**Procedure of the shipping unaccompanied freight to the Athletes` village**

1. Hired Logistics Company provides delivery of freight to Almaty city, makes customs clearance

and delivery of unaccompanied freight to the Athletes’ Village.

1. Address of Atheletes’ Village – Kazakhstan, Almaty city, Alatau district, micro district Algabas

1, house 5

3. Before arrival to the Athletes’ Village, Logistics company necessary to send data of the driver and the machine for preparation a One-time pass for driver and truck for transportation to warehouses in MCIS (Mobile Cargo Inspection system) for the day ahead. The pass is issued while entering through the main transport and cargo entrance (gate) by the employee of Department of administrative work and logistics . The data of the driver and truck are sent to two email addresses: customs@almaty2017.kz. (Full name, Identity document number, model of car, and registration number)

4. Truck will be checked before enter: a wheel arch and relevant documents. Then truck moves to MCIS (mobile cargo inspection system), where truck checked on x-ray with cargo.

5. In MCIS located 2 \* 20’ cargo containers. After successful verification, truck passes to the containers for unloading. The cargo will be accepted from 9.00 to 20.00 each day from 24th January till 10th February 2017.

6. Logistics Department Manager receives cargo with invoice/packing list. Act of receiption will be signed between Logistics Department Manager and driver/representative of Logistics company.

**7. Full Name of team representative who will receive the goods from the warehouse must be indicated on the packing list or pre-sent data to the e-mail customs@almaty2017.kz**

8. The representative of the team picks up the goods from the storage by himself, passing checkpoint of Athletes’ Village in order to check freight of goods on forbidden for import items into the territory of Athletes’ Village. Upon checking the freight, the representative of team delivers the freight to the appropriate block where he is accommodating. At the same time the employee of Logistics department manager and the team representative sign the delivery-acceptance act. In case of finding of the forbidden goods the representative of team delivers them to the appropriate storage by himself.

9. Athletes’ Village officially will be opened on 24th January 2017, for 5 days prior to first competition day. After customs clearance, the cargo can arrive to the Athletes’ Village only after 24th January 2017. If cargo arrives earlier your Logistics company must decide where to store cargo, until 24th January2017.

10. Since the storage of goods consist of two 20 cargo containers in the case of simultaneous arrival of 30 pallets, there is a possibility of lack of space. In this case, we will have to ask for the TLK to deliver the goods with a representative of a sports team. Or pre-book delivery times as the table below. Reservation form you can sent to the email address [customs@almaty2017.kz](mailto:customs@almaty2017.kz)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Participant’s name | Arrival date and time to the warehouse | | Pallets | Delivery date and time to the warehouse | |
| Kazakhstan | 24.01.2017 | 10:00 | 2 | 24.01.2017 | 15:00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total for day: |  |  |  |  |  |

11. Before team’s departure, Cargo can be passed back into the same container, from which can be taken out by Logistics companies for export. Alternatively, the load may be imposed on MCIS post, not surrendering to the container directly to the truck for loading. Official closing of AV is 10th February 2017.

Please pay attention to the fact that Kazakhstan is not part of the ATA CARNET Convention, therefore goods can be customs cleared respectively only on the invoice!

Taking into account great international experience of the DHL company, and also experience in passing of customs procedures in the Republic of Kazakhstan, we report that this company is an official logistic partner of the 28th World Winter Universiade 2017 in Almaty.

In order to avoid difficulties during the passage of customs procedures in the Republic of Kazakhstan State Fund "Directorate for preparation and holding of the 28th World Winter Universiade 2017 in Almaty city" (hereinafter - theDirectorate) recommends the use the services of the company "DHL" for sending cargo and passing customs procedures in the Republic of Kazakhstan.

**Contacts of «DHL Freight Kazakhstan»**

|  |  |
| --- | --- |
| Vladimir Khan, Director «DHL Freight Kazakhstan» | Tel. +7 727 344 13 31, +7 701 755 16 40  [Vladimir.khan@dhl.com](https://e.mail.ru/compose?To=Vladimir.khan@dhl.com) |

In the case of the conclusion of agreements with other logistics companies and customs representatives, management is not responsible for the risks and complexity of compliance with the law norms during the arrival of goods into the Republic of Kazakhstan.