

Standard Shipping Instructions (SSI) Kazakhstan (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into the Republic of Kazakhstan to ensure strict compliance with Kazakhstan Customs laws and regulations, expedite the Customs clearance process, avoid risk of fines, penalties, and forfeitures in relation to imported goods; and to minimize storage/demurrage charges.

Scope

The requirements stated within this document apply to all shipments originating outside Kazakhstan from intercompany shippers or external suppliers which are consigned to any Baker Hughes business (IET) locations within Kazakhstan.

Responsibility and Authority

It is Shipper's responsibility to follow the instructions described in this document to assure full compliance with Baker Hughes Kazakhstan shipping requirements and Kazakhstan customs laws and regulations. Consignors arranging shipments crossing into the Kazakhstan boundaries are responsible for providing complete and accurate shipment information and documentation as well as ensuring those shipments adhere to the Kazakhstan requirements for Customs clearance as defined in the procedure.

Description of Activity

Shippers planning and executing shipments consigned to Baker Hughes Kazakhstan shall proceed in accordance with the shipping instructions and specific routing terms set forth below.

1. Contacts

External Suppliers' main point of contact is Baker Hughes Sourcing/Procurement.

Internal (Intracompany) Suppliers' main Customs COE point of contact is BHCaspianCCOETeam@bakerhughes.com

2. Shipping Addresses (Ship To)

Shipping Address: Baker Hughes Services Kazakhstan LLP		
Address	Means of Transportation	
"Q2" Business Centre, 3rd fl, 15/1 Kabanbay Batyr Avenue, 010000, Astana, Kazakhstan Tel: +7 7172 476526 Fax: +7 7172 476670	Air/ Ocean/ Truck/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
<ul style="list-style-type: none"> Almaty Airport (ALA) Nursultan Nazarbayev International Airport (NQZ) 	Upon request	No

Shipping Address: Branch of Nuovo Pignone International S.r.l. in the Republic of Kazakhstan		
Address	Means of Transportation	
010000, Astana, 15/1 Kabanbay batyr Ave, Yesil district, Republic of Kazakhstan Tel: +7 7172 476526 Fax: +7 7172 476670	Air/ Ocean/ Truck/ Courier	
Preferred Airport	Preferred Port	Courier Restrictions?
<ul style="list-style-type: none"> Almaty Airport (ALA) Nursultan Nazarbayev International Airport (NQZ) 	Upon request	No

3. Incoterms

Air	as per Purchase Order/Contract; EXW & DDP are not supported
Road	as per Purchase Order/Contract; EXW & DDP are not supported
Ocean	as per Purchase Order/Contract; EXW & DDP are not supported
Courier	as per Purchase Order/Contract; EXW & DDP are not supported

4. Billing Invoicing Addresses

Invoicing Address	Contact
See section 2	Original Commercial Invoices must be sent with

External Suppliers shall refer to the PO for information regarding the billing invoices.

5. Radioactive Shipments

Allowed (Yes or No)
Yes*

*Special Considerations when Shipping Radioactive

Import of all radioactive and fissile materials, isotopes, radioactive sources, devices, etc. into Kazakhstan is carried out only to the name of **Baker Hughes Services Kazakhstan LLP or Branch of Nuovo Pignone International S.r.l. in the Republic of Kazakhstan**. Import of radioactive and fissile materials, isotopes, radioactive sources, devices, etc. into Republic of Kazakhstan is carried out under the licenses issued by the Federal Government authorities for each radioactive and fissile materials, isotopes, radioactive sources, devices, etc. and shall be accompanied by valid **Certificate Form A** of Kazakhstan.

Import of radioactive and fissile materials is subject to additional mandatory control of special divisions of the Customs bodies of Kazakhstan, namely by Customs control for radioactive and fissile materials, before the goods can be released by customs: emission of radioactive and fissile materials, isotopes, radioactive sources, devices, etc. is subject to monitoring at the checkpoint on the state border of Kazakhstan. Import of radioactive materials and fissile materials, isotopes, radioactive sources, devices, etc. into Kazakhstan as "excepted packages" **must necessarily be confirmed by Kazakhstan before export to Kazakhstan**. Radioactive and fissile materials, isotopes, radioactive sources, devices, etc. must be separated from the other shipments and **sent under separate air waybill**. All information presented in the shipping documentation, license, source passport/certificate, data sheet of packaging should coincide with the relevant information on the commercial invoice / packing list and the actual marking on the goods. Any discrepancy between the data elements must be addressed prior to export. Failure to provide this documentation will delay and possibly prevent radioactive materials into the country. The procedure for **registration of new licenses for the import of radioactive material takes up to 45 days**. To obtain import license, the product line of BH Kazakhstan must submit an Annex to valid import contract with indication of cost, quantity, type of isotope, activity per each part number of radioactive and fissile materials, isotopes, radioactive sources, devices, etc.

To start GL procedure, we'll need from the shipper the following information:

- Commercial invoice
- Packing list
- Safety Data Sheet
- Source (isotope) passport/certificate
- Certificate on the packaging
- Technical description.

Do not send the radioactive materials and fissile materials, isotopes, radioactive sources, devices, etc. to Kazakhstan **without green light (GL)** from Customs COE. Please arrange for final pre-alert with full set of shipping documents. Import of radioactive materials required import license.

Please **send in advance invoice, packing list, technical description, certificates on the packaging, air waybill, passports sources / isotopes**.

Kazakhstan legal entity obtain the Import License for RA source annually. The License must indicate the price of each type of RA source.

There are 3 criteria to make the license valid:

1. Total number of sources
2. Total activity
3. Total cost

External Suppliers shall reach out to their Sourcing and Procurement contacts for special instructions on radioactive shipments.

6. Explosive Shipments

Allowed (Yes or No)

No

7. Chemical Shipments

Allowed (Yes or No)

Yes (with SDS/MSDS)

Special Considerations when Shipping Chemicals

Please do not ship without Green Light and IM number obtained from Customs COE Team. Green Light is mandatory. The following documents must be provided along with the approval request:

- CI & PL
- MSDS & PDS – chemical product specification and product application (English)
- 100 % Composition report (with % range/breakdown of main components)
- Chemical product specification
- Product application
- Certificate of analysis and other documents may be required additionally
- Manufacturer(name/address) verified by email
- Photo of labels
- if shipping in ISO tanks, valid ISO tank test certificate is required
- Fumigation Certificate for Wood Packing Material, ref. to ISPM 15

Chemicals shipment should not be consolidated with ordinary goods, as Import of Chemicals into Kazakhstan

Chemical shipments may require State registration certificate (or sanitary/hygienic Expert's Statement of Sanitary- and- Epidemiologic Institution) or goods can be subject to extra customs control procedures.

Pre-alert **MUST** be sent to Customs COE Team within the same day goods departed from origin.

External Suppliers shall reach out to their Sourcing/Procurement contacts for special instructions on chemical shipments.

8. Sample Shipments

Special Considerations when Shipping Samples

Any sample shipment is still under customs control & must be cleared through customs. Typical restriction for sample shipments include that the items cannot be sold, must be used only for securing orders, and that they are not imported in commercial quantities. Articles for advertising purposes, of no intrinsic commercial value, sent free of charge by suppliers to the customers who, apart from their advertising function, are not capable of being used otherwise, are also entitled to be admitted free of import duties. The goods which are not being sold shall be accompanied by "pro forma" or "customs invoice."

Anyway, invoice descriptions should be as detailed as those used on commercial invoices; incorrect or insufficient information can lead to classification and other errors.

If the goods are not imported pursuant to a sale, we recommend stating this fact on the face of the proforma invoice, as well as indicate that the value declared is "**FOR CUSTOMS PURPOSES ONLY.**"

Import permission may be required for import of the samples (e.g., chemical samples), depending on its nature, application & quantity. Proforma invoice value should be equal to book value or fair market value.

External Suppliers shall reach out to their Sourcing/Procurement contacts for special instructions on sample shipments.

9. Repair and Return / Warranty Repair Shipments

Return from repair to Kazakhstan:

Exporting site must receive "GREEN LIGHT" approval from Kazakhstan site contacts. The exporting side must provide the following documents for review prior to shipment: Shipping Invoice, Packing List, Repair Act/Report, and applicable support documents (SDS, BOM, COA).

All serial and part numbers and their places of repaired parts match those before repair. Photos of each item (serial number engraved on the tools from all sides) are attached along with Customs Invoice & Packing List for GL.

CI should contain:

- part number
- serial number
- description
- country of origin
- unit value before repair
- unit repair value (unit repair value should be final and fixed before goods sent for GL)
- total value of item (unit price before repair + unit repair value)
- package fee (if any)
- inland freight (if any)
- International freight

CI header should contain:

- contract number
- NO consolidation with other shipments. The customs entry point should be the same as at Export and confirmed by Customs COE

Signed and stamped ACT of Repair must be sent to Customs COE by e-mail.

NOTES:

Any modification of tool sent for repair (change of serial number, part number etc.) is considered as violation of KZ customs legislation. In case of scrapping Customs COE team must be informed immediately! For other questions, please consult with Customs COE.

External Suppliers shall reach out to their Sourcing and Procurement contacts for special instructions on repair and return/warranty repair shipments

10. Hand Carry

Allowed in exceptional circumstances but strongly discouraged.

Special considerations:

Hand carry of Baker Hughes owned/purchased goods for commercial purpose is prohibited. Hand carry is allowed in exceptional cases, only for intercompany carriage and only for non-commercial purpose. Contact BH Customs COE BHCaspianCCOETeam@bakerhughes.com for additional information.

11. Restricted Materials

Please consult with relevant Customs COE coordinator before goods are sent to Kazakhstan. Items requiring special permission or license to be obtained before importation into Kazakhstan:

- Explosives, detonators, cords, blasting equipment
- Equipment / materials / solder / chemical reagents, containing precious stones and precious metals.
- Information of subsoil areas, areas and fields of energy and mineral resources located in the customs territory of the Customs Union and within the limits of the continental shelf and the maritime zone (Partially Prohibited for export / import information in any form / on any media, etc.)

- Special technical tools used to obtain confidential data - HS code - 8443, 8470, 8471, 8473, 8517, 8523, 8525, 8529, 8526, 8528, 8542, 8543, 9002, 9023, 9022, 9017, 8526, 8519, 8523, 8527.
- Medical and pharmaceutical substances - HS code - 2904 – 2909, 2912, 3001 - 3006, 3913, 2936, 2106,
- Drugs, psychotropic substances and their precursors - HS code - 12 -all, 13-all, 29 -all

12. Any material needs to be segregated?

All licensed goods, chemicals, glue, grease, oil, solder containing precious metals.

13. Requirements for Commercial/Shipping/Customs Invoice

Commercial Invoice must have:

- Shipper and receiver name exactly as stated in import contract
- Reference to import contract number and date in the invoice header
- Itemized cargo description
- Kits must be split by components with price, net weight, Country of Origin
- Manufacturer of each of the invoice item
- Quantity of each of the invoice item/Unit of measure in Metric System
- Country of Origin of each of the invoice item
- Trademark (TM) of each of the invoice item
- Net weight of each of the invoice item in Metric System
- Unit price (with 2 digits after coma) of each of the invoice item
- Payment Terms
- Shipping terms with an exact place to which delivery of the goods is to be made, and afterwards the expression "Incoterms 2020"
- Export / Import (or Inter Company) Contract Number and date references
- Act of Reclamation number and date references (only if there is a Warranty shipment is in place)

14. Requirements for Packing List (net weights, etc.)

Packing List must have:

- Net weight (in Metric system) of every line item
 - Total Net** and gross weight of every packing unit (box)
 - Dimensions of every packing uni.
- ** Total net weight of every packing unit should be equal to the sum of individual net weights of every PL line item**

Special requirements on goods marking – EAC:

The Regulation of the Uniform Mark of Product Commercialization at the Market of the Customs Union Member-States has been drafted in compliance with the Agreement on Coordinated Policy in the Sphere of Technical Regulation, Sanitary and Phytosanitary Measures dated 25 January 2008, and with due regard for the provisions of the Agreement on Uniform Principles and Rules of Technical Regulation in the Republic of Belarus, Republic of Kazakhstan, and the Russian Federation dated 18 November 2010.

The product commercialization mark testifies to the fact that the products marked with it have passed all assessment (verification) procedures prescribed by the technical regulations of the Customs Union and conform to all applicable requirements to such products of the Customs Union technical regulations.

The products are marked with the product commercialization mark before release to the market of the Customs Union member-states.

Accordingly, the products should be marked with the uniform product commercialization mark before the products are imported to the customs territory of the Customs Union or before the goods are presented to customs authorities during customs procedures aimed at releasing the goods into free circulation.

Having established the fact of attribution of the imported products to the requirements of CU TR, Customs COE representative sends a request to the consignor to mark with the uniform market circulation mark (EAC mark).

Every product item marked EAC should, packing or support documents to which respective CU TR are applicable. Article Commodity Quantity.

The EurAsian Conformity mark of products on the market of the Member States of the Customs Union is applied to each unit of machines and (or) equipment in any way, providing crisp and clear images for the entire life of the machine and (or) equipment. A single sign of products on the market of the Member States of the Customs Union is applied to the product itself, but permits the application of EAC mark only on the packaging (e. g., plastic bag) and in the accompanying operational documents (like technical passports, manuals) if it can't be applied directly.

The product commercialization mark (EAC, 'Eurasian Conformity') has the following image:



The image of the uniform mark of product commercialization, i.e. EAC, represents combination of three stylized letters - "E", "A" и "C", made graphically using right angles; it has equal height and width, and forms exact square proportions against a light-colored (Fig. 1) or contrast background (Fig. 2).

The image of the product commercialization mark should be monochromatic and in contrast with the color of the surface it is applied to; the basic dimension should be at least 5 mm.

The product commercialization mark may be made by any means securing its vivid and distinct image during the term of the product service life (marks can be typed on plastic-coated stickers, so they should be durable). If the products are marked with any other conformity marks, including those of voluntary product certification systems, such marks should not worsen the vividness, distinction and legibility of the product commercialization mark. (Please send us the photos of the products once the marks have been applied, for checking and approval).

Only having settled the marking issues with the consignor, we can give the green light for shipment delivery to Kazakhstan.

The requirement of the uniform product commercialization mark is also applicable to moving of the goods between the countries of the Customs Union/EEU.

EEU: Russia, Belarus, Kazakhstan, Armenia, Kyrgyz Republic, <http://www.eurasiancommission.org/en>

15. Special Packing Instructions

Packing instruction must comply with Baker Hughes' requirements and meet all regulatory standard.

A copy of the Packing List should be placed in a waterproof envelope and securely attached to the outside of each packing unit. Physical packaging of goods must be sufficient to withstand multiple instances of rough handling during transit to their final destination. Any equipment loss or damage incurred due to inadequate packaging will be the responsibly of the Shipper. Each box/package must be marked legibly and indelibly with weights and dimensions, consecutive box numbering, Oracle/SAP Shipment Number, and the full address of the BH consignee. Dangerous goods must conform to UN specifications for boxing, marking, labeling, and shipping.

Consult the International Civil Aviation Organization (ICAO) technical instruction guide, the International Maritime Dangerous Goods (IMDG) code or contact HS&E for assistance.

For Chemicals - Fumigation Certificate and Stamp for Wood Packing Material (pallets) is the must, ref. to ISPM 15.

External Suppliers should refer to sourcing and procurement for further instructions in case of **project specific requirements**

16. Freight Forwarder's Instructions

PRE-ALERT (Freight details, AWB/CMR/BOL, commercial invoice and packing list) should be sent to BHCaspianCCOETeam@bakerhughes.com.

All destination points need to be agreed and confirmed with BHCaspianCCOETeam@bakerhughes.com prior cargo is dispatched.

For international trucking in case of high shipment value, please contact international freight forwarder to provide the convoy.

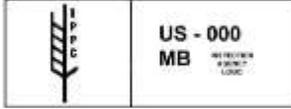
Transit through embargoed countries is prohibited.

BILL OF LADING must be issued for all sea freight shipments with indication of Container and seal number, number and gross weight of every packing unit within container, Container tare and gross weights. Bill of Lading express release is preferable.

17. Required Documentation

Approved commercial invoice and packing list

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	3	Signed and stamped by the Shipper
Packing List	3	Signed and stamped by the Shipper
Airway Bill/Ocean Bill of Lading	3	Shipper / consignee, weights need to match CI and PL. Presently only Master AWB and Master B/L are accepted for customs clearing purposes (House WB is of secondary importance).
Export Declaration	1	Required to conform invoice value (if any issued and can be provided in scan)
Certificate of Conformity / Declaration of Conformity (CoC/DoC)	1	CoC/DoC must be available for products falling under Technical Regulations (TRS) of EAC Customs Union; For list of TRS controlled items please consult receiving site contacts or product company TRS contacts. CoC/Doc issued for products produced and procured from 3 rd party manufacturers should be available duly attested and accompanied with permission from CoC/DoC owners/issuers
TradeMark (TM) free circulation permission	1	Selected products importation may also require TM owners import permission; for details, please consult local site contacts
Security Certificate	n/a	n/a
Certificate of Origin	1	Can be requested in accordance with contractual terms and conditions
Certified Invoices	n/a	n/a
Legalized Documents	n/a	n/a

Heat Treated Certification	1	Required only for goods (like wooden reels, if stated in invoice as a separate line item), and for wooden (like pallets and mounting assembly parts). Marking as per ISPM 15 requirements, e.g. 
Dangerous Goods 'DG' Certificate	1	For all hazardous shipments
Safety Data Sheets (SDS)	1	Chemicals, Radioactive Materials
Bill of Materials for Kits	1	Kits - description components

18. Required Approvals

Approval	(Y)es or (N)o	Comments/Additional information
Green Light Approval Country?	Yes	BHCaspianCCOETeam@bakerhughes.com

19. Additional Information

N/A.