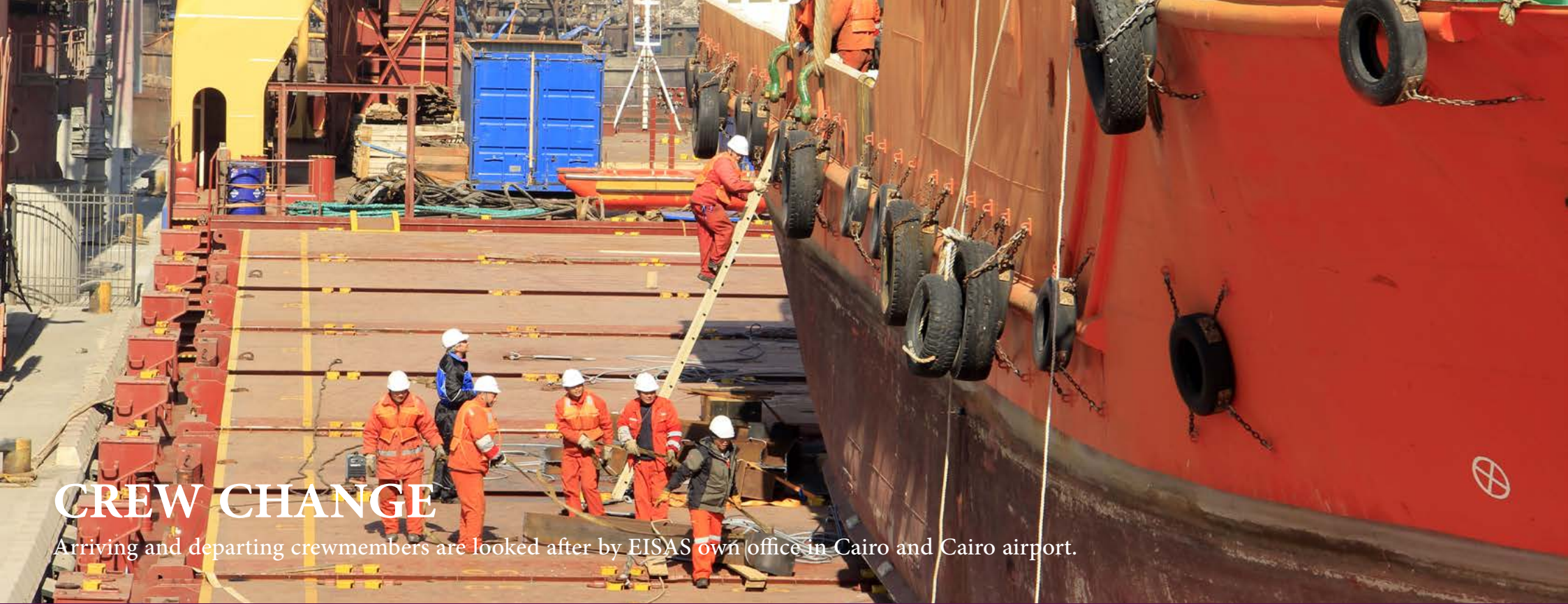


Egyptian International Shipping Agencies & Services



Husbandry Services



CREW CHANGE

Arriving and departing crewmembers are looked after by EISAS own office in Cairo and Cairo airport.

Since 1978 EISAS has been providing:

- Competitive rates for crew change.
- Facilitation of all formalities at Cairo Airport to ensure quick and smooth clearance.
- Visa Issuance.
- Transfer all crewmembers by air-conditioned, comfortable and safe vehicles.
- Professional transfer guides, capable of arranging smooth formalities at airport and solving any problem that may occur.
- Arrange Hotel accommodation at the most convenient hotels in Cairo, Port Said, Suez or any other port in Egypt at the best rates.
- Arrange medical care for crewmembers, if needed.
- Organizing quick tours for Crew members to Pyramids, Cairo Museum or any other site in case requested during vessel waiting convoy.



Information Required Prior to Arrival

- Names.
- Rank.
- D.O.B.
- Nationality.
- Seaman's book no. & expiry date.
- Passport no. and expiry date.
- Copy of passport and Seamen book, should be sent to EISAS Cairo prior to arrival.
- Flight Info: (To, From, Airline, Flight Number, Departure / Arrival Dates & Timings) PTA ref, E-ticket ref.
- Note: All flights are through Cairo Airport, EGYPT.
- In case required, EISAS will issue "OK To Board" letter to the airline company.



Documentation & Visa Requirements

- Joining Crew should hold an introduction letter from owners detailing ship's name, arrival port and Canal agent's name. Officers should bear their license of competency.
- Western European / USA citizens do not require entry visa, nor ok to board letter, or invitation letters.
- Other nationalities are required to obtain 'Ok to Board' letter from EISAS and must have a Guarantee letter prior to arrival. Thereafter, Visa can be granted on arrival Cairo airport.
- Repatriating flight tickets details to be sent to us prior to off-signer disembarkation from vessel.
- Repatriating Crew should hold valid seaman's book & passport.
- To ensure a timely 'handover' between changing crew, we recommend that On-signers embark at Port of Entry and Off-signers disembark at Port of Exit. Example: If vessel transit is Northbound, On-signers embark in Suez and Off-signers disembark in Port Said and Vice-versa for southbound transits.



SPARE PARTS

- Offers very competitive rates for Spare Parts Clearance and for the dispatch of parcels form/to vessels.
- Transfer all Parcels from Cairo Airport to “Port Said / Suez “or any other port by safe vehicles and professional drivers.
- In House professional clearance Specialists at Cairo Airport able to expedite formalities and ensuring safe handling of all kind of parcels at Cairo airport.

Procedures to be followed for the dispatch of spare parts to Cairo airport for delivery to vessels transiting the Suez Canal or at any Egyptian port:

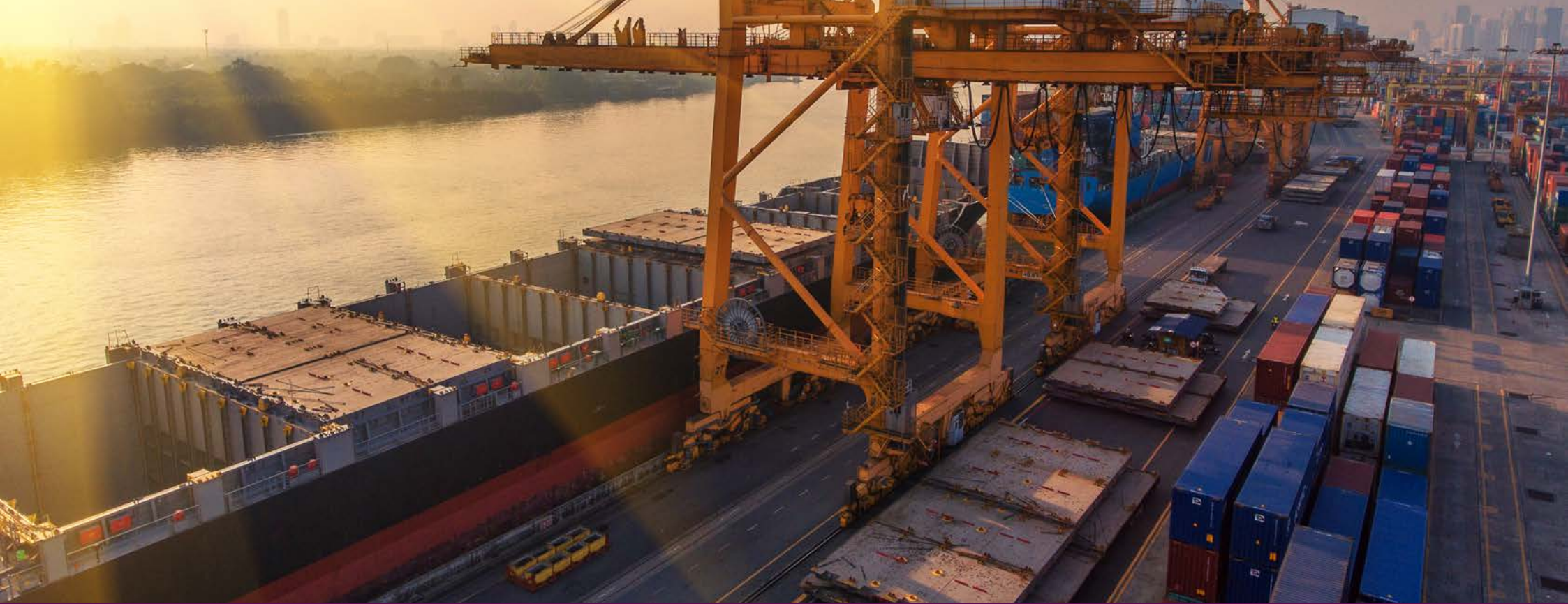
For easy clearance at Cairo airport and immediate dispatch of spares to/from vessel, AWB must show the following information:

- Ship’s spares in transit for M/V --- (Please insert vessel’s name)
- And to be consigned to Master M/V--- (Please insert vessel’s name)
- C/O Egyptian International Shipping Agencies & Services “Port Said Or Suez”.



Important Notes

- AWB MUST show the phrase: «Ship's spares in transit».
- The abbreviation (EISAS Egypt) not accepted as consignee name, and therefore the full company name must be inserted.
- All parcels MUST be marked with AWB no. and the Final destination to show Port Said or Suez.
- All Original documents must accompany the cargo and detailed packing list should be included in the shipment.
- All documents should be included in the pouch attached to the AWB. No documents should be placed inside the parcel.
- Original AWB (with minimum two copies). Upon dispatch, EISAS must be notified together with copies of commercial invoice + AWB + detailed packing list.



Important Notes

- Kindly ensure that parcels will arrive latest 48 hours prior to vessel's arrival taking into consideration Fridays is the Weekend in Egypt, and official holidays.
- It is highly recommended that all shipments be forwarded to Cairo International Airport to ensure smooth clearance. Cairo has more clearing facilities than Alexandria Airport and there are extra charges in Alexandria airport.
- Kindly ensure that all wooden boxes/pallets are fumigated before shipment (and marked with the related country's fumigation stamp). Spare parts arriving Egyptian Airports which are not stored in Fumigated Wooden Boxes/pallets and without the fumigation stamp on the wooden box/pallet will be rejected by Agriculture Quarantine Authority, and subject to immediate re-export to place of origin, on the account of the sender, meantime forwarding the shipment to the next port will not be permitted.

Forwarding of documents

The following is the procedure for the dispatch of documents, charts, publications, crew mail and any other documents to the vessels while transiting the Suez Canal to Port Said or Suez:

When sent by courier, please address the parcel as follows

• For dispatching documents to Suez Port:

To: Master M/V « : SHIP'S NAME «
Egyptian International Shipping Agencies & Services
16 A Gohar El-kaid St.,
P.O.BOX 164 Port Tawfik
Suez , Egypt
Tel : +20 62 3190341 - 3190342
Fax :+20 62 3334654
E-mail : info@.....
CC:
PIC: Mr. Ahmed Hamada – Mobile:

• For dispatching documents to Port Said Port:

To: Master M/V « SHIP'S NAME «
Egyptian International Shipping Agencies And Services.
Palace Tower No.1
El-Salam and Sultan hussein St.,
P.O.BOX 591
Port said , Egypt.
Tel: +20 66 3206802 - 32060069/8/7/
Fax: +20 66 3206367
E-mail :
CC:
PIC: Capt. Mohamed el- sayed, Mobile: +20 100 5168154

Cash to Master

Any Cash to Master is always performed by EISAS own staff, escorted by local security officer appointed by Police dept.

Any cash to Master must be remitted to EISAS bank account 3 days prior to vessels arrival at Suez Canal.

Delivery charges for Cash to Master

As per The Minister of Transport Decree No. 395, the agent charges are 1% of amount with minimum USD 35 and Max. USD 1000. However, EISAS is willing to consider the rate for high amounts.

EISAS offices in Egypt

Cairo Head Office

Address: 18 Hussein Wassif St., P.O. Box 110 Orman,
Giza, Egypt

Tel: +20 2 37607536/7 – 37481571-37488203

Fax: +20 2 37481116

Email: eishipping_cairo@eisgroup.com.eg

Mr. Mohamed Hashish

Vice President

Direct Tel: +20 2 37481565

Mobile: +20 100 2112595

Email: mhashish@eisgroup.com.eg

Mr. Feisal Nouh

Vice President

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Mobile: +20 100 2113337

Email: fnouh@eisgroup.com.eg

Mr. Sherif Ibrahim

Agency Manager

Mobile: +20 100 0108801

Email: sibrahim@eisgroup.com.eg

Port Said Office

Address: 1 Palace Tower, El Salam & Sultan Hussein St
P.O.Box 591 Port Said.

Tel: +2 066 3206006/7/8/9

Fax: +2 066 3206367

Capt. Mohamed El Sayed

Direct: +2 066 3206802

Mobile: +2 0100 5168154

Email: melsayed@eisgroup.com.eg

Suez Office

Address: 16 A Gohar El Kaeid St.,
P.O. Box 164 Port Tawfik, Suez.

Tel: +20 62 3710282/3

Fax: +20 62 3710285

Email : eishipping_suez@eisgroup.com.eg

Mr. Ahmed Hamada

Direct: 20 62 3710282/3

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