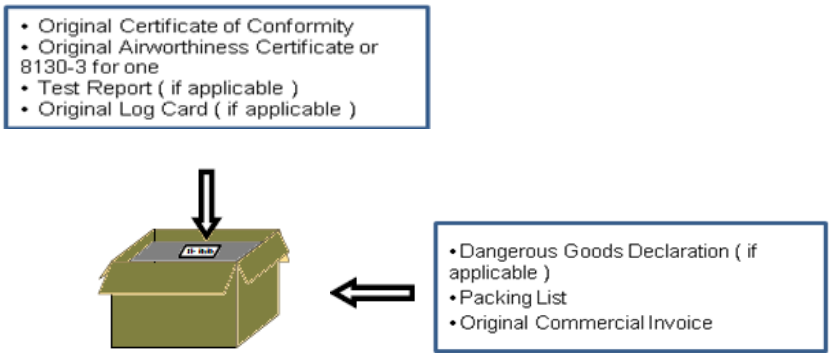
7- Quality Documents

7.1- Original Certificate of Conformity (CofC), Original Airworthiness Certification or 8130-3 form one and Logcard (if applicable)

The original Quality Documents requested in the Helibras Purchase Order must be sent inside the box, along with the material. Supplier must include the serial number in the Certificate of Conformance and must have those documents signed and identified by its qualified personnel.

Copy of the CofC and Original Airworthiness Certification must be sent to purchasing agent and list.procurement.hb@helibras.com.br in the same email as the corresponding invoice.

Quality documents are MANDATORY documents for Helibras goods reception area.



7.2 - Dangerous Goods Declaration

According to the modal of transport will be required the following documents for transportation of Dangerous Goods:

ROAD: two **(2) ORIGINAL** ADR declaring the transport from Supplier to Freight Forwarder. For further details, please access the *International Carriage of Dangerous Goods by Road* at http://www.unece.org.

AIR: two **(2) ORIGINAL** documents for the international freight plus three **(3) ORIGINAL DOCUMENTS** for the transportation company declaring the transport from Supplier to Helibras. For more information, please access *International Air Transport Association* homepage at http://www.iata.org.

SEA: two **(2) ORIGINAL** documents declaring the transport from Supplier to Helibras. For more information, please consult *International Maritime Dangerous Goods* at http://www.imo.org.

Important: All Dangerous Goods Declaration must be typed. Declarations hand written will not be accepted.

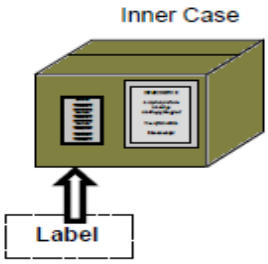
8- Marks on Carton

Packages must always be identified in accordance with the Material inside. Supplier must provide the following information in printed label (use bar codes – Linear Code128 alphanumeric):

Important Information: In case of not having inner boxes the inner label shall be considered as the only label to be used and must be placed outside the box replacing the outer label.

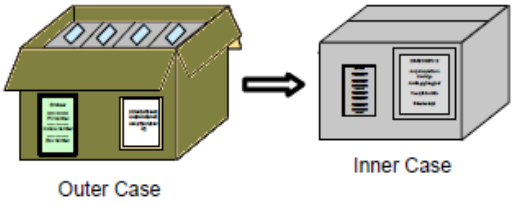
8.1- Inner Label

- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- PART NUMBER (PN)
- SERIAL NUMBER (PN) IF APPLICABLE
- PN QUANTITY
- LOT NUMBER IF APPLICABLE
- CASE NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



8.2- Outer Label

- HELIBRAS FULL ADDRESS (final destination informed at the PO)
- EXPORTER FULL ADDRESS
- HELIBRAS PURCHASE ORDER NUMBER (PO#)
- INVOICE NUMBER
- BOX NUMBER (e.g. 1 of 3, 2 of 3, 3 of 3)



9- Packing

Supplier will be fully responsible for the design and manufacture of the packaging for the Materials bought by Helibras.

All Materials must be prepared and packed to prevent damage and deterioration during the full logistics cycle.

Supplier shall comply with specific packaging conditions that Helibras may require in its Purchase Orders, when necessary due to the condition or nature of the Materials.

In case of Materials to be shipped in an AOG condition (Aircraft on Ground) they will be packaged and shipped separately, and ought to be identified as an AOG package.

Packaging design has to be suitable and consistent with the requirements and limitations of the transportation mode specified by Helibras and should follow the specifications of International Air Transport Association (“IATA”) regarding transport by air and of International Maritime Organization (“IMO”) regarding transport by sea.

In case of any package (or unitized group of packages) weighs more than forty-five (45) kilograms or it is not suited to manual handling, supplier agrees to provide non-wood skids for the utilization of mechanical handling equipment.

Supplier shall NOT use raw wooden crates of pallets nor raw wood. Alternatives such as plastic, plywood or metal pallets - which does not need special treatment - should be considered first.

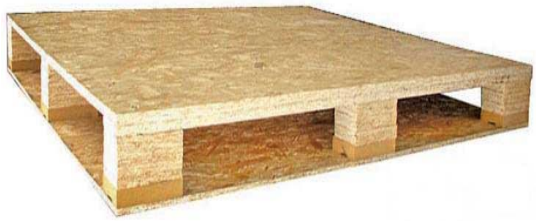
Exceptionally in cases where the chosen pallets do not support the cargo weight, Supplier may use pallets made of treated wood in compliance with ISPM 15, the full of requirements could be checked at https://www.ippc.int.

Brazilian Customs requires "enhanced" ISPM15 compliance requiring to have "all pieces of wood" to be individually stamped to ISPM15 requirements. If the Brazilian Ministry of Agriculture (MAPA) does not approve the wooden packaging, the cost of repackaging or retreatment will be charged to Supplier. If the packaging is not accepted, it will return to Supplier and the Supplier shall pay the logistic costs of such return with no reimbursement by Helibras.

9.1 – Rules for solid wood packings

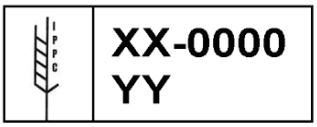
If the box/pallet have **any part** in solid wood this part must have the fumigation stamp as per the International Legislation plus the certificate. It is required to have a Identification number linking both stamp and certificate. All sides of the box must be stamped, as well as its feet.

9.1.1 – Allowed: plywood, veneer, MDF.



9.1.2 –Not allowed: solid wood not properly fumigated

9.1.3 – Example of solid wood fumigated: readable stamp



9.2 – Export controlled products

For Export Controlled Products supplier must identify all boxes with the phrase: EXPORT CONTROLLED MATERIAL. If the cargo is consolidated, export controlled products shall not be unitized with non-controlled materials.

10- Shipment Instructions

Shipments or deliveries shall be made in accordance with the specified quantities on the Purchase Order without shortage or excess.

HELIBRAS cannot in any circumstances accept shipment of Materials by courier.

The cargo consolidation **must not** unitize Materials from different Purchase Orders. Materials from different plants also **must not** be unitized (e.g. Helibras Minas Gerais and Helibras Sao Paulo).

Partial shipment may only be made with previous agreement between Helibras (directly through its Purchase Department) and Supplier.

Once approved by Helibras, Supplier will provide the invoice reflecting the partial shipment. The freight forwarder is not authorized to ship Materials with discrepancies on the document.

The INCOTERMS specified in the Purchase Order must be followed by Supplier. If Helibras places a Purchase Order pursuant to an agreement with Supplier, unless different conditions are specified and in writing accepted by Helibras and Supplier, Supplier must follow the INCOTERM provided for in such agreement.

The list of INCOTERMS may be found at the International Chamber of Commerce website (http:www.iccwbo.org).

Shipments cannot be sent to Brazil WITHOUT Helibras' previous authorization (GREEN LIGHT). Any extra cost for shipping without Helibras' green light will be charged to the supplier.

10.1- Pre Paid Shipments (International Freight)

All purchase orders with international freight as prepaid have the international logistics process under Supplier's responsibility.

- Invoiced material not delivered at acknowledged freight forwarder within 10 (ten) days from the invoice issuance date will be considered canceled by Helibras.
- Shipments cannot be sent to Brazil without Helibras' knowledge and green light.
- The freight charges must be declared on the invoice and must match the values on the HAWB/BL.
- HAWB copies must be sent Helibras.
- Sea shipments must have the material Traffic code or NCM (04 – four first digits) mentioned at Bill of Landing

10.2- Export documents at origin (if applicable)

Supplier is timely responsible to obtain, monitor, control and/or provide all information necessary for the export clearance of goods in Supplier's country, including, but not limited to:

- Export license: License must have the same address as identified in Helibras' Purchase Order. Supplier is responsible for the balance, validation and lodge process of the export license.
- Schedule B and ECCN/UMSL (for U.S origin item): Supplier is responsible to provide correct classification in all applicable documents. Note that such information is mandatory for U.S clearance process.
- Origin certificate and Dangerous Goods Declaration: Suppliers is responsible of issuance and shipping original to freight forwarder when necessary.

11- Fines and Extra fees

The non-compliance of the above-mentioned requirements will result in the Brazilian customs authorities applying administrative sanctions to Helibras.

Helibras will charge these fines to Supplier.

11.1- Missing Material

Example: stated 100 Materials on the invoice but Helibras received only 80 Materials = missing 20 Materials

- Payment of all import taxes of 20 missing items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;

11.2- Excess Material

Example: stated 100 Materials in the invoice but arrival 120 Materials = excess of 20 Materials

- Payment of all import taxes of 20 exceeding items;
- Fine of 0,33% per day from the import declaration date at Brazilian Customs, with maximum limit of 20% over the value of import taxes as well as Brazilian Selic Tax over the value of import taxes;
- Fine of 30% over the customs value in case of missing Import License;

11.3- Missing Original Pro Forma Invoice

- Fine of 5% of the import value (CIF value) in case of non delivery of the Original Invoice.
- In accordance with Brazilian regulation, Article 710 of the Customs Regulation, Decree 6.759/10 (06/09/2009).

11.4- Missing Packing List

- Fine R$ 500,00 per shipment if the packing list does not accompany the shipment.
- In accordance with article 710, paragraph VIII of the Customs Regulation, Decree 6.759/10 (06/02/2009) following Brazilian regulations.

12- Main Points do be Followed

- All Pro forma Invoice / Packing list Instructions must be followed
- Exporter Name and address must be the same as in the contract with Helibras – Airbus ConoSur
- Inform serial number (if applicable), it must be the same as the one physically marked on the material
- Inform country of origin, it must be the same as the one physically marked on the material
- It is necessary inform net weight per item (Part Number)
- Weight informed must be the real one (weighted)
- All solid wood must be fumigated and have proper stamp
- All aircraft accessories, optional, miscellaneous must be informed on the documentation and all of them should be exactly the same as applied physically on the aircraft
- No aeromedical equipment should be included in the aircraft
- Add DAP cost (freight + insurance) on the invoice
- Invoice must be signed with blue ink
- Send scan copy by email and originals by courier to Itajubá

13- Additional Information

13.1- Payment Information

Supplier's bank name, address and account number must be kept update by the supplier and the correct information must be sent to:

HELICOPTEROS do BRASIL S/A
Accounts Payable
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajuba – MG / BRAZIL

13.2- Helibras purchasing department

HELICOPTEROS do BRASIL S/A
Purchasing
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajuba – MG / BRAZIL

13.3- Import, Export & Traffic Department

HELICOPTEROS do BRASIL S/A
Foreign Trade
Address:
Rua Santos Dumont 200
Zip Code 37504-900
Itajubá – MG / BRAZIL

13.4- Helibras' freight forwarder

SHIPMENTS FROM AIRBUS FRANCE:
CEVA BRAZIL
Contact:

Juliana TONHON
Import & Export Analyst
Tel : +55 (11) 3556-2559
Mobile (+55) 11 963 363 124
Juliana.Tonhon@cevalogistics.com

Janifer MICHAELSEN
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janifer.michaelsen@cevalogistics.com
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Thiago CAMARGO
Key Account Manager – Airbus Helicopters
thiago.cintracamargo@cevalogistics.com
M. +33 (0)6 80 90 23 13

SHIPMENTS FROM OTHER SUPPLIERS AND AIRBUS OTHER COUNTRIES
DUX LOGISTICS
Contacts:

Tamy Natal
Operations Supervisor
T: +55 11 4858-0691 | Ramal: 3023 | AOG BR: +55 11 94727-7760 | AOG US: +1 305 607-5661
e-mail: tamy.natal@go-dux.com
AOG: aog@go-dux.com

Emelyn Caruzzo
Import and Export Analyst
T +55 11 4858-0691 | Ramal: 1900
e-mail: emelyn.caruzzo@go-dux.com

- Freight forwarder is responsible for scheduling the pick up at your site.
- **Never ship goods DIRECTLY** to Helibras by courier of any kind without our green light.
- Our Logistics Team will contact our freight forwarder to start the shipping process and arrange the pick-up of the goods (when applicable).

13.5- Helibras Brazilian Import Facilities

HELICOPTEROS do BRASIL S/A - Helibras
CNPJ: 20.367.629/0001-81
Address: Santos Dumont Street 200
Zip Code 37504-900
Itajubá – MG / BRAZIL

HELICOPTEROS do BRASIL S/A - Helibras
CNPJ: 20.367.629/0009-39
Address: Santos Dumont Avenue 1979 – Setor C – Lote 3
Aeroporto Campo de Marte – Santana
Zip Code: 02012-010
São Paulo – SP / BRAZIL