

GUIDELINES FOR SHIPPING THROUGH RARE NORTHERN REGION

Thank you for making contact with Rotary Australia Repurposing Equipment [RARE] Northern Region regarding the possible shipment of a container of medical and / or educational aid to be donated into your specific area of identified need within another country. Below are some guidelines, to assist with commencement of your journey utilising RARE.

RARE MANAGEMENT STRUCTURE

JOHN PASKIN +61 400 032 131 rare.rawcsnorthern@gmail.com

John Paskin has managed RARE [previously known as Donations In Kind] for over three decades and retains the shipping information required to expedite your requests. John will continue to deal with all shipping information details and requests.

PHIL SAXBY +61 428 556 800 phil.saxby@rawcs.org.au

Phil Saxby manages RARE Northern Region and is responsible for incoming goods, site storage, assistance with sourcing RARE stock and volunteer services. Phil will assist with sourcing any RARE goods available from your submitted "Schedule of Requested/Received Donated Goods".

PETER SAXBY

Peter is John Paskin's freight assistant and will gradually take on board more of all the shipping related queries over the coming years.

COMMUNICATION

Preferred method of communication is by email.

Please keep ALL your communication within the one email thread.

Do NOT open a fresh email for each contact with RARE: go back to the most previous email and continue on with that email stream.

Some shipments take up to twelve months to fully process and retrospective access to all communication is vital for all parties.

All email correspondence with shipping and clearing agents is to be done only through RARE. DO NOT DIRECT YOUR QUERIES OR REPLIES DIRECT TO ANY SHIPPING OR CLEARING AGENTS.

When replying to an email, please **REPLY** to **ALL** parties to the email. Quite often the shipping logistics and clearing agents will have multiple people all requiring access to the email chain to successfully process the logistics.

Likewise, the consignee [receiver of your donated goods] can often involve multiple contacts who ALL require access to ALL communication.

PHONE CALLS, SMS, AND PERSONAL CONTACT MEETINGS: will also best be briefly confirmed as emails, to maintain all relevant information within the same email thread. Please ensure these extra verbal and sms details are confirmed into your specific email thread.

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CONTAINER SELECTION

SIZE Twenty foot [6.1 metres long] and forty foot [12.2 metres long with 67.6 square metre space] are standard shipping container sizes.

HIGH TOP Additional height can be obtained with use of a high top container. These can occasionally be more difficult to source.

COC versus SOC. There are two types of containers available throughout the shipping industry:

COC is a Company Owned Container which essentially is just hired from the shipping company for the duration of the voyage. It will require to be totally packed in a shortened time frame of 7 to 10 days. It will also need to be unpacked on arrival within a similar short 7 to 10 days. If there are potential unpacking delays, you could be liable for very substantial wharfage charges until the container is returned to the company. At no stage do you "own" the container.

SOC is a Shippers Own Container which is purchased in full by yourself and can be on-sold or otherwise utilised by the consignee following receipt and unloading of the container. Some typical uses following unloading are storage, conversion to toilets or offices; or just sold off to a third party to help with cost recovery.

If you are planning to sell the container, please be aware that extra duty may be levied in various countries. Typical SOC containers purchased by RARE are almost "end of life" - certified as sea worthy, but not for much longer. *These are the cheapest to purchase.* Others are available, including new, less well used and differing modified configurations [additional side opening doors, windows etc] – all at differing prices. Gateway is one container supply company RARE regularly uses; however you may instruct RARE to purchase your particular container from a differing source of your choice. <https://www.gatewaycontainersales.com.au/> <https://shippingcontainersbrisbane.com.au/>

Please do NOT consider that you can pick up some rusty container from a backyard and have it delivered to RARE for packing and shipping. ALL containers need to be seaworthy certified and will NOT be taken to the docks without the specific CSC SAFETY APPROVAL CERTIFICATION. This is particularly relevant if you plan to gradually pack off-site, as the CSC can expire, leaving you to totally repack the container into a fresh CSC certified container.

RARE will not accept a non-currently CSC Certified container on site and shipping companies will also not accept non-CSC certified containers.

TIME FRAMES for LOADING AT RARE

SOC Container will only be available onsite at RARE to allow packing for a maximum six weeks.

COC container will typically have 7 to 10 days only available to pack on site at RARE. COC containers need to be arranged to be delivered IMMEDIATELY prior to a RARE rostered packing day, so that sufficient RARE volunteers are on site to assist you to load. Alternatively, you must supply sufficient volunteers to fully load your COC container within two or three MORNINGS that RARE is open [Saturday and Thursday 8am-12 noon ONLY], to fit into the very short shipping schedule time frames for COC containers.

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COSTS

You will be given an approximate idea of costs early in discussions. However, please do be aware that these shipping costs can alter almost weekly. A quote given months in advance will nearly always be amended [and it can go down as well as up].

THE TOTAL COSTS can be split into the following categories, with sub-costings as follows:

A. PURCHASE of CONTAINER

Plus Delivery to RARE

Plus Transport from RARE to Port

Certification Cost, if applicable

AGENCY DEST DOC FEE
BUNKER ADJUSTMENT FEE
CARRIER SECURITY FEE
CUSTOMS CLEARANCE CHARGE ORIGON
DESTINATION PORT SERVICE CHARGE
INLAND CHARGES ORIGON—NOS
OCEAN FREIGHT
ORIGON DOC FEE
ORIGON PORT SERVICE CHARGE
PRECARRIAGE
QUARANTINE BARRIER FEE

B. Port of ORIGON CHARGES [to the right]

C. OCEAN FREIGHT

D. Port of DISCHARGE COSTS [to the right]

Registration Costs
Customs Classification, Clearance & Data Entry Fees
Wharf Transport
Agency Fees
Customs Duty
Administration fees
Destination Warehousing

E. DESTINATION TRANSPORT COSTS from Port of Discharge to Final Destination

PAYMENT

Purchase and Transport Costs of each container will be invoiced and full payment required **prior to delivery onto RARE site and loading.**

Port of Origon and Ocean Freight Costs will also be invoiced with full payment required **prior to transport from RARE site and shipping.**

Port of Discharge and Destination Transport Costs remain totally your responsibility, including any Customs/ Duty payable.

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SELF-SUPPLIED GOODS

RARE needs to be satisfied that any self-supplied goods are suitable to ship and RARE will have the final word on suitability of goods being shipped.

Clothing will only be accepted if it is sports, school, or hospital clothing. RARE is ultimately responsible for the shipments being processed and has ACNC RAWCS registration status to protect. **Normal clothing or second hand clothing will NOT be shipped.**

Used batteries, paint etc are also precluded by the shipping lines.

Any self-supplied goods are to be brought onsite ONLY during the one week prior to, or on the day the container is on-site and ready for packing.

RARE will not supply extended storage over a week for your non-RARE items. RARE has limited storage capacity which is available ONLY for medical and educational goods usually processed by RARE.

Please ensure that ALL of your non-RARE supplied items are either delivered during the week prior to container delivery, OR ALTERNATIVELY, stored OFF-SITE for immediate delivery to RARE once your container has been delivered to RARE. Packing a container is difficult to fit the various goods successfully to minimise transit damage and all goods need to be available on site at RARE prior to commencement of any packing.

Any self-supplied items remaining on site following shipping will either be utilised by RARE, or disposed of at your own cost.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS REGARDING SHIPPING OF NON-RARE SUPPLIED GOODS

It is entirely your responsibility as consignor [shipper] of all the goods not supplied by RARE to ensure that your self-supplied goods are acceptable for receiving by Customs and other Government officials in your destination country.

At no stage will RARE be responsible for non-acceptance of goods, vehicles, building materials etc supplied by non-RARE organisations and shipped within a container.

Some countries will charge heavy duties/customs/taxes on various items and RARE will not be responsible if these various charges levied.

If in any doubt, please ensure that an official Customs response has been obtained from your destination country prior to shipping. Written confirmation prior to shipping is far preferable to having delays in processing on arrival and/or Customs/Duty/Government charges added on arrival.

PNG BOUND CONTAINERS

Need to satisfy the RARE specific MoU with all the Rotary Clubs of PNG.

PNG BOUND CONTAINERS WILL NOT BE SHIPPED DURING NOVEMBER, DECEMBER AND EARLY JANUARY,

AS THE PNG CLEARING AGENT WILL NOT PROCESS SHIPMENTS DURING THESE BUSY COMMERCIAL MONTHS.

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RARE SUPPLIED GOODS

There are many medical and educational items which RARE does normally have access to.

These are listed in the “**Schedule of Requested/Received Donated Goods**”, as attached.

When filling out the “Schedule”, please place realistic numbers of what you are requesting [eg ticking a box for hospital beds—give some idea whether 5/10/50, depending on the size of the hospital].

FOR BOOKS—PLEASE INDICATE WHETHER PRIMARY, SECONDARY OR ADULT, as these are the three sorted categories available by the carton.

At no time can RARE offer to supply all or any of the items requested on your schedule.

RARE can only supply goods that are currently on site at the time of your container packing.

RARE certainly will NOT be able to source any specific items which you may request which are not already on site.

For those resident and available, a tour through the RARE warehouses shortly prior to receipt of your container is advisable, to identify particular items which you may wish to ship. There are many shapes of school desks—singles, doubles and likewise student chairs [metal framed/plastic]. Medical and educational equipment availability also varies markedly from month to month.

Please be aware that there are many other container requests in the system, often with requests prior to your own. Accordingly, some items will already be packed for shipping to an alternative destination. *These items that have already been marked for other destinations are not available for others to utilise.*

VOLUNTEERS

RARE is staffed TOTALLY by volunteers on Thursday and Saturday mornings ONLY, 8 am to 12 noon ONLY.

RARE volunteers spend most of their time and energies in collecting, sorting and packing incoming donated goods and warehousing these.

You will need to supply your own volunteers for packing the container. RARE volunteers can offer guidance, *but the **RARE volunteers are not provided to do all the packing on your behalf.*** Please arrange for your own volunteers to pack the container on **Thursday and Saturday between 8am and 12 noon ONLY.**

Please ensure that any goods delivered to pack your container are delivered ONLY between 8am and 11am, on either Thursday or Saturday mornings to allow sufficient time for unpacking from your transport and then packing direct into your on-site container.

CONTAINER CONSIGNEE DETAILS

These are needed prior to ordering a container, to facilitate all shipping logistics.

Name of Consignee, Name of Company or Rotary Club, **registered and current TIN of Consignee**, physical [street address], email address, mobile phone number, including country code.

ROTARY AUSTRALIA REPURPOSING EQUIPMENT (Northern Region)

(an activity of Rotary Australia World Community Service Limited)

CONTAINER DESPATCH APPLICATION

The following information is required prior to arrangements for despatching of the container

RAWCS Project No (if applicable)..... RARE Northern Region Ref No.....

Container Details:

☐ SOC (Shippers Owned Container) ☐ COC (Carriers Owned Container) ☐ 20' ☐ 40' ☐ HC ☐ GP

Consignor / Sender (Shipper):

Name of Club / Organisation.....

Address.....

Contact Name.....

Phone..... Email.....

From where will the proposed contents of the container be sourced (RARE / Other/ Both)

Has the Recipient provided a list of requested items / equipment Yes / No

Contents of the container: **See Schedule of Requested/Received Donated Goods (Form RARE SDG v1)**

Proposed dates of loading.....

Approximately how many volunteers can you provide to assist in Loading.....

Port of Discharge..... Proposed Final Destination.....

Consignee / Recipient:

Name of Club / Organisation.....

Address.....

Contact Name.....

Phone..... Email.....

Agent or Party Appointed by Consignee / Recipient to be Notified:

Name..... Phone:

Mobile:..... Email.....

Tax Identification Number (TIN) or Equivalent:

(The Consignee/Recipient must be a registered entity within the Recipient Country)

Note: Any Consignor / Sender who is not associated with a Rotary Club or District must complete the Declaration and Indemnity Form (RAWCS RARE NR Form OP009 – Declaration and Indemnity) to be included as part of this application.

Please Note: A Quotation will be provided on receipt of this application. If accepted, payment must be submitted using the following on-line link prior to confirmation of date for container loading

<https://donations.rawcs.com.au/Default.aspx?ProjectID=789&ReturnTo=4>

Please Return to Freight Manager RARE Northern Region at rare.rawcsnorthern@gmail.com

ROTARY AUSTRALIA REPURPOSING EQUIPMENT (Northern Region)

(an activity of Rotary Australia World Community Service Limited)

DECLARATION AND INDEMNITY

Both the Declaration and Indemnity must be completed by all non-Rotary Recipients of Donated Goods from RAWCS RARE Northern Region

Recipient: **RARE NR Ref No.**

DECLARATION

The above mentioned Recipient hereby declares that all the goods listed on the attached Schedule of Requested/Received Donated Goods Form (Form NR RARE SDG v2) are donated to the Recipient by Rotary Australia World Community Service Ltd (Rotary Australia Repurposing Equipment) and the Recipient further declares that these Donated Goods are not for sale or personal gain and will be distributed to areas of need within the recipient country. None of these goods are on the list of Controlled Substances under the Customs (Prohibited Exports) Regulations.

The commercial value of these Donated Goods to the Recipient is NIL.

.....
Name of Recipient

.....
Organisation

.....
Signature

.....
Date

INDEMNITY

Further to an organisation's request for the donation of redundant bio medical equipment, medical consumables, general medical equipment and education equipment and consumables. Rotary Australia Repurposing Equipment, an activity of Rotary Australia World Community Service Limited is able to offer such items.

By signing this document, the organisation agrees to take possession of the equipment/goods in its current condition and Rotary Australia Repurposing Equipment will not be responsible for any defect/s. Upon signature of acceptance of these conditions a mutual agreement is negotiated in order for the equipment/goods to be collected.

Manager RAWCS RARE Northern Region

"The above mentioned RECIPIENT by accepting the equipment/goods listed on the attached Schedule of Requested/Received Donated Goods Form (Form RARE SDG v1) releases and indemnifies RAWCS and its activity, Rotary Australia Repurposing Equipment, against all actions, suits, claims, liabilities or demands whatsoever arising out of or in connection with the acceptance of the equipment/goods by the RECIPIENT or by the subsequent use of the equipment/goods by any third party."

.....
Name of Recipient

.....
Organisation

.....
Signature

.....
Date

Please Return to Freight Manager Donations in Kind Northern Region at rare.rawcsnorthern@gmail.com

ROTARY AUSTRALIA REPURPOSING EQUIPMENT Northern Region

(an activity of Rotary Australia World Community Service Limited)

INDEMNITY

**This Indemnity must be completed by all non-Rotary Recipients of Donated Goods from
RAWCS Rotary Australia Repurposing Equipment Northern Region**

Recipient: **RARE NR Ref No.**.....

INDEMNITY

Further to an organisation's request for the donation of redundant bio medical equipment, medical consumables, general medical equipment and education equipment and consumables. Rotary Australia Repurposing Equipment, an activity of Rotary Australia World Community Service Limited is able to offer such items.

By signing this document, the organisation agrees to take possession of the equipment/goods in its current condition and Rotary Australia Repurposing Equipment will not be responsible for any defect/s. Upon signature of acceptance of these conditions a mutual agreement is negotiated in order for the equipment/goods to be collected.

Manager RAWCS Rotary Australia Repurposing Equipment Northern Region

"The above mentioned RECIPIENT by accepting the equipment/goods listed on the attached Schedule of Requested/Received Donated Goods Form (Form NRRARE SDG v0) releases and indemnifies RAWCS and its activity, Rotary Australia Repurposing Equipment, against all actions, suits, claims, liabilities or demands whatsoever arising out of or in connection with the acceptance of the equipment/goods by the RECIPIENT or by the subsequent use of the equipment/goods by any third party."

.....
Name of Recipient

.....
Organisation

.....
Signature

.....
Date

**Please Return to Freight Manager Rotary Australia Repurposing Equipment Northern Region at
rare.rawcsnorthern@gmail.com**

(an activity of Rotary Australia World Community Service Limited)

Consignor / Sender:..... **RARE NR Ref No.**.....

Note: General Clothing will not accepted

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