

SHIPMENTS TO CHILE ROUTING AND PACKING INSTRUCTIONS FOR CTAO SUPPLIERS

These Instructions constitute a draft and will be confirmed at contract award.

1. General

CTAO South-Site is located in the Atacama Desert in the northern part of Chile, approximately 120km south of Antofagasta and 25km inland from the Pacific Coast. It is located on ESO (European Southern Observatory)'s property, at an elevation of c.a. 2200 m.a.s.l.

The procedure laid down in this document shall apply to all imports, exports and shipping to and from Chile under the Contract between the Supplier and CTAO.

It shall be the responsibility of the Supplier to export to Chile the equipment, materials, etc. under DPU CTAO South-Site, or DPU Paranal (2020 Incoterms) in accordance with existing laws and regulations.

Dangerous or hazardous shipments must comply with the IATA and IMDG regulations, under the complete responsibility of the Supplier.

The Supplier shall be solely responsible for:

- obtaining up to date information concerning the required fumigation for wooden crates, pallets and any other wooden packing or merchandise being imported to Chile, and for complying with the rules in force at the time of shipment, including the provision of any necessary fumigation, environmental or technical certificate.
- any consequence resulting from non-compliance with the present procedure.

CTAO shall be timely advised of upcoming shipments to Chile and may issue special instructions, if necessary. CTAO will advise ESO of upcoming shipments to Chile.

CTAO will not support customs clearance by ESO of merchandise imported as accompanied luggage. All merchandise that is imported by CTAO and consigned to ESO Chile must come as a regular shipment.

2. Import and Customs procedures

Duty-free imports can only take place in the name of ESO and shall not be used for any other purpose than for the CTAO South-Site in Chile and only at ESO sites. Shipments must go directly to the designated site indicated in section 4.1. after Customs-clearance process is completed.

The Supplier shall send to CTAO the copies of:

- Corresponding proforma invoice(s),
- Packing list(s),



- Safety Data Sheet complying with GHS (Globally Harmonized Standard),
- Declaration of Dangerous goods (if any),
- Certificates of fumigation according to NIMF 15 regulation and
- Anticipated shipping details or, alternatively, the shipment plan.

CTAO will send to ESO said copies.

All shipping documents must be provided in English, unless a Spanish version is declared mandatory by the Chilean government.

Since tax exemptions only apply for imports/exports named in the agreement between CTAO and ESO, the abovementioned documents shall be **channelled to ESO by CTAO**: no direct deliveries from the Supplier are permitted.

The Supplier shall establish separate shipping proforma invoices for:

- Merchandise, equipment, apparatus, etc. to be delivered to CTAO.
- the Shipper own containers (SOC), if any. The Number of the container and date of fabrication must be detailed.

All shipping documents shall be sent **via CTAO** to the ESO Santiago Office whose details are specified in section 4 below.

In case of shipment by airfreight, the Supplier (shall timely notify CTAO of the corresponding flight details at least 14 (fourteen) days before the arrival in Chile, of standard material.

CTAO will notify ESO representatives and the ESO Santiago office of the corresponding flight details at least 7 (seven) days before the arrival in Chile, of standard material.

ESO's Santiago office will prepare the documents for customs clearance under ESO's privileges and exemptions, apply for the approval by the appropriate Chilean authorities, and transmit them to the customs agent in Chile designated by ESO. All goods imported under ESO's privileges and exemptions shall remain in Chile unless export is authorized in writing by ESO.

Under no circumstances ESO or CTAO shall be liable for any delays and consequential costs resulting from the import operations.

3. Restrictions and approval of products imposed by Chilean Authorities

3.1. Hazardous and controlled chemical substances

Due to regulations applicable for hazardous and controlled chemical substances, the Supplier is required, before importing and/or exporting to/ from Chile, to check the lists available in the links below according to the UN and CAS numbers mentioned on the safety data sheets of the products. In case any of these substances is listed, the Supplier shall consider buying these locally to avoid additional formalities and delays with the local authorities.

- Links to the relevant regulations:
[Resolución 408 Ministerio de Salud](#)

Controlled Chemical and Drugs substances

If buying locally cannot be done, the Supplier (via CTAO) must inform ESO Logistics Chile immediately and with sufficient time prior to the planned shipment as the process requires a special procedure which may take longer than the standard import procedure. For such imports the safety data sheet (SDS) will be requested in a Spanish version.

Also, a period of approximately 10 (ten) working days of storage (not at port, in a mid-term certified warehouse with Sanitary resolution) must be considered and coordinated, to allow the Chilean *Seremi de Salud* in charge to carry out an inspection of the products already cleared from Customs so that, after this is done, the shipment can continue in transit to final destination. Any required warehousing and special documentation, before the final destination, will be the Supplier's responsibility.

For certain substances, a continued monitoring and documentation of the consumption, use and/or disposal of the substance may be required after the import into Chile.

Any additional costs related to the import, necessary storage and/or continued monitoring and documentation of hazardous and controlled chemical substances shall be borne by the Supplier.

- Ozone-depleting substances must be bought locally. Note that products containing substances mentioned in the ozone-depleting substances list (Ley N° 20096) must be bought locally in Chile, as ESO will not be able to support the special import/export process.

3.2. Special Customs regulations related to the import of machinery

Any imports must comply with the procedures of mobile machinery, in accordance with Exempt Resolution No. 003560, dated October 6, 2023. In this resolution, conditions are specified for the import of mobile machinery with specific characteristics, detailed in the same document.

One of the essential requirements that must be met is the presentation of a receipt issued by the Atmospheric Monitoring System (SISAT) of the Superintendence of the Environment. This document, provided by the competent authority, has become mandatory to ensure compliance with environmental regulations associated with the import of mobile machinery.

Detailed information on the specific characteristics of the mobile machinery affected by this resolution, as well as complete details about the procedure, are available in:

- Exempt Resolution No. 0035, Decrees 38 and 39 of the Ministry of the Environment and Resolutions No. 2400 (Generator Sets) and No. 3560 of the National Customs Service (Mobile Machinery and Tariff Headings).

3.3. ITAR; EAR and Dual Use equipment

Before importing and/or exporting to/ from Chile, the Supplier is required to check the characteristics of the merchandise and inform CTAO, which will inform ESO, if it is a dual use, EAR, ITAR or otherwise export-controlled merchandise. These must follow all necessary regulations and licensing requirements pertaining to controlled items. The Supplier shall be responsible for obtaining all necessary documentation. The sensitive nature of these items makes their regulation a matter of importance.

4. Shipping instructions

4.1. Shipping instructions for overseas shipments

Final delivery shall be made **DPU CTAO South-Site (the designated site is identified by the coordinates indicated below).**

CTAO South-Site coordinates:

The address of the ESO office dealing with all transport-related matters in Chile is:

- Organización Europea para la Investigación astronómica en el Hemisferio Austral (ESO)
Alonso de Cordova 3107
Vitacura, Santiago, CHILE
Telephone: +56 2 2463 3160
E-mail: logistics@eso.org

4.2. Bills of Lading/ AWB

Consignee:

- Organización Europea para la Investigación Astronómica en el Hemisferio Austral (ESO)
Alonso de Córdova 3107, Vitacura
Santiago, Chile

Notify address:

- (CTAO's address in Chile or designated party) c/o ESO - Alonso de Córdova 3107
Vitacura, Santiago, Chile

In case of container shipments, the Supplier (via CTAO) must issue one proforma invoice per container indicating number of the unit, gross weight and seal number.

No direct BLs are allowed.

4.3. Shipping marks

- ESO /CTAO Site
- Box No.:
- Gross weight:kg

On at least 2 (two) opposite sides, all packages have to show the above and all necessary shipping marks in letters of 6 (six) cm high (for big cases up to 15 cm high) by using stencil and waterproof colour. In case of more than one package these have to be numbered consecutively. For packages to be handled with cranes, the position of the centre of gravity shall be indicated on all 4 (four) sides of the package.

4.4. Dispatch Advice

At least 10 (ten) working days before the departure of the sea shipment, the dispatch advice must be sent per email including at least the following documents:

- Draft of original B/ showing last transshipment port
- Signed proforma invoice
- Packing-list (must show net, gross weight, number of the container, etc)
- Certificates of Fumigation,

After the documents are checked by ESO, the Supplier (via CTAO) shall send and distribute a pouch to the ESO office in Santiago, via special courier service or express release in our country. The pouch must include:

- 2 Original copies of BL
- 1 copy of non-negotiable BL
- 2 Original and signed Invoice(s)/ Proforma invoice(s)
- Packing list
- Certificates of Fumigation, if any
- MSDS

For airfreights shipments, the Supplier (via CTAO) shall inform ESO Logistics Office at Santiago and send a copy of the following shipping documents at least 7 (seven) working days before the arrival in Chile

- Draft of rated AWB
- Proforma invoice(s), which must indicate:
 1. Number of packages
 2. Gross weight: kg
 3. Net weight:kg
 4. Dimensions
 5. Description and unitary value of the goods shipped
 6. HS/Harmonized Code
- Packing List
- Certificates of Fumigation, if any
- MSDS
- Declaration of Dangerous goods, if any

Proforma invoice and packing list must be sent at the latest 5 (five) working days before delivering the goods. For shipments of products mentioned under section. 3 of this Instructions, longer lead-times may be required.