

## Cyprus - Handling Agent Procedures Reminder

Users of the Interagency Transport and Logistics Services, when preparing paperwork/shipping documents for cargo transported and delivered to Cyprus/Larnaca CLP, are kindly requested to observe the following instructions:

### Paperwork required

#### **A. Air Freight:**

- Original T2L form (copy 4 of the SAD) for cargo coming from European Countries
- Eur 1 form for cargo coming from no European countries (No Full Members of Europe)
- Commercial Invoice
- Packing List
- Original MAWB: indicating that the cargo is "In Transit & CL. C"

#### **B. Sea Freight:**

- Original T2L form (copy 4 of the SAD) for cargo coming from European Countries
- Eur 1 form for cargo coming from no European countries (No Full Members of Europe)
- Commercial Invoice
- Packing List
- Original MB/L: indicating that the cargo is "In Transit & CL. C"



#### **MB/L & MAWB with the following note:**

"Cargo in Transit - Status C" - "Relief Cargo for Lebanon Humanitarian Crisis"

The above term evidencing that all dues involved at the port of loading are paid and facilitates customs formalities required at our end.



**MB/L & MAWB need to show:**

Consignee:  
(Name of Organisation) (\*)  
(Lebanon contact details)  
c/o Gulf Agency Co. (Cyprus) Ltd  
83 Franklin Roosevelt Ave.,  
P.O. Box 51141  
3502 Limassol, Cyprus

PTC: Philippos Tsangaris  
Email: [logistics.cyprus@gacworld.com](mailto:logistics.cyprus@gacworld.com)  
Tel: 357 25 561950  
Fax: 357 25 577532

(\*) The organisation MUST BE accredited by UNOCHA.

**Please, do make sure that the CMR (Cargo Movement Request) for that material is sent in advance to the UNJLC team<sup>1</sup> to the:**

**[lebanon.cargo@unjlc.org](mailto:lebanon.cargo@unjlc.org)**

**pre-alerting of the arrival of the commodities (with scanned copy of the airway bill, or at least number, ETA, airline; plus a copy of the relevant documents (detailed packing list, commercial invoice, etc.)**

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<sup>1</sup> UNJLC Cyprus:  
San Remo Hotel  
1, William Shakespeare Street  
P.O. BOX 42195, CY 6531 Larnaca, Cyprus  
Tel: +357 2462 0081, Fax: +357 2462 2143  
[Lebanon.cargo@unjlc.org](mailto:Lebanon.cargo@unjlc.org)