



# SERVICE & RATE GUIDE 2024 HONG KONG SAR CHINA

### **GET STARTED**

Connecting Your World

**Dear Customer** 

Sustainability

Service Offering

How to Ship with DHL Express

Digitalization

**Zones and Rates** 

Ready to ship? Get a quote from MyDHL+





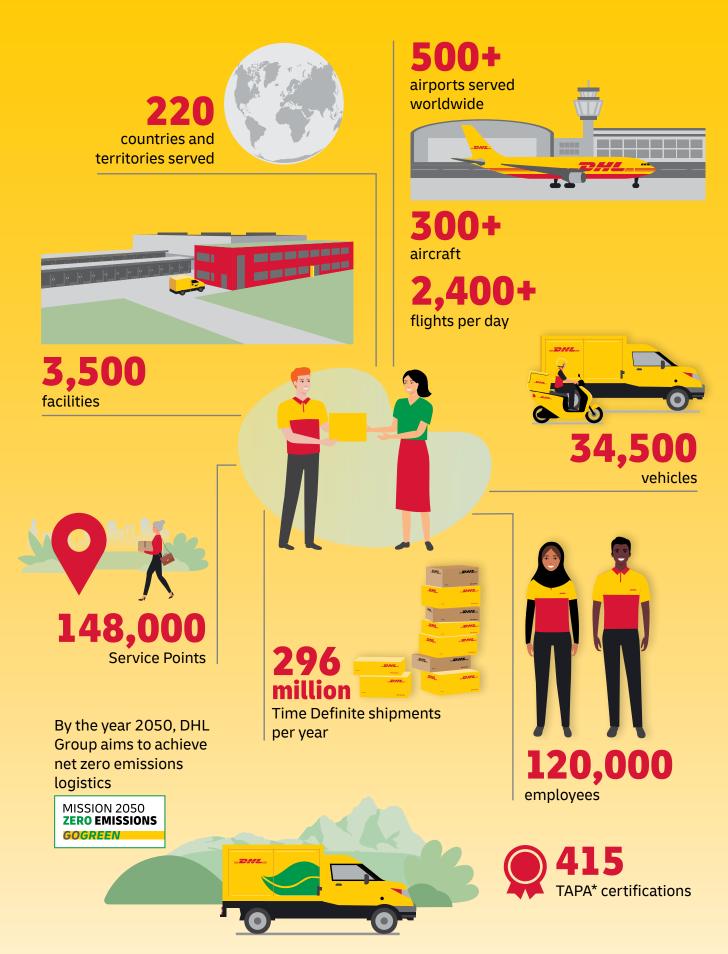








# **CONNECTING YOUR WORLD**















### **DEAR CUSTOMER**

Welcome to the DHL Express Service and Rate Guide for 2024. If you are reading this, it means you have a personal or business need to move something, from somewhere, to somewhere and you want it done quickly, securely and reliably. We are here to help you!

As the global market leader in Time Definite International (TDI) shipping and courier delivery, and the most international company in the world, this is what we do! We move over 1 million shipments every working day, from point A to point B in 220 countries and territories, as quickly, securely and reliably as possible and with as much transparency as possible. Over 2.5 million customers around the world put their trust in us, and our team of 120,000+ Certified International Specialists strive to exceed their expectations on every single shipment.

Global logistics appears to be finally seeing the end of COVID-driven disruptions but yet is not completely back to the 'normal' of the previous time period. Overall, the global macroeconomic situation has started to stabilize although uncertainty remains. Aviation networks remain volatile in many parts of the world and the crisis in Europe continues to add complexity to global logistics. In the face of these and other challenges, we have continued to invest in safeguarding the resilience of our global network, which enables us to provide secure and reliable supply chain solutions to support our customers.

As an example, in Hong Kong, we invested €377 million in Central Asia Hub phase 3 expansion. The expanded hub has boosted warehouse space by 50% to 49,500 sqm and increased the hub's throughput capacity from 75,000 pieces per hour to 125,000 pieces per hour. Additionally, DHL Express Hong Kong takes pride in its sustainability efforts. This includes using a 100% battery-operated forklift in its service centers and deploying 18 last-mile delivery electric vehicles in Hong Kong. Across its facilities, DHL is also using 100% LED lighting and generating solar energy at the Central Asia Hub located at the Hong Kong International Airport. The company has also achieved gold LEED (Leadership in Energy and Environmental Design) certification for its head office in Hong Kong.

**Sustainability** continues to grow in focus in all logistics conversations and I invite you to learn how our <u>GoGreen Plus</u> service, introduced in 2023, and our leveraging of Sustainable Aviation Fuel (SAF) can directly help make your products more environmentally friendly – a growing criterion in the purchase decision process of both individual consumers and businesses.

**Digitalization** retains its laser focus at DHL and we have brought to market a slew of tools to support our customers, in particular small businesses. For example, the new My Global Trade Services tool aims to reduce customs complexity and improve getting clearance 'first time right!'. The DHL Express Commerce tool can help small businesses fast-forward taking their online sales channels international. Small business owners, let us help support your growth by enabling you to Save More as you Ship More! You could benefit from our **Dynamic Discounting** commercial options. Interested? Let's connect!

In conclusion, please use this guide to learn how DHL Express products, services and tools can meet your logistics needs. **Thank you** for trusting us to be your Logistics Partner of Choice. Tell us how we can support your growth: reach out to us on MyDHL+ or by calling Customer Service on (852) 2400 3388.

Sincerely,

Andy Chiang

Managing Director

DHL Express Hong Kong and Macau





# **SUSTAINABILITY**

Everything we do is to serve one purpose: Connecting people, improving lives.

To fulfill this purpose, we need to make every dimension of our business sustainable. Our Sustainability Roadmap sets out our ambitions in three focus areas: Environment, Social and Governance (ESG). Find case studies and more details here.

#### **OUR TARGETS FOR 2030**

<29 million

Reduction in our greenhouse gas emissions to under 29 million tonnes €7 billion

Investment of €7 billion in green technologies

### **SBTi**

Commitment to SBTi (Science-Based Targets initiatives) 30%

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SAF blending of 30% for all air transport

# CLEAN OPERATIONS FOR CLIMATE PROTECTION

#### Leader in sustainable aviation

Our GoGreen Plus service allows you to embrace green logistics by insetting, or reducing, the CO2 within your own supply chain. We do this by using Sustainable Aviation Fuel (SAF). And that is not only good for the environment, it can benefit you by helping you to report your CO2 emissions. Here is how to get on board:

- With the GoGreen Plus **basic contract**, 30% CO2 reduction (insetting) is applied to all your express shipments via air.
- In **MyDHL+**, you can opt for GoGreen Plus and choose which shipments to invest in with SAF.
- Alternatively, choose a **customized offer** for even more CO2 reduction.

Our GoGreen Plus service is made possible following DHL's landmark collaborations with bp and Neste to supply DHL Express with SAF, which is expected to save some **two million tons** of carbon dioxide emissions over the aviation fuel cycle.

Green last-mile and line-haul

Electrify **60**% of last-mile delivery vehicles and increase share of sustainable fuels in line haul to more than **30**% by 2030.



#### Carbon neutral buildings

Design 100% of all new buildings to be carbon neutral.

Our GoGreen Plus service allows customers shipping TDI to inset their CO2 air emissions by up to **100%**.

Through collaboration, we can make our supply chains more sustainable. Read more about the <u>Era of Sustainable Logistics</u>.



# GREAT COMPANY TO WORK FOR ALL

- Attract and retain the best talent
- Strong 'Safety First' culture
- Diverse and inclusive workplace

# HIGHLY TRUSTED COMPANY

- Compliance as an integral part of daily business
- Effective governance set-up across our organization
- Like-minded and compliant suppliers and partners



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Our core services are Time Definite International (TDI) and offer you secure door-to-door delivery of goods and documents to and from virtually every country and territory. Whether you need your shipments delivered at the start, middle or end of a business day, our services offer full track-and-trace visibility so you always know where your shipments are.

#### **EXPORT SERVICES**

#### **DHL Express Worldwide**

Our most popular product, DHL Express Worldwide, offers an end of business day delivery service around the world for pieces up to 70kg and shipments up to 3,000kg.

We deliver reliably and quickly to more global destinations across a single integrated network than any other express delivery company.

#### **DHL Express 12:00**

With DHL Express 12:00 you will receive your shipments before 12 noon on the next possible business day. DHL Express 12:00 offers a money-back guarantee\* and allows for pieces up to 70kg and shipments up to 300kg.

#### DHL Express 9:00 (10:30 to the USA)

Our premium time-definite service offers a delivery before 9:00 (10:30 to the USA) on lanes that guarantee either a next or second business day delivery. DHL Express 9:00 is offered to the majority of business centers in Europe, the Middle East, Africa, Asia and the Americas. DHL Express 9:00 features a money-back guarantee\* and is suitable for pieces up to 30kg and shipments up to 300kg.

#### Our international services at a glance

	DHL Express Worldwide	DHL Express 12:00	DHL Express 9:00 (10:30 to the USA)
Service description	Delivery by the end of the next possible business day	Delivery before 12 noon on the next possible business day	Delivery before 9:00 (10:30 to the USA) on the next possible business day
Money-back guarantee	No	Yes*	Yes*
Countries and territories covered	More than 220	85	25
Delivery attempts	2	2	2
Maximum piece weight (not on pallet)	70kg	70kg	30kg
Maximum pieces per shipment	-	10	10
Maximum piece dimensions (L x W x H)**	120 x 80 x 80cm	120 x 80 x 80cm	120 x 80 x 80cm
Maximum pallet weight	1,000kg	Pallets not accepted	Pallets not accepted
Maximum shipment weight	3,000kg	300kg	300kg
Maximum pallet dimensions (L x W x H)	300 x 200 x 160cm	Pallets not accepted	Pallets not accepted

<sup>\*</sup>Additional terms and conditions apply – see mydhl.express.dhl/hk/en/legal.html for details.

<sup>\*\*</sup>A shipment is deemed unacceptable if its packaging is absent or inadequate, or if transporting the shipment would present risks of damaging equipment, other packages or injuring personnel. DHL reserves the right to either not accept or return the shipment to the shipper. These network restrictions are subject to change with 30 days' notice.

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#### **IMPORT SERVICES**

With the DHL Express Worldwide Import product, you can import shipments from over 220 countries and territories in the world. This is more than any other express delivery company can offer. What's more, customers in, say, the USA can order an import from China not just to the USA, but to any other destinations as well – we call this a Third Country shipment.

There is no need for local brokers or forwarders to get involved in any part of the process. You are in full control, and able to manage all aspects of your imports in a very simple way.

If you need a faster delivery, our DHL Express 12:00 service is available for import as well. You can order an import from another country and territory, to be delivered to your country and territory or any other destination, by using our dedicated electronic shipping solution for imports. You will have one account number, one invoice in a single currency and a fixed price that means you know exactly what you will pay.

#### **DOMESTIC SERVICES**

If you want to ship documents or goods within your own country and territory, we can offer our Time Definite Domestic products with delivery by the end of the next possible business day.



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#### **GLOBAL TRADE AND YOU**

A series of crises has put international trade at the center of the debate about economic growth and resilience. What are the current prospects for globalization and trade? Is there cause for concern? Is trade still an attractive source of growth? We deep dived into the data and conducted a thorough, fact-based analysis – and the results might just surprise you. In partnership with NYU Stern's Center for the Future of Management and its DHL Initiative on Globalization, the 'DHL Trade Growth Atlas' examines global trade growth trends and the trade patterns of 173 countries worldwide that combined make up more than 99% of world trade, GDP and population. Despite recent shocks and worsening macroeconomic conditions in much of the world, the study overall gives an upbeat assessment of the prospects for future trade growth.

We know the value of understanding the long-term global trade landscape for navigating short-term shifts in economic and trade growth. We help our customers make sense of what this means for their business to maximize the enormous potential of globalization and international trade.

Trade growth
expanding across a
broader range of
countries

New poles emerging: world trade center of gravity moving south Shift in mix of products traded by advanced vs. emerging economies



#### POWERING UP THE POTENTIAL OF INTERNATIONAL E-COMMERCE

#### Discover and grow

Visit dhl.com/discover to learn more about how DHL helps e-commerce companies ranging from start-ups to large enterprises, advising them on how to grow internationally. Our e-commerce focussed country guides, white papers such as 'The Ultimate B2B E-Commerce Guide', customer and trend research and market intelligence tools can enable you to better understand your customers and their shipping requirements to take the next step in your e-commerce journey.

#### International e-commerce

We help our customers go global with ease and speed to maximize the enormous potential of international e-commerce. DHL supports our customers' international growth with:

- Global reach
- Express delivery options
- Flexible delivery options for receivers (see 'On Demand Delivery')
- Duty billing options and customs expertise
- Consultative advice for our customers on how to increase sales and grow cross-border

#### Fast, flexible and easy

Consumers expect everything 'on demand' – anytime, anywhere.

DHL shipping options give customers a distinct competitive edge: over 90% of online consumers look at the available delivery options before going to the checkout, and their decision is influenced by delivery speed, flexibility and ease.



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#### **OPTIONAL SERVICES**

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DHL Express offers a wide range of optional services – from non-standard deliveries and billing options to climate neutral shipping.

#### **GoGreen Plus**

When selected, DHL will reduce (inset) CO2 emissions from air transport through the purchase of Sustainable Aviation Fuel (SAF). SAF can reduce lifecycle carbon emissions by up to 80% compared to traditional jet fuel. GoGreen Plus – Carbon Reduced service, supports Scope 3 emission reductions in alignment with the Science Based Target initiative. The process is audited annually by SGS (Société Générale de Surveillance) to ensure compliance with regulations and standards. Alternative reduction levels and CO2 emission reports are available on contractual basis only.

#### **Dedicated Pickup**

If your business needs a dedicated vehicle to collect unusual shipments, or a pickup outside normal business hours, we can arrange this for you.

#### **Dedicated Delivery**

On customer request, an immediate or non-routine, once-only delivery of a shipment within a normal working day or a holiday that involves a specific vehicle such as tail lift truck or more than one courier.

#### **Saturday Pickup**

In countries and territories where Saturday is not a normal working day, DHL can arrange an ad-hoc pickup of smaller shipments up to 30kg. The service is available at selected postal locations only.

#### **Saturday Delivery**

We offer Saturday delivery services to key cities in more than 70 countries and territories.

#### **Shipment Insurance**

We recommend this comprehensive protection for your valuable or personal shipments, giving you peace of mind in the unlikely event of physical damage or loss. The service is subject to specific limitations and exclusions as described in our <u>Terms</u> and Conditions.

#### **Extended Liability**

If you are sending valuable documents such as passports, visa applications or regulatory certificates you can extend coverage and compensation beyond the DHL standard liability described in our <u>Terms and Conditions</u>. In the event of full or partial loss to a document shipment, a fixed compensation will be paid regardless of the replacement cost of the document.

#### **Shipment Preparation**

This is a convenient, fast and reliable service for seasonal or irregular shipments that require extra resources for their preparation. DHL manages the entire process of waybill preparation, content selection, labeling and packaging, then sends the shipments to the designated addresses.

#### **Packaging Supplies**

Charges apply for all DHL standard packaging items including plastic flyers provided in bulks or stacks.

#### **DUTY BILLING SERVICES**

#### **Duty Tax Paid**

DHL can arrange for the shipper or a third party to be billed for any duties and taxes payable at destination, rather than the receiver of the shipment being billed. Charges apply whenever duties, taxes or other regulatory fees occur, and shipper has requested that those are to be billed outside of the destination country and territory.

#### **Duty Tax Processing:**

**Account Customers** 

DHL will accelerate the customs clearance process making prompt payment of duty and tax charges relating to a shipment, while the receiver defers payment until an agreed date.

#### **Duty Tax Processing:**

**Non-Account Customers** 

This default service covers any import of a non-document shipment for which DHL has used its own credit line with Customs to advance or guarantee the payment of duties, taxes or regulatory charges on behalf of importers and consumers with whom DHL has no contract.

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#### **Verbal Notification**

Customer Service will contact you by phone and provide verbal updates on agreed key transport events or incidents with a potential impact on transit time.

#### **Hold for Collection**

On shipper request, a shipment is held at the default DHL delivery facility at destination for consignee collection, rather than attempt a delivery at the receiver's address. The service is booked through Customer Service or supporting shipping tools. The destination will notify the receiver when and at which facility the shipment is ready to collect. A consignee cell phone number is mandatory.

#### **Verified Delivery**

On shipper request, DHL will verify the delivery of a shipment to the consignee, through a unique electronic authentication token, in form of a QR code.

#### **Residential Address**

Customers shipping to a home or private residence can activate specific delivery options by designating the delivery address as residential. For such shipments, DHL will proactively notify the receiver via email or SMS about the shipment's progress. Receivers can then select the most suitable delivery option via ondemand.dhl.com/.

#### **Direct Signature**

If you are sending sensitive documents or high value contents you can request DHL to obtain a direct signature from the

consignee or a representative at the delivery address. DHL will ensure your shipment is not re-directed, or delivered at an alternative address.

#### **Adult Signature**

Delivery of a shipment to an adult. DHL will obtain a delivery signature from an adult at the stipulated delivery address.

#### **No Signature Required**

On receiver request, DHL is authorized to leave the shipment in a designated place without proof of delivery signature.

#### **Printed Invoice**

This service is for customers who require a paper invoice where e-billing is the agreed standard. This service provides flexibility for a different invoicing method than what is already agreed.

#### **Change of Billing**

This applies when a customer requests a change of defined billing information on an already issued invoice, which will result in a reissuing of the invoice and, in case of an account change, crediting of the old account and debiting of the new.

#### **Neutral Delivery**

This service allows for the delivery of any shipment, without its value being shared or exposed to the receiver. DHL will ensure any paperwork exposing the value of the goods is removed from the shipment prior to delivery.



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#### **SURCHARGES**

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In order to maintain a consistently high level of service, in specific circumstances DHL Express levies a surcharge for exceptional activities, ensuring that these surcharges are fair for all of our customers.

#### **Fuel Surcharge**

The fuel surcharge for International Time Definite services will be based on the daily average spot prices for US Gulf Coast (USGC) kerosene-type jet fuel, as reported by the U.S. Department of Energy between 3rd week release of prior month to 3rd week release of actual month. For example, the daily average price for fuel from 18th April to 15th May is used to determine the applicable surcharge in June.

The fuel surcharge applies to transportation charges on all services and to the following surcharges (where applicable): Saturday Delivery, Saturday Pickup, Elevated Risk, Demand Surcharge, Emergency Situation, Remote Area Delivery, Remote Area Pickup, Dedicated Pickup, Dedicated Delivery, Residential Address, Overweight Piece, Oversize Piece and Non-Stackable Pallet.

DHL reserves the right to change the fuel surcharge index and table with or without notice. Both the amount and duration of the surcharge will be determined at DHL's sole discretion.

#### **Remote Area**

This surcharge applies when a shipment is collected from or delivered to a location that is distant or difficult to serve.

#### **Overweight Piece**

A fixed surcharge is applied to every piece, including a pallet that exceeds a scale or volumetric weight of 70kg.

#### **Oversize Piece**

This fixed surcharge applies to every piece, including a pallet, with a single dimension in excess of 120cm. Does not apply to pieces already subject to Overweight Piece surcharge.

#### Non-Stackable Pallet

This fixed surcharge is applied to every pallet within a shipment that cannot be stacked, either on request by the shipper, or because of its shape, content or packaging. This surcharge does not apply to pieces below 30kg.

#### **Demand Surcharge**

One or more Demand Surcharges will apply to shipments during a period of high demand. A period of high demand is to be determined by DHL at its own discretion but may include a time of high demand for shipping services or a period with high operational cost. Details regarding the application of Demand Surcharges are set forth at mydhl.express.dhl/hk/en/ship/ surcharges.html and will be subject to change upon prior notice. Demand Surcharges apply cumulatively if a shipment and/or individual pieces meet more than one of the specified criteria. Demand Surcharges apply in addition to the rates and any other applicable charges.

#### **Emergency Situation**

A temporary surcharge, which allows us to cover operating cost increases due to an emergency situation out of DHL's control. Change in market dynamics and air capacity availability is reflected through regular price adjustments. The charge will be applied pro rata based on the chargeable weight (invoiced weight) of a shipment.

#### **Excepted Quantities**

This fixed surcharge is applied when the handling and transportation of shipments involves substances and commodities that are in Excepted Quantities in compliance with IATA Dangerous Goods Regulations. Contractual agreement required.

#### **Dry Ice (UN1845)**

A surcharge is applied when the transportation of shipments involves handling Dry Ice UN1845 as a freezing agent for nondangerous goods such as diagnostic specimens. Contractual agreement required.

#### **Biological Substance UN3373**

Shipments containing Biological Substances Category B (UN3373) or genetically modified organisms as per UN3245 are only accepted in combination with DHL Medical Express. Contractual agreement required.

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#### SURCHARGES

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#### **Lithium Batteries Section II**

Shipping Lithium Batteries with equipment
A service charge will be assessed on Lithium-Ion and Lithium-Metal batteries with equipment. Packaging must be compliant with the appropriate IATA Packing Instruction (PI): 966 for Lithium-Ion and 969 for Lithium-Metal, Section II respectively.

Shipping Lithium Batteries in equipment

Accepted from approved shippers only.

Shipments containing Lithium-Ion or Lithium-Metal batteries **in** equipment are accepted only in compliance with the appropriate IATA Packing Instruction (PI): 967 for Lithium-Ion and 970 for Lithium-Metal, Section II respectively.

DHL **will not accept** any shipment that is known or suspected to contain defective or damaged batteries.

#### **Full Dangerous Goods**

A surcharge is applied per shipment when the transportation of shipments involves handling substances and commodities classified as fully regulated in accordance with the IATA Dangerous Goods Regulations. Contractual agreement required.

#### **Consumer Goods ID8000**

A surcharge is applied for shipments containing consumer goods such as perfumes, aftershaves, aerosols, nail varnish and prescription medicines as covered by the IATA ID8000 section and packed in a form intended for retail sale and shipped to private individuals (B2C). Contractual agreement required.

#### **Limited Ouantities**

A surcharge is applied per shipment when the ground handling and transportation of shipments involves substances and commodities that are in Limited Quantities. In compliance with ADR regulations and which are restricted from air transportation. Such dangerous goods are restricted to no more than 30kg per piece and are accepted from approved Shippers only. Contractual agreement required.

#### **Address Correction**

A fixed surcharge is applied per shipment when the destination address provided by the Shipper is incomplete, outdated or incorrect and DHL is subsequently unable to deliver the shipment. DHL searches and determines the correct address to complete the delivery.

#### **Data Entry**

A surcharge applies if the shipping label is not correctly completed or has not been produced electronically according to DHL standards and therefore requires manual data entry by DHL.

#### **Security Charges**

Additional surcharges may apply when shipping to or importing from a destination country and territory where DHL is operating at elevated risk due to continuous state of war, civil unrest, or continuous threats from terrorism (**Elevated Risk**), or when shipping to or importing from a destination country and territory that is subject to trade restrictions imposed by the UN Security Council or by national legislation such as the European Union or the US Office of Foreign Assets Control (OFAC) (**Restricted Destination**).



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Navigating the customs landscape is made easier by DHL's extensive knowledge and experience of both standard and nonroutine customs-clearance processes. Get answers to many of your questions with our new online tool, My Global Trade

Services tool, which will help you expand across borders – and concentrate on your core business.

#### **Non-Routine Entry**

Applies when shipments are subject to non-routine clearance procedures, due to their value, weight and/or commodity as defined by destination Customs Authorities. May also apply in selected countries where DHL is legally obliged to outsource formal clearance entries to a licensed third party broker.

#### Clearance Processing

Applies In selected countries where additional cost is incurred for importing shipments in alignment with government agency requirements.

#### Permits and Licenses

To accelerate import of selected controlled commodities, such as medical devices, pharmaceuticals, computer monitors, laser CD players, cosmetics, eyeglasses, food and food products, DHL is required to file specific information in order to obtain the required import permits or licenses.

#### **Bonded Storage**

Storage charges apply when the shipment cannot be released by Customs due to inaccurate or missing paperwork. Charges take effect three calendar days after the freight arrival date or broker notification, whichever is later. The charge applies to the duty and taxes payer.

#### **Multiline Entry**

Charges apply when more than 5 lines are recorded on the customs clearance, for example with different commodities or different countries of manufacture.

#### Release to Broker

On importer request, DHL will transfer the shipment and related customs documentation to the customer's nominated broker for clearance and last mile delivery.

#### **Broker Notification**

On importer request, DHL will provide the necessary paperwork to the customer's designated broker to perform the import

clearance and resume the delivery to the final destination once the clearance is completed. DHL is subsequently not responsible for the timeliness of the submission to customs or for the release of the shipment.

#### **Bonded Transit**

Bonded Transit applies to both export and import shipments whenever DHL is required to open, manage or report any form of transfer under bond.

#### **Export Declaration**

Applies in countries and territories where an export declaration is required for shipments containing controlled commodities or exceeding a certain value threshold or weight. Where automated export systems are available to the public, shippers may avoid the charge by submitting the export declaration online. In case of IMP billed shipments DHL will submit the export declaration in order to accelerate the export at origin and pass the charge to the payer's account. For shipments originating in Hong Kong, customers need to make the request before the shipment pickup.



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**Paying for Your Shipment** 

#### PREPARING YOUR SHIPMENT: AS EASY AS 1-2-3

#### **Shipment weight**

- Please weigh and measure your shipment.
- If you are sending a large but lightweight shipment, where its volumetric (dimensional) weight exceeds its actual weight, the cost of the shipment is calculated on the space your consignment takes up on the aircraft. This is a standard IATA method. To calculate the volumetric weight of your shipment, simply multiply the length by height by width in centimeters, then divide the total sum by 5,000 for each piece in the shipment.
- Any piece in the shipment may be re-weighed and/or re-measured by DHL to confirm this calculation.

#### Documentation required: waybill

- All shipments sent with DHL Express need to have a fully completed DHL waybill or label securely attached to each piece. This will enable the successful movement of your shipment through the DHL network. Each waybill or label is individually numbered to allow you to track your shipment from collection through to delivery.
- Your shipment may also need to be accompanied by customs documentation, such as a commercial or proforma invoice, as well as additional paperwork depending on the contents and value of the shipment and the country and territory you are sending to.

#### **Documentation required: invoice**

- A commercial or proforma invoice is required when sending non-document shipments to countries and territories outside your origin country and territory or customs union. This is essentially a declaration containing all the details of a transaction and is used by customs authorities to assess if duties or taxes are payable.
- A commercial invoice is used when goods are part of a commercial transaction or intended for resale.
- A proforma invoice is used when sending goods of no commercial value (for example, when sending samples).



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**Paying for Your Shipment** 

#### **PREPARING YOUR SHIPMENT INVOICE**

This invoice template covers the key data elements required for a successful customs clearance. To help us ensure the service we  $provide\ is\ efficient\ and\ high-quality,\ visit\ \underline{mydhl.express.dhl/hk/en/help-and-support/shipping-advice/what-documents-do-i-need.html}$ for more guidance.

ical information or ion of Goods items: Units:	or specific country c Commodity Code (Full Import VS Code Preferred)	clearance requi Country of Origin	BILLET Compan Contact Building Street N Postcod City/Cot Busines: Phone: Email: Tax ID/V EORI Nu	g Name: lame & Number: le: untry: s/Private: /AT Number:	OF RECORD (I	pecial formalitie Net Weight	
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ion of Goods  Items: Units:	Commodity Code (Full Import HS Code	Country	Contact Building Street N Postcod City/Cou Busines: Phone: Email: Tax ID/V EORI Nu	Name: j Name: j Name e: untry: s/Private:  /AT Number: mber:  unt might be relevant of Value	Sub-Total Value & Currency	Net Weight	Gross
ion of Goods  Items: Units:	Commodity Code (Full Import HS Code	Country		Unit Value	Sub-Total Value & Currency	Net Weight	Gross
ion of Goods  Items: Units:	Commodity Code (Full Import HS Code	Country		Unit Value	Sub-Total Value & Currency	Net Weight	Gross
Units:	Preferred				Total Goods		
Units:	1				Total Goods		
Units:					Value	Total Net Weight	Total Gross Weight
				Insurance Cost: Freight Cost: Other Costs:			
				VALUE r Customs Purposes):			
xport:				uties – pre calculated GST) – pre calculated			
TERM: Place:		(with	Import Cus	TOTAL stoms Duties/Taxes):			
arrier:							
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					ail:		
	Signature: _						
a iç in	rrier: nnee: nber: nthis invoice is	rrier: gnee: nber: this invoice is true and correct a	this invoice is true and correct and that the co	this invoice is true and correct and that the contents of	(with Import Customs Duties/Taxes):	(with Import Customs Duties/Taxes):	(with Import Customs Duties/Taxes):

# **HOW TO SHIP WITH DHL EXPRESS**

**Preparing Your Shipment** 

**Packaging Your Shipment** 

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#### PACKAGING YOUR SHIPMENT

To ensure that your shipments travel safely and securely through the DHL Express global network, it is important that they are packaged and labeled correctly.

#### Packaging guidelines

- If you are re-using envelopes or boxes, please ensure that old labels and markings are removed
- Securely fix a waybill to each piece in your shipment. The waybill can be thought of as the shipment's airline ticket and it will delay delivery if it becomes separated from your shipment
- The barcodes on the waybill are scanned at numerous points during your shipment's journey. Please ensure the barcode is flat and not covered by tape, shrinkwrap or strapping
- Place a waybill on the top or side of each piece in your shipment and please ensure it does not overlap the corners or edges of boxes
- Use adequate protective wrapping for fragile or delicate items and ensure they are packed as far away as possible from the corners of boxes
- To prevent injury to our employees, please pay special attention to the packaging of sharp items. There should not be any possibility of the contents piercing the packaging
- Any individual pieces over 70kg should be placed on a pallet. If you are sending a multi-piece shipment, it is not necessary to place the individual pieces on a pallet unless they exceed 70kg. For example, a shipment comprising four 25kg pieces does not have to be placed on a pallet

#### **DHL** packaging

We offer a range of high-quality DHL-branded packaging items, suitable for shipping items of all shapes and sizes.

The items available include:

- Flyer bags
- Cardboard document envelopes
- Boxes in a range of sizes
- Tubes

For more information please refer to the Packing Guide available on mydhl.express.dhl/hk/en/help-and-support/ shipping-advice/packing-with-care.html.

#### **Prohibited and Restricted Commodities**

**Prohibited Items** 

The following items will NOT be accepted for carriage by DHL. This list includes items which are prohibited for carriage by any law, regulation or statute of any federal, state or local government of any country and territory from, to or through which the items may be carried. For international carriage there may be additional prohibited items specified by the country of destination. DHL may at its sole discretion refuse to carry other items not listed below.

- Bullion (of any precious metal)
- Cannabis
- Cash (legal tender bank notes, currency notes and coins)
- Complete firearms, ammunition, explosives/explosive devices including inert explosives and test pieces, air guns, replica and imitation firearms
- Human remains or ashes in any form
- Hunting (animal) trophies, animal parts such as ivory and shark's fin, animal remains or ashes, or animal by-products and derived products not intended for human consumption, prohibited for movement by the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) and/or local law
- Illegal goods, such as counterfeit goods and narcotics
- Live animals (including but not limited to mammals, reptiles, fish, invertebrates, amphibians, birds, insects, larvae and pupae)
- Loose lithium metal batteries under IATA PI968 section II
- Loose precious and semi-precious stones (cut or un-cut, polished or un-polished)



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#### **Restricted Items**

The following items will NOT be accepted for carriage unless otherwise agreed to by DHL. To obtain such agreement a business case will need to be conducted by DHL and the items approved for carriage will be recorded in writing with the customer.

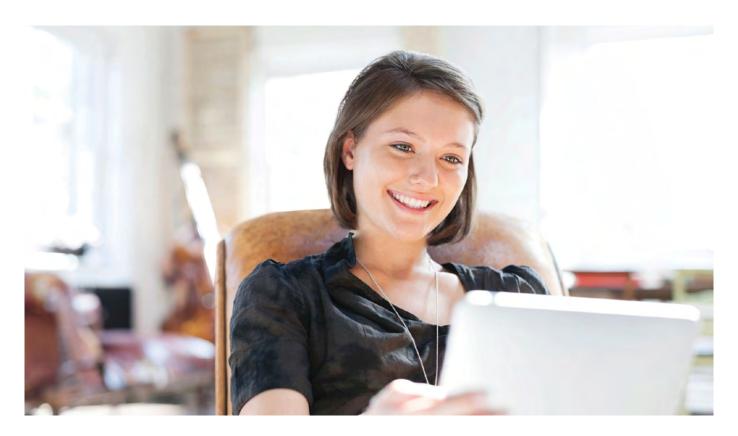
- Air guns, tasers, imitation or replica firearms, firearm parts and replica ammunition (includes rifle butts, trigger mechanisms, screws/bolts etc which are manufactured for the sole purpose of creating a functional firearm)
- Antiques and works of art with a shipment value in excess of €500,000
- Banderols/Tax stickers with a shipment value in excess of €500.000
- Cigarettes, cigars, tobacco products and electronic cigarettes with a shipment value in excess of €500,000
- Commemorative coins and medals with an individual value or total shipment value of €2,000 or more are restricted for carriage
- Dangerous/hazardous goods including but not limited to perfumes, aftershaves, aerosols, flammable substances, dry ice, biological substances, UN classified dangerous goods and any goods specified as such under International Air Transport Association regulations ("IATA"), the

Agreement on Dangerous Goods by Road ("ADR") or International Maritime Dangerous Goods ("IMDG") regulations

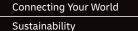
- Financial and monetary commodities examples include but are not limited to activated SIM cards for mobile phones, blank or activated credit or cash dispenser cards, blank checks, event tickets, lottery tickets, money or postal orders, pre-paid phone cards, tickets (blank stock), traveler's checks, vouchers/tokens, unused stamps etc. Applicable to all shipments valued in excess of €500,000
- Furs
- Jewelry and watches and with individual values in excess of €5,000. The shipment must not exceed €100,000

#### PAYING FOR YOUR SHIPMENT

You can pay for DHL Express services either with cash, a credit card or by bank transfer. You can open an account with DHL Express to pay via bank transfer; and all account customers receive invoices on a pre-agreed basis. For more details, please get in touch with a Customer Service Advisor at your local DHL Express office or go to <a href="maydhl.express.dhl/hk/en/forms/">mydhl.express.dhl/hk/en/forms/</a> open-account.html.



# **DIGITALIZATION**



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Digitalization is one of the most important trends impacting logistics, and it is one of the key pillars of DHL Group's Strategy 2025. Through digitalization we bring benefits for our customers, our operations and our own people.

We invest continually in market-leading technologies to help our customers to manage and monitor shipments, create shipping labels, get quotes, schedule courier pickups, connect with us and more. Digitalizing our operations provides more transparency, allowing us to better anticipate and meet our customers' needs.

#### **MYDHL+**



MyDHL+ re-imagines the way the shipping business does business, by combining the tools and services our customers use most. With its mobile friendly and intuitive interface, customers can now import, export, schedule a pickup, track shipments and pay bills more quickly than ever - all in one visit, with one password and zero headaches. MyDHL+ makes it incredibly easy to navigate the complexities mydhl.express.dhl of international shipping.

#### **MY GLOBAL TRADE SERVICES**



My Global Trade Services (MyGTS) is your trusted advisor for cross-border trade – taking the complexity out of customs. If you are wondering what the harmonized shipping (HS) codes are for your goods, what the estimated total cost of your shipment will be, what can help get your goods cleared, and what documentation may be required, find the answers to these questions and more on our online MyGTS portal.

And the benefits for you? You can support clearing customs more quickly and more accurately, help avoid delays and unexpected customs or tax costs, and pre-plan your shipment journeys so that you understand potential prohibitions and restrictions.

dhl.com/express/mygts



#### ON DEMAND DELIVERY

DHL's On Demand Delivery tool keeps receivers informed of shipment progress, allowing them to reschedule, reroute, release or conveniently collect from a DHL Service Point. It is an innovative, easy-to-use, mobile-friendly service, especially for residential deliveries.



ondemand.dhl.com

Designed to enhance the online shopper's experience, the service is available globally, meaning consistent service standards and a harmonized user experience.



delivery





Signature release/ leave your signature

Alternative







Collect from Service Point

Vacation hold

Leave with neighbor

#### **DHL EXPRESS COMMERCE**

Take your website international with DHL Express Commerce. Offer your customers all the benefits of DHL Express at your checkout in real-time. Import, manage and ship their orders quickly and efficiently with no complicated development. Add the power of DHL Express to your e-commerce business quickly and easily, giving you the competitive edge. DHL Express Commerce integrates with the biggest e-commerce platforms, including: Magento, Shopify, WooCommerce, Amazon and eBay.

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#### **DHL EXPRESS MOBILE APP**

The DHL Express Mobile app lets you track your shipments and manage



your deliveries all in one place. You can locate the nearest DHL Service Point for parcel drop off or collection, and quickly check shipping rates too right on your smartphone. Advanced GPS location services and camera barcode scanning are also available. Download DHL Express Mobile today, on Android or iOS.







#### **DIGITAL ASSISTANT**

Our Digital Assistant is a live chat helpdesk that offers a 24/7 service across multiple online channels and platforms, and in 41 languages, including Chinese. It tracks your shipments, answers queries and directs you to FAQs.



Chat with us now!



#### **ROBOTICS**

Driven by rapid technological advancements and increasing supply chain complexity, robotics solutions are entering the logistics environment, boosting productivity and driving zerodefect processes.

Robots are adopting more roles at DHL Express, assisting workers with the most repetitive and labor-intensive tasks and freeing them up to do higher-order, customer-facing activities. Examples include the use of articulated robotic arms for sorting inbound packages to last-mile delivery routes. We have four such robots in use globally, with this number set to double soon.

Our robots help get couriers out on the road faster – which means your parcels get delivered faster.

#### **DIGITAL TRUST**

Logistics requires transferring data and content around the world and we embrace a responsibility to do this securely. Our standards led by our Binding Corporate Rules and by our Data Privacy Policy apply throughout the DHL Group and are approved by the Supervisory Authorities. We maintain a comprehensive Information Security and Data Protection approach based on ISO/IEC 27001:2013 and GDPR, to ensure a high standard when managing customer information assets and personal data. We aim to provide a rapid response to any security incident via our 24x7 Cyber Defence Centre (CDC) with global coverage and our global DPO community.

DHL Group acts as controller in respect of any personal data it receives from customers and holds to effectively provide transportation services and in regard to the delivery of any shipments or documents that it processes to perform its contractual obligations. DHL Group will act as a data controller when an individual is executing their rights under privacy legislations.

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### **CALCULATE THE PRICE OF YOUR SHIPMENT**

Determine which zone your destination is in and whether yours is a document or non-document shipment.



Is your shipment international or domestic and how quickly do you want it to arrive?



Based on weight, zone and speed, confirm your base price for exports and imports.



Add any optional services and check if any surcharges apply.

Base price + Optional services + Surcharges = Total price

#### **OPTIONAL SERVICES**

View explanation

Optional services	Charging method	Charge
GoGreen Plus	Per shipment	Minimum of HK\$ 1.6 per kg
Dedicated Pickup	Per shipment	HK\$ 7 per kg with minimum of HK\$ 350
Dedicated Delivery	Per shipment	HK\$ 7 per kg with minimum of HK\$ 350
Saturday Pickup	Per shipment	HK\$ 350
Saturday Delivery	Per shipment	HK\$ 350
Shipment Insurance	By shipment value	HK\$ 70 or 2.1% of stated shipment value if higher
Extended Liability	Per shipment	HK\$ 70
Shipment Preparation	Per shipment	HK\$ 220
Packaging Supplies		
Plastic Flyer Stack	Per stack	HK\$ 160 per stack (100 flyers)
Bulk Packaging	Per stack	Variable
Duty Billing Services		
Duty Tax Paid	% of fiscal charges	2% of fiscal charges with minimum of HK\$ 150
Duty Tax Processing: Account Customers	% of fiscal charges	2% of fiscal charges with minimum of HK\$ 105
Duty Tax Processing: Non-Account Customers	% of fiscal charges	2% of fiscal charges with minimum of HK\$ 105
Verbal Notification	Per shipment	HK\$ 45
Hold for Collection	No charge	No charge
Verified Delivery	Per shipment	HK\$ 40
Residential Address	Per shipment	HK\$ 40
Direct Signature	Per shipment	HK\$ 45
Adult Signature	Per shipment	HK\$ 40
No Signature Required	No charge	No charge
Printed Invoice	Per invoice	HK\$ 30
Change of Billing	Per invoice	HK\$ 105
Neutral Delivery	Per shipment	HK\$ 45

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#### **SURCHARGES**

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Surcharges	Charging method	Charge
Fuel Surcharge	Per shipment	Percentage of transportation and additional charges, as per index; details <u>here</u>
Remote Area Delivery	Per shipment	HK\$ 5 per kg HK\$ 250 minimum per shipment
Remote Area Pickup	Per shipment	HK\$ 5 per kg HK\$ 250 minimum per shipment
Additional Handling		
Overweight Piece	Per piece	HK\$ 900
Oversize Piece	Per piece	HK\$ 500
Non-Stackable Pallet	Per piece	HK\$ 2,350
Demand Surcharge	Variable by lane and weight	Variable by lane and weight
Emergency Situation	Variable by lane and weight	Variable by lane and weight
Dangerous Goods		
Excepted Quantities	Per shipment	HK\$ 50
Dry Ice (UN1845)	Per shipment	HK\$ 100
Lithium Batteries <b>with</b> equipment Lithium Ion PI966, Section II Lithium Metal PI969, Section II Lithium Batteries <b>in</b> equipment	No charge No charge No charge	No charge No charge No charge
Full Dangerous Goods	Per shipment	HK\$ 1,000
Consumer Goods ID8000	Per shipment	HK\$ 220
Limited Quantities	Per shipment	HK\$ 220
Address Correction	Per shipment	HK\$ 100
Data Entry	Per shipment	HK\$ 80
Security Charges		
Elevated Risk	Per shipment	HK\$ 260
Restricted Destination	Per shipment	HK\$ 350

 $For a full \ list of surcharges, please \ visit our \ website \ at \ \underline{mydhl.express.dhl/hk/en/ship/surcharges.html}.$ 



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#### **CUSTOMS SERVICES**

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Customs services	Charging method	Charge
Non-Routine Entry	Per shipment	HK\$ 400
Clearance Processing	Per shipment	HK\$ 85
Permits and Licenses	Per shipment	HK\$ 400 plus cost of certificate
Bonded Storage	Per shipment, per day after three calendar days	HK\$ 100 per shipment and HK\$ 2 per kg (both per day after three calendar days)
Multiline Entry	Rate per line, after five lines	HK\$ 45
Release to Broker	Per shipment	HK\$ 400
Broker Notification	Per shipment	HK\$ 100
Bonded Transit	Per shipment	HK\$ 400
Export Declaration	Per shipment	HK\$ 45

 $For a full \ list of \ customs \ services \ please \ visit \ our \ website \ at \ \underline{mydhl.express.dhl/hk/en/ship/customs-services.html}.$ 



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Country/Territory	Zone	DHL Express Worldwide	DHL Express 12:00	DHL Express 10:30	DHL Express 9:00	DHL Express Worldwide Imports	DHL Express 12:00 Imports
Albania	10	✓				✓	✓
lgeria	10	✓				✓	doc
merican Samoa	10	✓				✓	
ındorra	8	✓				✓	
ingola	10	✓	✓			✓	<b>√</b>
inguilla	10	✓				✓	
ntigua	10	✓				✓	
rgentina	10	<u> </u>	<b>√</b>			✓	
rmenia	10	<i>√</i>				· ✓	<b>√</b>
ruba	10					· ✓	•
Australia	5	· ·			<b>√</b>	· ✓	<b>√</b>
Austria	8	<b>→</b>	✓		<b>√</b>	<b>√</b>	
Azerbaijan	10	<b>√</b>	V		<b>V</b>	<b>√</b>	
Bahamas	10					<b>√</b>	- ✓
		<b>√</b>					
Bahrain	10	<b>√</b>	✓			✓	doc
Bangladesh	9	<b>√</b>				✓	✓
Barbados	10	<b>√</b>				<b>√</b>	
Belarus	10	✓				✓	✓
Belgium	8	✓	✓		✓	✓	✓
Belize	10	✓				✓	
Benin	10	✓				✓	doc
Bermuda	10	✓				✓	
Bhutan	9	✓				✓	
Bolivia	10	✓				✓	
Bonaire	10	✓				✓	
Bosnia and Herzegovina	10	✓				✓	<b>√</b>
Botswana	10	<u>√</u>				<b>√</b>	
Brazil	10	<u>,</u> ✓	<b>√</b>			·	
Brunei	3	<b>→</b>	•			<b>√</b>	
Bulgaria	8	<b>→</b>	<b>√</b>			<b>√</b>	<b>✓</b>
Burkina Faso	10	<b>√</b>	doc			<b>√</b>	doc
Burundi	10	<u> </u>	uoc			<b>√</b>	uoc
			4				
Cambodia	3	<b>√</b>	doc			✓	doc
Cameroon	10	<b>√</b>	<b>√</b>			✓	<u>√</u>
Canada	7	✓	✓			✓	doc
Canary Islands, The	10	✓				✓	
Cape Verde	10	✓				✓	
Cayman Islands	10	✓				✓	
Central African Republic	10	✓				✓	
Chad	10	✓				✓	
Chile	10	✓	✓			✓	doc
China, People's Republic							
Guangdong Province	1	✓	doc			✓	✓
Other Provinces	2	<u>·</u>	doc			· ✓	· ·
Colombia	10	<i>√</i>	√ ·		✓	· ✓	•
Comoros	10	· /	· ·		· ·	· /	
Congo	10	<b>→</b>				✓	
Congo, Democratic Rep. of	10	<u> </u>	doc			<b>√</b>	doc
Cook Islands	10	<b>→</b>	uoc			<b>√</b>	doc
Costa Rica							
	10	<b>√</b>	-			<b>√</b>	
ote d'Ivoire	10	<b>√</b>	doc			✓	<b>✓</b>
Croatia	8	<b>√</b>				✓	✓
Cuba	10	✓				✓	
Curacao	10	✓				✓	
Cyprus	8	✓	doc			✓	doc
Ezech Republic, The	8	✓	✓		✓	✓	✓
Denmark	8	✓	✓		✓	✓	✓
jibouti	10	✓				✓	
) Dominica	10	✓				✓	
ommuca							

doc = document contents only 
✓ = document and non-document contents

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For transit times and the availability of DHL Express 12:00, DHL Express 10:30 and DHL Express 9:00 for your origin and destination address, please  $refer to the DHL\ Capability\ Tool\ at\ \underline{dct.dhl.com}.\ Pieces\ with\ a\ single\ base\ length\ up\ to\ 300cm\ are\ accepted.\ Additional\ surcharges\ may\ apply.$ 

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Ecuador	10	✓	doc			✓	
gypt	10	✓	doc			✓	✓
El Salvador	10	✓				✓	
Eritrea	10	✓				✓	
Estonia	8	✓	✓			✓	✓
Eswatini	10	✓				✓	doc
Ethiopia	10	✓				✓	
Falkland Islands	10	✓				✓	
aroe Islands	10	✓				✓	
=iji	9	✓				✓	
Finland	8	✓	✓			✓	✓
France	8	✓	✓		✓	✓	✓
French Guiana	10	✓				✓	
Gabon	10	✓	doc			✓	doc
Gambia	10	✓				✓	
Georgia	10	✓				✓	✓
Germany	8	<b>√</b>	<b>√</b>		✓	✓	<b>√</b>
Ghana Ghana	10	· ·	doc			· ✓	
Gibraltar	8	· ·	✓			· ✓	
Greece	8	· ·	· ·			· ✓	doc
Greenland	10	· ·	·			· ·	
Grenada	10	<b>√</b>				✓	
Guadeloupe	10	· ·				· ✓	
Guam	10	· ·				✓	
Guatemala	10	<b>→</b>	doc			<b>√</b>	
Guernsey	8	<b>√</b>				<b>√</b>	<b>√</b>
Guinea Republic	10	<b>√</b>	<b>V</b>			<b>√</b>	doc
Guinea-Bissau	10	<b>√</b>				<b>√</b>	uoc
Guinea-Equatorial	10	<b>√</b>				<b>√</b>	
Guyana (British)	10	<u> </u>				<b>→</b>	
Haiti	10	<b>√</b>				<b>√</b>	
Honduras	10	<u> </u>					
	8					<b>√</b>	
Hungary	10	<u>√</u>	<b>✓</b>			<b>√</b>	<b>√</b>
celand						<b>√</b>	
India	8	<b>✓</b>	doc			<b>√</b>	<b>✓</b>
ndonesia	3	<b>✓</b>				✓	✓
ran, Islamic Rep. of	10	<b>√</b>				<b>√</b>	
raq	10	<b>√</b>				✓	
reland, Rep. of	8	<b>✓</b>	✓		✓	<b>✓</b>	<b>✓</b>
srael	9	✓				✓	✓
taly	8	<b>√</b>			✓	<b>✓</b>	✓
Jamaica	10	<b>√</b>				<b>√</b>	
Japan	4	✓	<b>√</b>			✓	<b>✓</b>
Jersey	8	✓	<b>√</b>			✓	✓
Jordan	10	✓	doc			✓	<b>√</b>
Kazakhstan	10	✓	✓			✓	doc
Kenya	10	✓	✓			✓	✓
Kiribati	10	✓				✓	
Korea, D.P.R. of (North)	10	✓				✓	
Korea, Rep. of (South)	2	✓	✓			✓	✓
Kosovo	10	✓				✓	✓
Kuwait	10	✓	✓			✓	doc
(yrgyzstan	10	✓				✓	✓
_ao P.D.R.	3	✓				✓	✓
_atvia	8	✓				✓	✓
_ebanon	10	✓	✓			✓	doc
_esotho	10	✓				✓	doc
iberia	10	✓				✓	
_ibya	10	<u>√</u>				✓	
•	8	· ·	✓			✓	✓

doc = document contents only 
✓ = document and non-document contents

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Lithuania	8	✓	doc			✓	✓
_uxembourg	8	✓	✓		✓	✓	✓
Macau SAR China	1	✓	doc			✓	doc
Madagascar	10	✓	✓			✓	
Malawi	10	✓				✓	
Malaysia	3	✓	<b>√</b>			✓	✓
Maldives	9	✓				✓	
Mali	10	· ·				✓	<b>√</b>
Malta	8	· ·	doc			· ✓	doc
Marshall Islands	10	· ·				· ✓	400
Martinique	10	<b>→</b>				<b>,</b> ✓	
Mauritania	10	<b>→</b>				<b>√</b>	
Mauritius	10	<b>√</b>				<b>√</b>	<b>√</b>
	10	<u> </u>				<b>→</b>	<b>√</b>
Mayotte	7						
Mexico		<b>✓</b>				✓	
Micronesia, Fed. States of	9	<b>√</b>				<b>√</b>	
Moldova, Rep. of	10	<b>√</b>				<b>√</b>	<u>√</u>
Monaco	8	✓	✓			✓	✓
Mongolia	9	✓				✓	
Montenegro, Rep. of	10	✓				✓	✓
Montserrat	10	✓				✓	
Morocco	10	✓				✓	doc
Mozambique	10	✓	doc			✓	doc
Myanmar	3	✓				✓	doc
Namibia	10	✓	doc			✓	doc
Nauru, Rep. of	10	✓				✓	
Nepal	9	<b>√</b>				✓	doc
Netherlands, The	8	<b>√</b>	<b>✓</b>		<b>√</b>	✓	<b>√</b>
Nevis	10	· ·				· ✓	· · · · · · · · · · · · · · · · · · ·
New Caledonia	10	· ·				· ·	
New Zealand	5	<b>√</b>	✓			<b>√</b>	✓
	10	<u> </u>	· · · · · · · · · · · · · · · · · · ·			<b>→</b>	<b>v</b>
Nicaragua							
Niger 	10	<b>✓</b>				✓	
Nigeria	10	✓				✓	✓
Niue	10	✓				✓	
North Macedonia	10	✓				✓	✓
Northern Mariana Islands	10	✓				✓	
Norway	8	✓	✓			✓	✓
Oman	10	✓	✓			✓	doc
Pakistan	9	✓	doc			✓	✓
Palau	10	✓				✓	
Panama	10	✓				✓	
Papua New Guinea	9	✓				✓	
Paraguay	10	<b>√</b>	<b>✓</b>			✓	
Peru	10	· ·	doc			· ✓	
Philippines, The	3	· ·	√ ·		<b>√</b>	· /	<b>✓</b>
Poland	8	<b>√</b>	<b>→</b>		doc	<b>√</b>	<b>√</b>
	8	<b>√</b>	<b>√</b>			<b>∨</b>	
Portugal Puorto Rico			· · · · · · · · · · · · · · · · · · ·		<b>V</b>		ν
Puerto Rico	10	<b>√</b>	al			<b>√</b>	ـ ـ ـ ام
Qatar	10	<b>√</b>	doc			<b>√</b>	doc
Reunion, Island of	10	<b>✓</b>				✓	
Romania	8	✓	✓			✓	doc
Russian Federation, The	10	✓				✓	doc
Rwanda	10	✓				✓	
Samoa	10	✓				✓	
an Marino	8	✓	doc			✓	✓
Sao Tome & Principe	10	✓				✓	
Saudi Arabia	10	✓	✓			✓	doc
Senegal	10	✓	✓			✓	✓
Serbia, Rep. of	10	✓				✓	✓

doc = document contents only ✓ = document and non-document contents

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For transit times and the availability of DHL Express 12:00, DHL Express 10:30 and DHL Express 9:00 for your origin and destination address, please refer to the DHL Capability Tool at dct.dhl.com. Pieces with a single base length up to 300cm are accepted. Additional surcharges may apply.

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#### **♦ SERVICE CAPABILITY AND RATING ZONES**

Country/Territory	Zone	DHL Express Worldwide	DHL Express 12:00	DHL Express 10:30	DHL Express 9:00	DHL Express Worldwide Imports	DHL Express 12:00 Imports
Seychelles	10	✓				✓	
Sierra Leone	10	✓				✓	doc
Singapore	3	✓	✓		✓	✓	✓
Slovakia	8	✓	✓		✓	✓	✓
Slovenia	8	✓	✓		doc	✓	✓
Solomon Islands	10	✓				✓	
Somalia	10	✓				✓	
Somaliland, Rep. (N. Somalia)	10	✓				✓	
South Africa	10	✓	✓		✓	✓	✓
South Sudan	10	<b>√</b>				✓	
Spain	8	✓	✓		doc	✓	✓
Sri Lanka	9	<b>√</b>	<b>√</b>			✓	✓
St. Barthelemy	10	<b>√</b>				✓	<u> </u>
St. Eustatius	10	· ·				· ·	
St. Helena	10	· ·				<b>√</b>	
St. Kitts	10	<b>→</b>				<b>→</b>	
St. Lucia	10	<b>√</b>				<b>√</b>	
St. Maarten	10	<b>√</b>				<b>√</b>	
St. Vincent	10	<b>√</b>				<b>√</b>	
Sudan	10	<b>√</b>				<b>→</b>	doc
Suriname	10	✓ ✓				<b>→</b>	uoc
Sweden	8	<b>√</b>	<b>√</b>		<b>√</b>	✓	<b>√</b>
Switzerland	8	<b>√</b>	✓		✓	✓	✓
Syria	10	<b>✓</b>				✓	
Tahiti	10	<b>√</b>				✓	
Taiwan, China	2	<b>√</b>	✓		✓	✓	✓
Tajikistan - ·	10	<b>✓</b>				✓	
Tanzania	10	<b>√</b>				✓	doc
Thailand	3	✓	✓		✓	✓	✓
Timor-Leste	9	✓				✓	
Togo	10	✓				✓	
Tonga	10	✓				✓	
Trinidad and Tobago	10	✓				✓	
Tunisia	10	✓				✓	
Türkiye	9	✓	✓			✓	✓
Turkmenistan	10	✓				✓	✓
Turks and Caicos Islands	10	✓				✓	
Tuvalu	10	✓				✓	
Uganda	10	✓	doc			✓	doc
Ukraine	10	✓				✓	doc
United Arab Emirates	9	✓				✓	✓
Jnited Kingdom	8	✓	✓		✓	✓	✓
United States of America							
Western Region	6	✓		✓		✓	
Rest of Country	7	✓		✓		✓	doc
Jruguay	10	✓				✓	
Jzbekistan	10	✓				✓	✓
/anuatu	10	✓				✓	
/atican City	8	✓	✓			✓	✓
/enezuela	10	✓				✓	
Vietnam	3	· ·	doc			· ✓	✓
/irgin Islands (British)	10	· ·				, ✓	•
/irgin Islands (US)	10	<b>√</b>				<b>√</b>	
Yemen, Rep. of	10	<b>√</b>				<b>√</b>	<b>√</b>
Zambia	10	<b>√</b>	✓			<b>√</b>	doc
-uu		<b>√</b>	· ·			<b>√</b>	uoc

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√ = document and non-document contents

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#### **DHL EXPRESS WORLDWIDE**

Weight in kg	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
Documents only	up to 2kg									
0.5	214	229	232	360	400	413	422	469	627	944
1	245	279	284	446	489	500	511	560	737	1,188
1.5	276	329	336	532	578	587	600	651	847	1,432
2	307	379	388	618	667	674	689	742	957	1,676
Documents from	2.5kg and nor	-documents	from 0.5kg					-		
0.5	325	364	373	470	525	576	592	787	855	1,303
1	355	410	423	549	606	645	663	873	968	1,573
1.5	385	456	473	628	687	714	734	959	1,081	1,843
2	415	502	523	707	768	783	805	1,045	1,194	2,113
2.5	445	548	573	786	849	853	876	1,131	1,307	2,383
3	500	627	654	884	962	973	997	1,277	1,469	2,877
3.5	555	706	735	982	1,075	1,093	1,118	1,423	1,631	3,371
4	610	785	816	1,080	1,188	1,213	1,239	1,569	1,793	3,865
4.5	665	864	897	1,178	1,301	1,333	1,360	1,715	1,955	4,359
5	720	943	978	1,276	1,414	1,453	1,481	1,861	2,117	4,853
5.5	772	982	1,021	1,363	1,503	1,540	1,567	1,954	2,218	5,072
6	824	1,021	1,064	1,450	1,592	1,627	1,653	2,047	2,319	5,291
6.5	876	1,060	1,107	1,537	1,681	1,714	1,739	2,140	2,420	5,510
7	928	1,099	1,150	1,624	1,770	1,801	1,825	2,233	2,521	5,729
7.5	980	1,138	1,193	1,711	1,859	1,888	1,911	2,326	2,622	5,948
8	1,032	1,177	1,236	1,798	1,948	1,975	1,997	2,419	2,723	6,167
8.5	1,084	1,216	1,279	1,885	2,037	2,062	2,083	2,512	2,824	6,386
9	1,136	1,255	1,322	1,972	2,126	2,149	2,169	2,605	2,925	6,605
9.5	1,188	1,294	1,365	2,059	2,215	2,236	2,255	2,698	3,026	6,824
10	1,240	1,333	1,408	2,146	2,304	2,323	2,341	2,791	3,127	7,043
10.5	1,270	1,374	1,449	2,211	2,373	2,392	2,410	2,863	3,200	7,233
11	1,300	1,415	1,490	2,276	2,442	2,461	2,479	2,935	3,273	7,423
11.5	1,330	1,456	1,531	2,341	2,511	2,530	2,548	3,007	3,346	7,613
12	1,360	1,497	1,572	2,406	2,580	2,599	2,617	3,079	3,419	7,803
12.5	1,390	1,538	1,613	2,471	2,649	2,668	2,686	3,151	3,492	7,993
13	1,420	1,579	1,654	2,536	2,718	2,737	2,755	3,223	3,565	8,183
13.5	1,450	1,620	1,695	2,601	2,787	2,806	2,824	3,295	3,638	8,373
14	1,480	1,661	1,736	2,666	2,856	2,875	2,893	3,367	3,711	8,563
14.5	1,510	1,702	1,777	2,731	2,925	2,944	2,962	3,439	3,784	8,753
15	1,540	1,743	1,818	2,796	2,994	3,013	3,031	3,511	3,857	8,943
15.5	1,570	1,784	1,859	2,861	3,063	3,082	3,100	3,583	3,930	9,133
16	1,600	1,825	1,900	2,926	3,132	3,151	3,169	3,655	4,003	9,323
16.5	1,630	1,866	1,941	2,991	3,201	3,220	3,238	3,727	4,076	9,513
17	1,660	1,907	1,982	3,056	3,270	3,289	3,307	3,799	4,149	9,703
17.5	1,690	1,948	2,023	3,121	3,339	3,358	3,376	3,871	4,222	9,893
18	1,720	1,989	2,064	3,186	3,408	3,427	3,445	3,943	4,295	10,083

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#### DHL EXPRESS WORLDWIDE

Weight in kg	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
18.5	1,750	2,030	2,105	3,251	3,477	3,496	3,514	4,015	4,368	10,273
19	1,780	2,071	2,146	3,316	3,546	3,565	3,583	4,087	4,441	10,463
19.5	1,810	2,112	2,187	3,381	3,615	3,634	3,652	4,159	4,514	10,653
20	1,840	2,153	2,228	3,446	3,684	3,703	3,721	4,231	4,587	10,843
20.5	1,871	2,203	2,275	3,532	3,774	3,793	3,811	4,326	4,700	11,126
21	1,902	2,253	2,322	3,618	3,864	3,883	3,901	4,421	4,813	11,409
21.5	1,933	2,303	2,369	3,704	3,954	3,973	3,991	4,516	4,926	11,692
22	1,964	2,353	2,416	3,790	4,044	4,063	4,081	4,611	5,039	11,975
22.5	1,995	2,403	2,463	3,876	4,134	4,153	4,171	4,706	5,152	12,258
23	2,026	2,453	2,510	3,962	4,224	4,243	4,261	4,801	5,265	12,541
23.5	2,057	2,503	2,557	4,048	4,314	4,333	4,351	4,896	5,378	12,824
24	2,088	2,553	2,604	4,134	4,404	4,423	4,441	4,991	5,491	13,107
24.5	2,119	2,603	2,651	4,220	4,494	4,513	4,531	5,086	5,604	13,390
25	2,150	2,653	2,698	4,306	4,584	4,603	4,621	5,181	5,717	13,673
25.5	2,181	2,703	2,745	4,392	4,674	4,693	4,711	5,276	5,830	13,956
26	2,212	2,753	2,792	4,478	4,764	4,783	4,801	5,371	5,943	14,239
26.5	2,243	2,803	2,839	4,564	4,854	4,873	4,891	5,466	6,056	14,522
27	2,274	2,853	2,886	4,650	4,944	4,963	4,981	5,561	6,169	14,805
27.5	2,305	2,903	2,933	4,736	5,034	5,053	5,071	5,656	6,282	15,088
28	2,336	2,953	2,980	4,822	5,124	5,143	5,161	5,751	6,395	15,371
28.5	2,367	3,003	3,027	4,908	5,214	5,233	5,251	5,846	6,508	15,654
29	2,398	3,053	3,074	4,994	5,304	5,323	5,341	5,941	6,621	15,937
29.5	2,429	3,103	3,121	5,080	5,394	5,413	5,431	6,036	6,734	16,220
30	2,460	3,153	3,168	5,166	5,484	5,503	5,521	6,131	6,847	16,503
Multiplier rate per 1kg from 30.1kg										
30.1 - 70.0	75	97	98	156	169	171	172	187	211	501
70.1 - 300.0	81	97	98	156	172	173	175	187	215	502
300.1 - 3,000*	90	103	105	169	185	186	187	205	231	532

DHL Express 12:00 - Guaranteed delivery before 12:00 on the next possible working day to over 85 countries and territories worldwide. Add HK\$ 50 to the DHL Express Worldwide prices.

DHL Express 10:30 - Guaranteed delivery before 10:30 on the next possible working day to the USA. Add HK\$ 100 to the DHL Express Worldwide prices.

DHL Express 9:00 - Guaranteed delivery before 9:00 on the next possible working day to over 25 countries and territories worldwide. Add HK\$ 300 to the DHL Express Worldwide prices.

Rates are rounded up to the nearest 0.5kg for shipments up to 30kg, and to the nearest 1kg thereafter. Each piece weight is rounded up to the nearest 0.5kg.

Rates are in Hong Kong Dollars and exclude customs duties, taxes, clearance-related charges, VAT and all surcharges. Terms and conditions apply - see mydhl.express.dhl/hk/en/legal.html for details.

\*DHL Express does not accept shipments exceeding 3,000kg, or containing pieces exceeding 1,000kg or 300cm in length, and/or not meeting DHL standards for packing. Refer to our Packing Guide on mydhl.express.dhl/hk/en/help-and-support/shipping-advice/packing-with-care.html. These network restrictions are subject to change with 30 days' notice.

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Weight in kg	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
Documents only (	up to 2kg									
0.5	257	277	280	433	477	495	506	560	753	1,133
1	294	334	341	534	580	597	609	670	883	1,427
1.5	331	391	402	635	683	699	712	780	1,013	1,721
2	368	448	463	736	786	801	815	890	1,143	2,015
Documents from	2.5kg and non	-documents	from 0.5kg							
0.5	391	437	447	565	628	692	707	943	1,028	1,566
1	426	493	504	659	723	776	793	1,044	1,160	1,889
1.5	461	549	561	753	818	860	879	1,145	1,292	2,212
2	496	605	618	847	913	944	965	1,246	1,424	2,535
2.5	531	661	675	941	1,008	1,028	1,051	1,347	1,556	2,858
3	595	755	770	1,060	1,140	1,172	1,198	1,520	1,749	3,453
3.5	659	849	865	1,179	1,272	1,316	1,345	1,693	1,942	4,048
4	723	943	960	1,298	1,404	1,460	1,492	1,866	2,135	4,643
4.5	787	1,037	1,055	1,417	1,536	1,604	1,639	2,039	2,328	5,238
5	851	1,131	1,150	1,536	1,668	1,748	1,786	2,212	2,521	5,833
5.5	912	1,181	1,203	1,638	1,771	1,845	1,887	2,325	2,643	6,096
6	973	1,231	1,256	1,740	1,874	1,942	1,988	2,438	2,765	6,359
6.5	1,034	1,281	1,309	1,842	1,977	2,039	2,089	2,551	2,887	6,622
7	1,095	1,331	1,362	1,944	2,080	2,136	2,190	2,664	3,009	6,885
7.5	1,156	1,381	1,415	2,046	2,183	2,233	2,291	2,777	3,131	7,148
8	1,217	1,431	1,468	2,148	2,286	2,330	2,392	2,890	3,253	7,411
8.5	1,278	1,481	1,521	2,250	2,389	2,427	2,493	3,003	3,375	7,674
9	1,339	1,531	1,574	2,352	2,492	2,524	2,594	3,116	3,497	7,937
9.5	1,400	1,581	1,627	2,454	2,595	2,621	2,695	3,229	3,619	8,200
10	1,461	1,631	1,680	2,556	2,698	2,718	2,796	3,342	3,741	8,463
10.5	1,496	1,682	1,731	2,637	2,782	2,802	2,880	3,429	3,831	8,692
11	1,531	1,733	1,782	2,718	2,866	2,886	2,964	3,516	3,921	8,921
11.5	1,566	1,784	1,833	2,799	2,950	2,970	3,048	3,603	4,011	9,150
12	1,601	1,835	1,884	2,880	3,034	3,054	3,132	3,690	4,101	9,379
12.5	1,636	1,886	1,935	2,961	3,118	3,138	3,216	3,777	4,191	9,608
13	1,671	1,937	1,986	3,042	3,202	3,222	3,300	3,864	4,281	9,837
13.5	1,706	1,988	2,037	3,123	3,286	3,306	3,384	3,951	4,371	10,066
14	1,741	2,039	2,088	3,204	3,370	3,390	3,468	4,038	4,461	10,295
14.5	1,776	2,090	2,139	3,285	3,454	3,474	3,552	4,125	4,551	10,524
15	1,811	2,141	2,190	3,366	3,538	3,558	3,636	4,212	4,641	10,753
15.5	1,846	2,192	2,241	3,447	3,622	3,642	3,720	4,299	4,731	10,982
16	1,881	2,243	2,292	3,528	3,706	3,726	3,804	4,386	4,821	11,211
16.5	1,916	2,294	2,343	3,609	3,790	3,810	3,888	4,473	4,911	11,440
17	1,951	2,345	2,394	3,690	3,874	3,894	3,972	4,560	5,001	11,669
17.5	1,986	2,396	2,445	3,771	3,958	3,978	4,056	4,647	5,091	11,898
18	2,021	2,447	2,496	3,852	4,042	4,062	4,140	4,734	5,181	12,127

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#### DHL EXPRESS WORLDWIDE IMPORT

Weight in kg	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9	Zone 10
18.5	2,056	2,498	2,547	3,933	4,126	4,146	4,224	4,821	5,271	12,356
19	2,091	2,549	2,598	4,014	4,210	4,230	4,308	4,908	5,361	12,585
19.5	2,126	2,600	2,649	4,095	4,294	4,314	4,392	4,995	5,451	12,814
20	2,161	2,651	2,700	4,176	4,378	4,398	4,476	5,082	5,541	13,043
20.5	2,198	2,708	2,755	4,277	4,486	4,506	4,581	5,197	5,673	13,384
21	2,235	2,765	2,810	4,378	4,594	4,614	4,686	5,312	5,805	13,725
21.5	2,272	2,822	2,865	4,479	4,702	4,722	4,791	5,427	5,937	14,066
22	2,309	2,879	2,920	4,580	4,810	4,830	4,896	5,542	6,069	14,407
22.5	2,346	2,936	2,975	4,681	4,918	4,938	5,001	5,657	6,201	14,748
23	2,383	2,993	3,030	4,782	5,026	5,046	5,106	5,772	6,333	15,089
23.5	2,420	3,050	3,085	4,883	5,134	5,154	5,211	5,887	6,465	15,430
24	2,457	3,107	3,140	4,984	5,242	5,262	5,316	6,002	6,597	15,771
24.5	2,494	3,164	3,195	5,085	5,350	5,370	5,421	6,117	6,729	16,112
25	2,531	3,221	3,250	5,186	5,458	5,478	5,526	6,232	6,861	16,453
25.5	2,568	3,278	3,305	5,287	5,566	5,586	5,631	6,347	6,993	16,794
26	2,605	3,335	3,360	5,388	5,674	5,694	5,736	6,462	7,125	17,135
26.5	2,642	3,392	3,415	5,489	5,782	5,802	5,841	6,577	7,257	17,476
27	2,679	3,449	3,470	5,590	5,890	5,910	5,946	6,692	7,389	17,817
27.5	2,716	3,506	3,525	5,691	5,998	6,018	6,051	6,807	7,521	18,158
28	2,753	3,563	3,580	5,792	6,106	6,126	6,156	6,922	7,653	18,499
28.5	2,790	3,620	3,635	5,893	6,214	6,234	6,261	7,037	7,785	18,840
29	2,827	3,677	3,690	5,994	6,322	6,342	6,366	7,152	7,917	19,181
29.5	2,864	3,734	3,745	6,095	6,430	6,450	6,471	7,267	8,049	19,522
30	2,901	3,791	3,800	6,196	6,538	6,558	6,576	7,382	8,181	19,863
Multiplier rate per 1kg from 30.1kg										
30.1 - 70.0	89	117	118	188	203	204	205	224	253	600
70.1 - 300.0	102	117	118	192	208	209	211	232	262	617
300.1 - 3,000*	110	126	127	207	227	228	230	251	283	659

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\*DHL Express does not accept shipments exceeding 3,000kg, or containing pieces exceeding 1,000kg or 300cm in length, and/or not meeting DHL standards for packing. Refer to our Packing Guide on <a href="maybress.dhl/hk/en/help-and-support/shipping-advice/packing-with-care.html">mydhl.express.dhl/hk/en/help-and-support/shipping-advice/packing-with-care.html</a>. These network restrictions are subject to change with 30 days' notice.

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