

## VALUE ADDED SERVICES OF DOMESTIC POSTAL

### 1. Counting services applied for high valued goods:

- Party A and Party B jointly check for quantity of the goods and confirm the quantity in the shipping bills, copies of shipping bills packed into parcels to be used as basis to identify number of goods arriving at destination.
- Fees for counting services is 1,000 VND/item, minimum is 20,000 VND/shipping bill and maximum is 500,000 VND/shipping bill

### 2. Uncounting service for high value goods (applied for uncountable goods)

- Party A will receive the goods based on weight and seals by party B. When delivering destination, party A will be responsible for delivering goods based on weight and seal provided by party B, will be no charge for quantity, quality and types of inside goods
- When sending goods by high value service, party B has to send party A the copy of the bill (or other documents) to prove value of the goods for the purpose of reimbursement in the case of lost or damaged (if any).
- Service charge: based on current price list of party A

### 3. Delivery note (goods received):

- After successfully delivering goods/documents, party A has hand over a copy of shipping bill (yellow note) with the signature of receiver for party B for archive purpose.
- Service charge: based on current price list of party A.

### 4. Returning of delivery record:

- Party A will return all documents enclosed with the goods by party B after full signature of recipient.
- Service charge: based on current price list of party A.

### 5. Returning parcels:

- In the case party A cannot deliver documents/goods for any reasons but not limited to: wrong address, no recipient ... party A will notify for party B to confirm request for returning documents/goods and will return documents/goods to party B
- Service charge: based on current price list of party A.

### 6. Invoice, documents enclosed with the goods:

- Goods must have valid invoice, documents enclosed to the goods. Party A will collect fee for invoices, documents enclosed with the goods.
- Service charge: based on current price list of party A

### 7. Loading charges for heavy goods

- For goods weight over 150kg/ package, party A will add extra fees for loading at shipping and delivery address, unless party B provide loading equipment of their own

- Service charge: As agreement

**8. Direct delivery**

- As request of party B, party A will deliver Goods/ Document as right information of recipient as stated in the shipping bill directly
- Service charge: As current price of party A

**9. Goods insurance:**

- If party B demands to buy insurance for the high valued Goods, fragile,...party A will provide insurance service. In case Goods is lost or damaged due to party A, party A will compensate actual value of the lost or damaged Goods as stated in invoice or document prove value of the Goods submit to part B before shipping
- Service charge: As current price of party A.

**10. Extra fees for supermarket shipping:**

- In case party B demands to ship the Goods to supermarkets, party B has to note in the shipping bill detail information of time (detail date and hour) of delivery and pay for party A extra fees for supermarket shipping. Party A will deliver Goods as time stated in shipping bill
- Service charge: As current price of party A

**11. Delivery on Sunday and Holiday:**

- For Goods/ Document requested to ship on Sunday, holiday, besides shipping charges, party A will collect extra fees for delivery on Sunday and Holiday.
- Service charge: As current price of party A

**12. Packaging**

- In case party B cannot pack the Goods as regulation of party A for the safety of the Goods during shipping, party A will pack the Goods as requested by party B
- Services charge: As agreement.