



SERVICE LEVEL AGREEMENT

INTERNATIONAL SERVICES FOR HOUSEHOLD GOODS AND PERSONAL EFFECTS.

SERVICE LEVEL OF AGREEMENT 2021

Autogiro should have to obey the compliance and top quality requirements for FIDI FAIM . In order to fulfil our quality standards, Autogiro has developed policies that apply to our employees, our suppliers and worldwide business agents. In this document, we describe our expectations with those agents and partners that provide any type of services to Autogiro. This agreement does not form part of a commercial contract between parties nor does it guarantee any levels of business.

AUTOGIRO has established several policies that we expect all our stake holders must apply:

Anti Bribery and anti corruption charter Management policy

Enviromental policy

Personal data privacy policy

Quality policy

All these policies are included in our coporate quality manual and ethic code, please review our policies:

<https://d2agyvadzcy0xv.cloudfront.net/files/Carta-Conductora-Politicas.pdf>

1. CONFIDENTIALITY

The moving partner agrees to treat all confidential information provided by Autogiro when performing services and shall not (without prior consent from Autogiro) disclose or permit disclosure of such confidential information to any third party.

Autogiro`s confidential information will be used by the moving agent solely for the purpose of fulfilling its obligation under this agreement. The moving partner agrees not to use or disclose Autogiro`s confidential information for its own benefit of others, foreign from Autogiro.

The moving partner agrees to safeguard all confidential information of Autogiro with at least the same level of care as the moving partner to protect its own confidential information.

2. DATA PROTECTION

The moving partner will agree with Autogiro`s policies, procedures, standards, guidelines for privacy, information`s protection, data and systems security and with all applicable privacy laws and regulations.

The moving partner shall protect the confidentiality, privacy, integrity and availability of Autogiro and its client`s information.

All personal data of assignees and other individuals received in connection with this agreement shall be handled and maintained to the requirements of any applicable data protection laws and any subsequent or related legislation.

3. ANTICORRUPTION

The moving partner approves our prohibition of offering, giving or promising anything of value (including a facilitation payment) directly or indirectly to a government official to influence, or reward official action of to anyone to persuade them to perform their work duties or otherwise indecently.

You must stand by all applicable anti-corruption laws as stated above and you will not receive or approve to accept any payment either, gifts or any other advantage in relation to any job performed on behalf of Autogiro.

These expectations must be communicated to all those persons who will be performing services for or on behalf of Autogiro including any subcontractors.

4. SERVICES

All services defined below must be provided by our agents.

ORIGIN AGENT SERVICES

SURVEY

When survey request has been received by the agent, the following steps are to be done:

Agent will acknowledge to Autogiro in writing receipt of survey request and keep Autogiro informed of scheduling details. If physical surveys can't be done, Autogiro must be informed immediately.

Agent will perform each survey at no cost to Autogiro. If there is any special situation, Autogiro must be informed previously.

When survey is performed, Autogiro must be notified immediately of any goods which constitute prohibited articles under applicable laws and regulations.

Within 2 business days after the survey, agent will provide Autogiro with results of the survey and an estimated cost to pack and handle the shipment.

Copy of each survey must be sent to Autogiro along with survey results. Agent agrees that the margin for error for each survey will not exceed 10% of volum

PACKING AND LOADING

Agent will carry out the packing, the loading and securing of each shipment in accordance with FAIM FIDI standards.

Obtain optimum density by using all available space and disassembling commonly goods.

Create legible packing list identifying all goods in the shipment with an accurate description of carton contents and full identification of appliances and electrical items.

All furniture must be listed denoting condition at time of wrapping, photographs of pre damage existing conditions will be sent.

Crew leaders must write their names and sign the packing list in the corresponding section of the packing list.

Packing numbers must be written or attached on the exterior of wrapping / packing materials

Under no circumstances our agents can accept PBO (packed by owner) listed on a packing list or included in a shipment. Any box presented to a packing crew as PBO must have its contents inspected, ensuring that the box contains no restricted items and there is no threat to the security of a ship, plane or other vehicle on which is to be transported.

DOCUMENTATION

Export procedures must only be initiated at origin when Autogiro has given green light to proceed.

Agent will submit to Autogiro the shipping pre-advice and confirmation of pickup with final weight and dimensions within 2 business days of final loading of the shipment. Please follow strictly the consignment instructions given by our traffic executives.

AWB or OBL must be submitted to Autogiro for approval. Additionally, agent must provide all information for sailing / flight details.

Agent agrees that any deviation from the survey and quoted charges or weight must be communicated to Autogiro in writing for approval. Any additional charge arising from a deviation that has not been approved in advance may be denied by Autogiro.

PERMANENT STORAGE

Agent will:

- Arrange secure facilities for permanent and / or temporary storage
- For temporary and or permanent storage, please provide monthly invoicing or every 3 months.

DESTINATION AGENT SERVICES

The service defined below must be provided by our agents:

- Arrival and customs clearance
- Agent will notify Autogiro in writing of freight arrival at the destination country.
- Customs clearance.
- Unless otherwise requested, agent will prepay port charges on behalf of the transferee and invoice him directly.
- Agent will notify Autogiro in writing of any duties, taxes or inspection fees for its corresponding approval.
- Agent will present back up documentation for any additional charges that have to be paid (duties, taxes, THC, bonded warehouse, etc).
- Agent must keep Autogiro notified in writing of actual customs clearance process.
- If local customs representatives have inspected the shipment, agent will report to Autogiro in writing within 24 hours.
- Drayage from airport / seaport of arrival.
- Arrival will coordinate drayage from the airport / seaport unless provided by the steamship line.

- Agent will verify all container seals upon arrival and at time of delivery to ensure each container has not been opened during transit. If any container seals do not match or have been broken, agent will notify Autogiro immediately in writing.

As soon as the shipment is received: agent will notify Autogiro in writing

DESTINATION DELIVERY SERVICE

Agent will notify Autogiro in writing of the scheduled delivery dates. Agent will notify Autogiro in writing of any delays, damages or losses to the goods during the shipment no more than 2 business day of agent`s discovery; such delays damages or losses will also be noted on the delivery packing list or delivery report.

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Agent will deliver appropriate shipping documents to the transferee at time of delivery including copies of the descriptive packing list.

Transferees declining unpacking services must state and sign on the delivery documents.

If Transferee requires reassembly of disassembled items (tables, desk unit, shelf units, as example) that do not require special tools or third party services, this service must be provided by the agent.

Uncrating at no additional charges.

In case any special services are required upon delivery to client`s address and unless otherwise instructed by Autogiro, agent must bill transferee directly for the extra charges.

Agent will forward all delivery documents to Autogiro within 3 business days after delivery to transferee.

The Delivery Documents including the signed packing list, notification of damage or loss, and agent`s invoice.

Agent will offer basic claims assistance to the transferee and immediately notify AUTOGIRO in writing.

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BILLING PROCEDURES

Billing Procedures

Agent will submit an invoice to Autogiro within 15 business days following the completion of services rendered to Autogiro for processing and payment.

All payments are to be made in USD exclusively of bank charges that are to be borne by the paying party.

INSURANCE

Agent must have all corresponding insurance policies required to handle all household goods shipments, including personal injury, liability and completed operations covering bodily injury, personal injury and property damage. Agent is responsible for maintaining limits of all risk property insurance that is adequate to cover full insurance value of all shipments.

TERMS AND TERMINATION

This agreement will be effective as the effective date and will continue until terminated.

If one party terminate this agreement with or without cause, by giving the other party at least thirty (30) Day`s prior written notice of termination.

We appreciate your time and your support !

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STATEMENT OF COMPLIANCE

I certify that I have read and understood Autogiro´s Service Level Agreement in full, and also that I have read the anti-bribery, anti-corrpution and privacy policies.

PRINT NAME _____

COMPANY NAME _____

POSITION IN COMPANY _____

DATE _____

STAMP AND SIGNATURE _____