



**Trans Global**  
Logistics UK Limited

# CUSTOMER GUIDE

SHIPPING USED VEHICLES,  
MOTORHOMES, MOTORBIKES, AND  
YACHTS



# 1.HOW TO SHIP USED VEHICLES, MOTOR HOMES, MOTORBIKES AND YACHTS

## A GUIDE

These guidelines are to ensure you follow the requirements before shipping used vehicles, yachts, motorhomes and Motorbikes.

Please read this document thoroughly.

Any questions ? Trans Global's friendly Representative will be happy to assist and guide you within the shipping regulations and requirements.



# THE CARGO OWNER IS RESPONSIBLE FOR ENSURING THAT THE USED UNIT IS SAFE FOR SHIPMENT PRIOR TO DELIVERY AT THE LOADING PORT.

## PLEASE MAKE SURE YOU COMPLY WITH THE FOLLOWING :

- a. Cargo is to be delivered with only  $\frac{1}{4}$  of a tank of fuel. The fuel tank of a self-propelled vehicle powered by liquid fuel or LPG may not be more than  $\frac{1}{4}$  full. Electric vehicles should be charged below 70%
- b. Cargo should be clean and meet the intended destinations' clean cargo requirements.
- c. The used unit's alarm system must be disconnected
- d. No private personal property, `Personal Effects`, (see pictures diagram) are allowed inside the unit, be it driving / seating areas, trunks, or storage spaces.  
Some exceptions apply to personal effects within motorhomes and yachts. (see relevant chapter)

## NOT ACCEPTED:

- a. Vehicles and motorhomes that require electrical supply during the sea voyage
- b. Used vehicles stowed inside Cargo Transport Units (Containers, Trailers, Trucks)

**Exception** may be given if the Cargo Transport Unit have enough openings for proper ventilation of the inside atmosphere and safe lashing arrangement can be performed. If uncertain, contact your Trans Global Logistics UK representative.

Non running vehicle in sudden need to be towed will incur additional charges. If not running when first load this needs to be declared before shipment to book dedicated transport.

Used units that are classified as Alternative Fuel Vehicles (AFV), see section 2 of this document for instructions.



# CUSTOMS DOCUMENTATION AND RULES OF ENFORCEMENT

**IT IS HIGHLY RECOMMENDED THAT THE CARGO OWNER KEEP COPIES OF ALL ORIGINAL DOCUMENTS AND ANY INFORMATION THAT IS SUBMITTED AS DOCUMENTS CAN GET LOST DURING THE SUBMISSION PROCESS AND TRANS GLOBAL LOGISTICS SHALL NOT BE RESPONSIBLE FOR LOST OR MISPLACED DOCUMENTS.**

If the title is not in the same name as the Shipper / Exporter, the title must be properly signed and transferred over to the new owner on the back of the title AND must be accompanied by a Bill of Sale, which should show paid in full / or a zero-amount owed. (required only at some ports).

For vehicles which have a lien on them, it is your responsibility to assure that the appropriate authorization to ship letter is provided by the Lien holder for submission to Customs for import.

## Documents

- 📅 ↗ Notes de rencontre
- 💡 Concepts
- ✉️ Courriels
- 📏 Règles d'affaires
- 📄 Interfaces



## WRONG CUSTOMS DOCUMENTATION AND ADDITIONAL COSTS OVERVIEW

Incomplete or incorrect documents rejected by customs may cause the vehicle to not load onto the booked vessel, thus causing delay in receiving the return of the original documents and fines and penalties imposed by customs.

Trans Global logistics UK will not accept responsibility for the rejection of customs documentation for any reason. Any questions or doubts concerning this regulations, please ask our Team.

Shipping charges provided prior to the actual shipment does not include possible x-ray exams or customs inspections. If a customs inspection occurs, all charges are payable by the cargo owner / shipper and customs will not release cargo for exportation until such charges are paid.



## 2.HOW TO SHIP ALTERNATIVE FUEL VEHICLES (AFVS)

In addition to the requirements in section 1, additional guidelines apply to used AFVs.

### **THE FOLLOWING MUST BE PROVIDED AND AGREED TO BY THE SHIPPING OPERATOR,BEFORE ACCEPTANCE OF SHIPMENT:**

- a. Used electric buses and vehicles need a certification that they have not been in any form of incident (crash) and may only be transported provided that the battery shows no sign of leakage and is protected from short-circuiting.
- b. The Shipping Operator will not allow any form of charging onboard the vessel.

### **THE FOLLOWING INFORMATION IS TO BE PROVIDED TO THE OPERATOR(S) FOR ASSESSMENT:**

- i. If units are equipped with a main battery switch off system and instructions on where it is located on the unit and how to use it
- ii. If units are fully electric or hybrid
- iii. What the ground clearance is and where the high-voltage battery is located
- iv. The type of towage arrangement on the unit in the event of dead batteries at arrival in discharge Port. Non running vehicle in need to be towed will incurred in additional charges.

### 3. IMPORTANT INFORMATION TO NOTE

- a. Batteries will be disconnected if vehicles show any signs of non-factory electrical/cabling installations
- b. Vehicles with oil leakages will be refused loading until repairs have been completed
- c. Vehicles with a missing fuel tank cap will be refused loading until the opening has been properly covered
- d. Vehicles and trailers loaded with allowed loose parts shall be refused loading until the loose parts have been properly secured
- e. Vehicles without brakes shall be clearly marked in the windshield display and only loaded if safe handling method is secured (towbar to be used or loaded on a cargo carrier)
- f. Punctured and flat tires must be repaired before loading

If the above guidance is not followed and subsequent expenses are incurred, this shall be at shippers'/owner's cost



## 4.ALLOWED ITEMS IN USED UNITS DURING OCEAN FREIGHT

During ocean transportation, only standard equipment belonging to the unit is allowed inside the used unit.

The following is classified as Standard equipment:

- a. Vehicle/boat toolkit
- b. Spare tire
- c. Mounted fire extinguisher
- d. Items that can be defined as the standard equipment of a vehicle/boat when delivered from the manufacturer to the dealer are allowed
- e. Standard equipment such as stereo, speakers, and video equipment in set units must be permanently installed
- f. Standard equipment stored in the trunk and lockers must be safely secured





# 5. ITEMS NOT ALLOWED IN CARS, BOATS, MOTORHOMES DURING OCEAN FREIGHT

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## 5. ITEMS NOT ALLOWED IN CARS, BOATS, MOTORHOMES DURING OCEAN FREIGHT ( LIST )

- Personal effects such as clothing
- Flammable or hazardous substances, pyrotechnics flares (like hand flares), oils,
- paints, solvents
- Perishable goods or foodstuffs, plants, or vegetation
- Suitcases, crates, and boxes
- Pressurized cans or containers of any kind
- Motorcycles /scooters etc
- Medical supplies or equipment
- Firearms or ammunition of any kind (even deactivated weapons or spent shells)
- TVs, navigation devices, DVD's (except if installed securely)
- Weapons, ammunition, and any other contrabands
- Drugs and medicine
- Perishable goods, plants, any food, spices, etc
- Flammable and hazardous substances (like aerosol cans)
- Fuels and lubricants
- Electronic devices (printers, cameras, computers, iPad, etc)
- Cleaning supplies
- Oil containers
- Spare lithium batteries (as per the International Maritime Dangerous Goods Code)



# 6.HOW TO SHIP MOTOR HOMES

Motorhomes are classed as units with a purpose-built sleeping or kitchen areas.

## SHIPPER MUST SUPPLY A FULL LIST OF ITEMS BEING SHIPPED

### INSIDE

The inside of the unit being shipped must appear empty. All allowed items must be secured, cleaned, and packed in their respective designated areas.

Items must be available for random inspections. If any areas have been **locked, keys must be delivered** with the starting key to the unit

Units are to be kept locked while on the terminal

Units to be surveyed at Port of Load and/or Port of Discharge at shipper's/ owner's cost. As per Bill of Lading instructions, the Shipping Operator will not be liable for any items inside a used unit

The shipped content of a used motorhome must only be what is expected for use as a motorhome, i.e., not to be used for exporting goods for re-sale etc

### GAS AND ELECTRIC

Gas cylinders are not preferred and only allowed if they are securely fixed and accompanied with a valid, up-to-date gas-free certificate, which must be attached to the cylinder

### CLEAN CARGO GUIDE LINES

All items are to be clean and free of mud or debris. This includes and not limited to clothing, shoes, bed linen, and any sports and recreational equipment. All units/articles must adhere to our Clean Cargo Guidelines

# 7. WHAT CAN STAY AND NEEDS TO BE SECURED INSIDE THE MOTORHOME.

## KITCHEN

- Dishes (like plates, glasses, cups) • Cutlery
- Pots, pans, strainer
- Can opener, spatula, etc
- Tupperware containers, freezer bags • Cooker
- Kitchen roll, trash bags
- Dishpan, sponge, dish brush • Gas cylinders (securely fixed) only with accompanying recent gas free certificate

## BATHROOM EQUIPMENT

- Towels
- Hairdryer, shaver, etc
- Toothpaste, shampoo
- Hygiene products (diapers, tampons) • Toilet paper, wet wipes
- Installed kitchen appliances (like oven, microwave, dishwasher, washing machine)

## BEDROOM EQUIPMENT

- Beddings & sheets
- Pillows
- Mosquito net

## PERSONAL BELONGING

- Clothes & shoes
- Books, pens
- Card- & board games, toys
- Child seat and bicycle if it is firmly fixed • Musical instruments (like a guitar)

## SPORT EQUIPMENT

- Scuba diving equipment (NOT to include air bottle)
- Skis, snowboards, water skis, etc

## CAMPING EQUIPMENT

- Camping chairs, table
- Picnic blanket
- Grill
- Flashlight, binoculars
- Road maps, atlas
- Water hose, empty water canister • Axe for firewood
- Cable reel, extension cord • Adapters, multiple sockets • Portable toilet (clean & empty) • Tent
- Sleeping bag

## SALVAGE AND REPAIR EQUIPMENT

- Spare tires (max. 4), tire repair kit - No chemical repair kits allowed • Spare parts (only for private use) • Jacks
- Toolbox
- Shovel
- Duct tape
- Wheel chocks
- Salvage equipment (like ropes, chains, winches, belts, sand ladders) • Ladder
- Compressor-only factory fitted. • Fire extinguishers (securely fixed) • Emergency generator (adhere to ¼ max fuel in the tank)

## 9. HOW TO SHIP USED YACHTS AND BOATS.

The Shipping Operator will only accept loading boat cradles that are constructed and have sufficient strength for sea transportation. The acceptance criteria is the same as for used motorhomes.

Trailers must be label with weight and dimension limits  
For shipment without trailer full crade information /dimension/weight must be provided before quotation as these unites will move on MAFI's.



## 10. HOW TO SHIP CLASSIC CARS

We recommend that all classics (25 years plus) and vintage vehicles are shipped in containers.

IF RORO is requested we strongly recommend that all removable parts are removed prior to shipping (ie chrome wing mirrors, emblems etc) as any damages or loss will not at the owner costs.

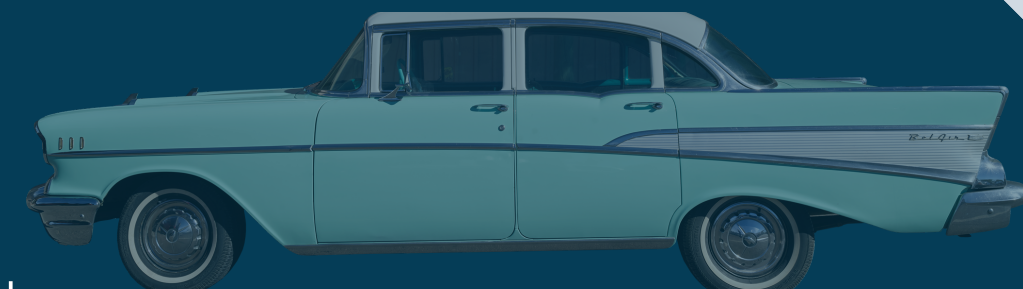
We recommend for pick up and delivery that a covered trailer is utilised

We can provide a wrapping service if required when in containers

We can provide anti humidity bags if required when shipping to/from high humidity areas

We recommend asking for interior storage prior to shipment if RORO

Ensure that for all shipments the vehicle has Marine Insurance which can be provided based on vehicle value



# Is your product clean ?

The movement of uncleaned products between regions of the world seriously risks the introduction of non-indigenous pests and disease. Ultimately is the destination countr's quarantine authorities that determine if a product is clean enough to be discrged and delivered.

# THE CUSTOMER HAS THE RESPONSABILITY TO ENSURE THAT THE PRODUCT IS CLEAN.

Trans Global Logistics UK is always here to help!

We always evaluate the condition of all products by visual inspection and ensures that all units being loaded on its vessels are clean.

If any product is considered not to match up to the regulatory guidelines of the destination country, after thorough re inspection, the following guidelines are follow:

✓ Trans Global Logistics UK will contact you to arrange a further cleaning service

✓ After the product has been washed again .and demed to be cleared for loading Trans Global Logistics UK will call you and confirm

✓ NOTES : The additional cleaning and any related costs will be at the customer expences.

All products are subject to quarantine inspections and clearance at discharge port. If the authorities in the country in which the product is being discharged, or in transit ports, determine that the product requires further cleaning, the customer will be responsible for the additional costs for those services or any potential customs fines.

# WE PLAN YOUR SHIPPING ON TIME

WE NEED YOUR PRODUCT TO BE HANDED OVER CLEANED AND EARLY ENOUGH TO ALLOW TIME FOR INSPECTION AND ADDITIONAL CLEANING ESPECIALLY DURING THE WINTER MONTHS



## Help us to Help you !

**Trans Global Logistics UK will advise you on the date that your vehicle /boat will be delivered to port.**

### 1/Food

There should be no evident traces of leftover or spilled food or drink. This includes food consumed by humans, or food carried as commercial produce.

### 2/Oil and grease

All oil (e.g. stains or leakage), grease, soot etc. must be removed from inside and outside the product.

### 3/ Animal material

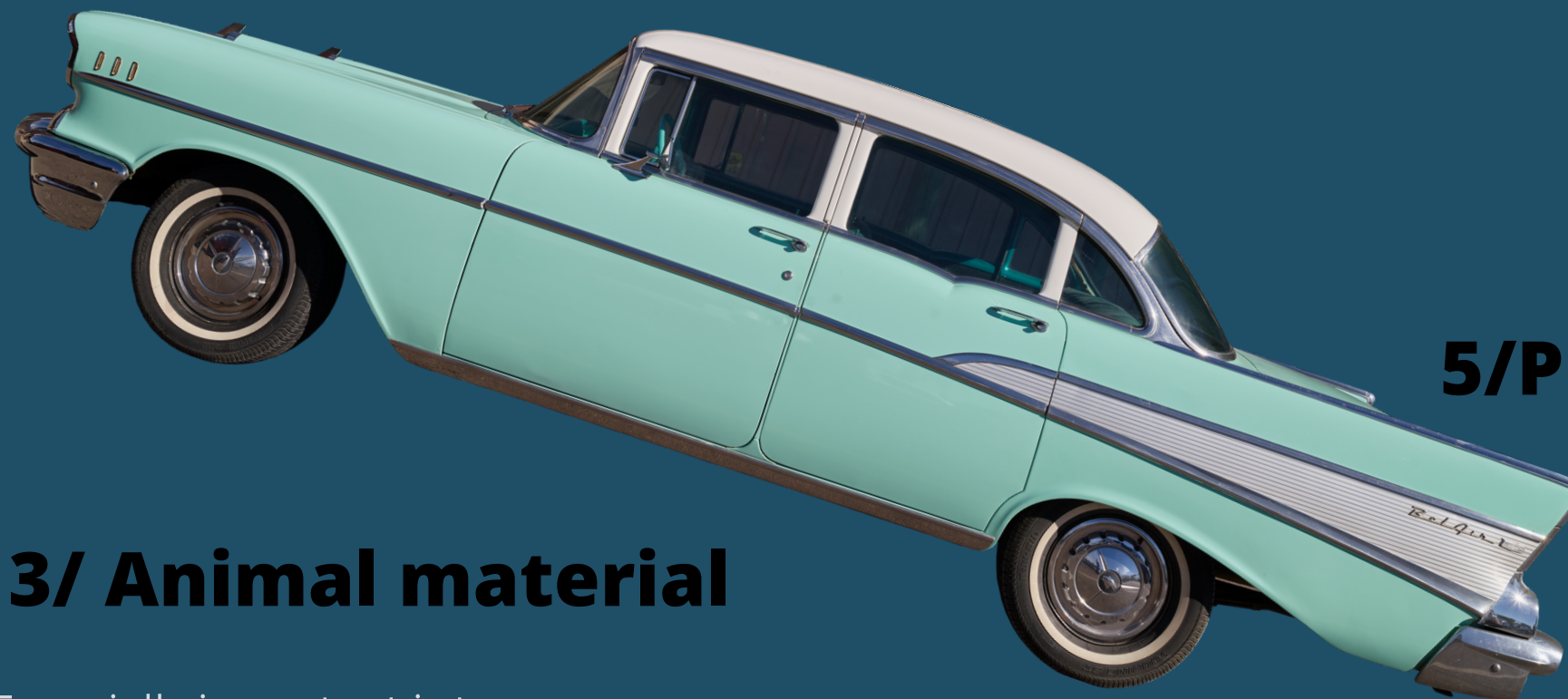
Especially important is to ensure the removal of all animal and insect life, dead or alive, including traces of any feces.

### 4/Dirt

Road travel can throw up dirt. All traces of this, even from dirty water, must be washed and removed, paying special attention to the underside of the product

### 5/Plant Material

Plant material such as twigs, leaves, bark, roots, grass or straw must be removed from inside and outside of the product.







## GET IN TOUCH

### MAILING ADDRESS

Field Road  
Mildenhall  
Suffolk  
IP28 7AL  
UK

### EMAIL ADDRESS

[enquiries@tglog.co.uk](mailto:enquiries@tglog.co.uk)

### PHONE NUMBER

Phone: +44 (0)1638 515714

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