



Personal Goods Shipment Benefit

Doc No: EEC-PSB-01

Rev No: V1.0

Issue Date: Feb 2022

Revised Date: MMM YYYY

Purpose

This policy has been created to provide guidelines and procedures on how to ship your personal goods at a low cost.

Whether you know it or not, you are probably already supporting personal shipping. At some point, you'll need to ship a personal package – important paperwork, a gift for a friend or a family member, etc. At Elite, we provide support for shipping your personal goods.

Scope

This procedure is applicable to all employees of Elite.

Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. Line Managers are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure compliance with it.

Terms and Conditions

- Discounts are valid on current freight rates only and subject to change.
- Government Levy, Fuel Surcharge, Duties, VAT and other fees will be charged separately and not subject to discount.
- This benefit is limited to you and your family members only
- You will have an option to pay by either cash or credit card
- All shipments must be subject to inspection and standard security checks. No restricted or prohibited items will be accepted.
- All shipments are subject to Elite's standard terms and conditions

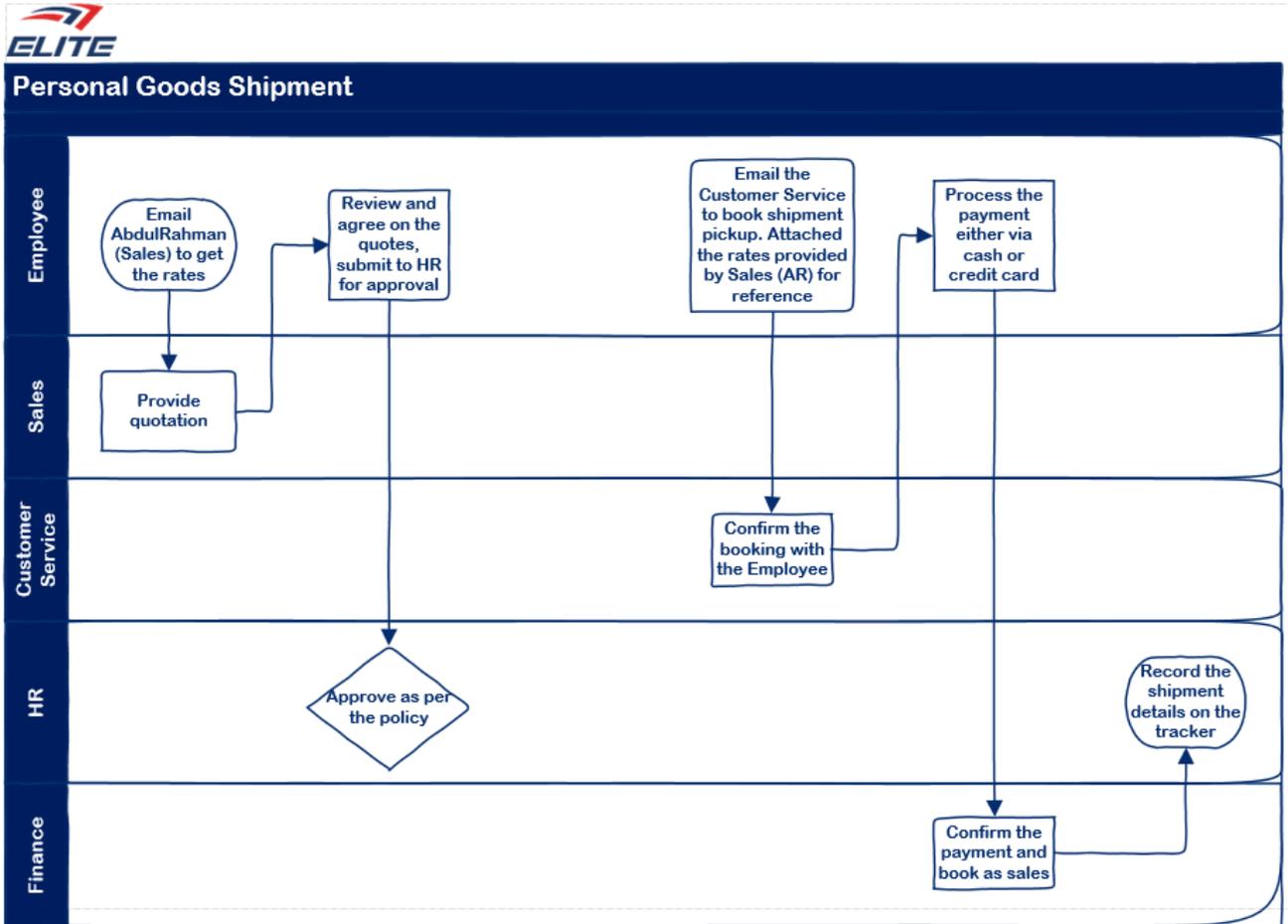
Product / Item Description	Export / Import / Domestic
Documents (Letters, documents of no commercial value) up to 2.5 kgs per piece	At cost + 15%
Packages (Any document above 2.5 kgs - you need to provide a clear description of the shipment e.g., "Audit documents, no commercial value" (Materials, gift items, personal items) up to 30 kgs per piece	



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Procedure



For further information about this policy, contact HR for guidance.