

J&T EXPRESS PACKAGING GUIDELINES



www.jtexpress.sg

TABLE OF CONTENTS

03 SHIPPING & DELIVERY CONSIDERATIONS

04 PACKAGE PREPARATIONS

Choosing & Preparing Packaging Materials

- Assessment of Packaging Needs
- Internal Packaging Materials
- External Packaging Materials

Calculating Parcel Size

- Calculating Parcel Sizes for Domestic Deliveries
- Calculating Parcel Sizes for International Shipments

Sealing

- Sealing Materials
- Sealing Methods for Parcels with Sensitive Exteriors
- ✓ Sealing Methods

10 SHIPPING LABELS

Preparing Shipping Label Printing of Shipping Label Affixing of Air Waybills International Shipping

14 PACKING PARCELS

Types of Packing Methods Packing for Various Item Types Parcel Packing Steps Packing Principles (Dos & Don'ts) Non-Compliant Packagings

20 DROP TEST FOR PARCELS

Standard Drop Test

21 SPECIAL CONSIDERATIONS

Special Handling Labels Palletised Shipments

25 SHIPPING RESTRICTIONS

02

Restricted Items Prohibited Items Dangerous Goods



Shipping & Delivery Considerations



This document is subjected to changes by J&T Express and Clients are responsible to keep up to date on the packaging requirements.



Clients are responsible for adhering to packing requirements.



Improper labels and/or packaging may result in parcels being delayed, refused and/or returned to the Client or relabelled and/or repackaged at the Client's cost.



J&T Express reserves all rights to reject any non-compliant packaging not adhering to proper packaging guidelines.

03



SHIPPING & DELIVERY CONSIDERATIONS

Package Preparations

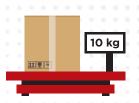
CHOOSING & PREPARING PACKAGING MATERIALS

Assessment of packaging needs

There are many factors influencing what you need to ensure a steady and quality packaging for your products during transit. Here are some considerations that you should take note of.

01 Weight, size and shapes

The external packaging should sustain the integrity of its content(s) till it reaches the recipient. Internal packaging should fill up the gaps within the box. In choosing the packaging materials and size, we need to consider the item(s)' weight, size and shapes. Irregular item(s) may require additional packaging materials.



| ∑ ∑ | |
|--------|--|
| | |
| | |

02 Nature of item(s)

Depending on the nature of item(s) being shipped, there are conditions to ensure item(s) are not damaged during transit and handling.

Examples:

- 1) Fragile and/or high-value item(s) may require additional protection and cushioning.
- 2) Fragile item(s) require an affixation of a special handling label.
- 3) Special item(s) such as those containing liquid(s) and/or powder(s) will require different packaging and materials.

03 Special Considerations

Certain item types are strictly prohibited for delivery under J&T Express either domestically, internationally or both. For the list of items, please refer to **"Shipping Restrictions"**.







Internal Packaging Materials

Good internal packaging minimises the risks of damages during transit. Here are some guidelines for the use of various internal packaging materials based on your packaging needs.

| | | Pur | pose | |
|------------------------------------|---------|---|--|-----------------------|
| Types of Internal Packing Material | Cushion | Void Fill | Protection | Divider |
| Bubble Wrap | ¥ | ¥ | ✓ | |
| Foam Wrap | ¥ | ¥ | V | |
| Foam Peanut/Pallet | ¥ | ¥ | | ✓ |
| Air Column/Air Bag | ¥ | ¥ | V | V |
| Corrugated Inserts | | Image: A start of the start of | | ¥ |
| Styrofoam | ¥ | | Image: A start of the start | |

Examples



Bubble Wrap



Foam Wrap



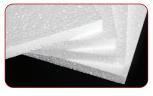
Peanuts/Pallets



Air Column/Air Bag



Corrugated Inserts



Styrofoam



Honeycomb Paper Wrap

External Packaging Materials

Good external packaging provides appropriate support and protection to the item(s) being delivered. Here are some guidelines for the use of various external packaging materials.







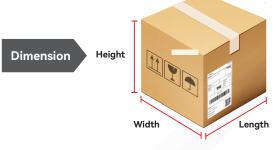
Size Ensure bag is not over-stretched, content is within weight limit.

CALCULATING YOUR PARCEL SIZE

Ensuring that your parcel is of the right size helps to streamline the sorting process. Here are some ways to calculate the sizes of your parcels.

Items

Calculating Parcel Sizes for Domestic Deliveries



Total dimension: Length (L) + Height (H) + Width (W)



Irregular-shaped items should be securely placed in a box with empty space filled.

| Service | Parcel Size | Weight | Dimensions |
|---------------------|-------------|--------------------|---|
| | XS | ≤ 3 kg | Shipment rates will be based |
| | S | > 3 kg to ≤ 5 kg | on either actual or volumetric |
| Domestic | М | > 5 kg to ≤ 10 kg | weight whichever is higher and is subjected to prevailing GST. |
| and Door-to-Door | L | > 10 kg to ≤ 20 kg | Volumetric Calculation = |
| | XL | > 20 kg to ≤ 30 kg | (Length X Breathe X Height) |
| | Bulky | ≤ 60 kg | cm / 5,000 = Vol. Weight (kg). |

| Service | Weight | Dimensions |
|-----------|--|--|
| J&T POINT | Available for parcels up to 30 kg *J&T reserves the right to reject parcels in the event of space constraints. | Max. dimension (L+W+H) should not exceed 300 cm with no sides exceeding 150 cm. |

Note: J&T Express will assess the weight and dimensions of the item(s) to determine the final chargeable amount.



Calculating Parcel Sizes for International Shipments



Total physical dimension in cm: Length (L) + Height (H) + Width (W)

Volumetric conversion in cm: (L × H × W) cm ÷ 5000

KINDLY NOTE

Final chargeable weight will be determined by whichever is the greater between the volumetric and physical weight.

| Service | Weight | Dimensions | |
|------------------------|--|--|--|
| International Delivery | Parcels from ≥ 0.5 kg to ≤ 30 kg are accepted. Weight categories are based on 0.5 kg increments starting from 0.5 kg. | Max. dimension (L+W+H) should not exceed 180 cm with no sides exceeding 120 cm. | |

07

Note: J&T Express will assess the weight and dimensions of the item(s) to determine the final chargeable amount.



SEALING

Proper and adequate sealing allow your parcels to remain safe in transit. Here are some materials and methods for parcels to be sealed securely.

Sealing Materials



Heavy-duty adhesive tape or polypropylene tape



Pressure-sensitive tape, water-activated paper tape or reinforce tape at least 2" (5 cm) wide



The following materials should not be used to seal parcels as they do not provide sufficient protection for the parcel and its contents.



Stationery adhesive tape (Reflective types)



Wrapping paper, strings and/or thin ropes

Sealing Methods for Parcels with Sensitive Exteriors

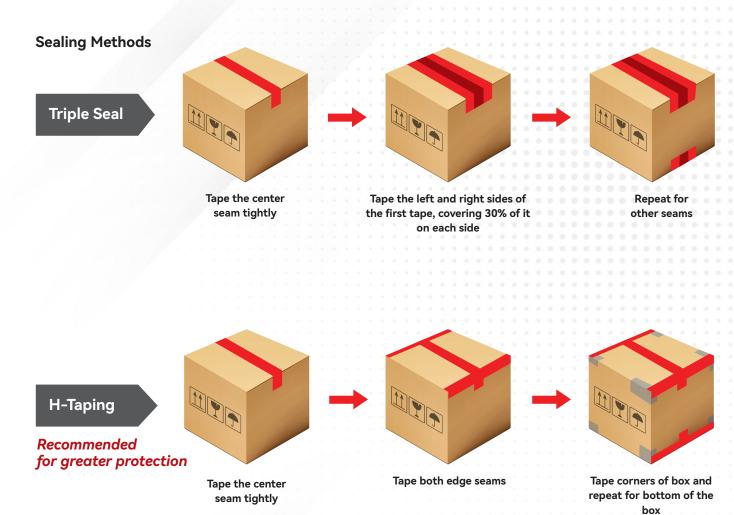
Parcels with sensitive exteriors include, but are not limited to: gift boxes, pouches, books.

Bubble Wrap



These parcels should be shrink or bubble-wrapped and placed into a carton box and sealed accordingly.





Strapping



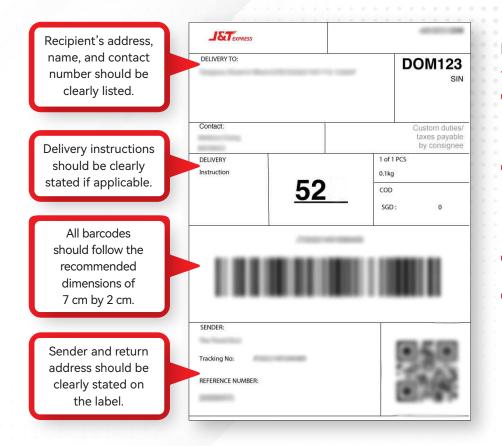
09

Used for parcels more than 30 kg

It should not replace taping methods but used alongside to serve as reinforcement for bulkier parcels.

Shipping Labels

PREPARING SHIPPING LABEL



Labelling Requirements

- Laser printers are recommended for printing labels instead of inkjet printers for easy scanning of barcodes.
- The barcode in the shipping label must be printed in solid black print check. Dot-matrix printers should be avoided as it affects barcode print quality.
- Only one (1) consignment label should be on any one parcel.
- Non-waterproof labels should be covered with clear matte adhesive tape. Kindly refrain from using reflective clear adhesive tape as it interferes with the scanning of barcode or quick response (QR) code.

A shipping label acts as a tracking note and should include important shipping information such as the order details, alongside sender and recipient addresses.



Each parcel should have a **unique tracking identification**.



PRINTING OF SHIPPING LABEL

Shipping label should be printed in A6 dimensions (10.5 x 14.8cm). Senders should ensure that the wording on the shipping label is not faded and is clearly visible.



1



SHIPPING LABELS

AFFIXING OF AIR WAYBILLS

6 Steps for Easy Affixing

- 1. Ensure all old labels are removed to prevent confusion.
- **2.** Print new labels with information clearly visible.
- **3.** Affix label firmly either on the top or side of the parcel.
- **4.** Ensure that the barcode is fully flat and visible.
- 5. Do not overlap other labels or tape to prevent the barcode from being obscured.

6. Include a copy of your shipping documents and label inside the parcel as backup in the event of damage on the outer label.

20

Affixing Labels for Regular-Shaped Parcels



Labels should be flatly affixed at the largest side of the parcel, with no creases and not cover any seams and/or edges.



If items are smaller than the shipping label, please affix the label around the edge of the parcel while ensuring that the barcode is crease-free and visible.

Affixing Labels for Irregular-Shaped Parcels



Labels on irregular-shaped parcels should be affixed flat on the largest surface, with no creases. The barcode should also be fully visible for easy scanning.

Affixing Labels for Mail Packs and Courier Packs

Please affix the label on its designated space on mail packs and courier packs. If no designated space is available, please affix it on the largest smooth surface to prevent creases.



INTERNATIONAL SHIPPING

Having proper documentation of shipment contents can help expedite the customs clearance process, here's how to ensure a seamless transit.

Customs Declarations

Information enclosed in the commercial invoice below should be clearly stated for a seamless customs clearance process.

Note: Do not use generic item descriptions such as "gifts", "personal items", "samples" to avoid delays during custom clearance.

| | | 100 | 10.00 | 10.00 | | | |
|--|--|--|--|-----------------------------------|------------|----------------|----------|
| | | | | | | | |
| Date | - | | | | | | |
| | 12 | | 1.000 | - | | | |
| SHIPPER | | | CONSIGNEE | | | | |
| Company Name: | | | Company Name | ; | | | |
| Address: | | , | Address: | 14 | | 1000 | |
| | 10000 | | | | - Barris | and the second | ÷., |
| Town/Area Code: | Singapore | | Town/Area | - | | | |
| State/Country: | SINGAPORE | | State/Country: | 1000 | | | |
| Contrast Names | | | Contrad Name. | | | | |
| Contact Name: | 8 | | Contact Name: | | | _ | |
| Phone/Fax No: | | | Phone/Fax No: | | | | |
| Consignment Note | | 1 | Email: | | | | |
| No: | | | | 000 1970 | | | |
| | 8 | | | | | | |
| Total Weight: | kg | | | | | | |
| Dimensions | 101 MIT 1618 | | | | | | |
| Shipment Terms: | 10 . | | | | | | |
| ompment renns. | | | | | | | |
| | 85 | | | | CORRE | CURREN | N COI |
| | 25 | | (| CURRENCY | | CURREN | CYCO |
| DESCRIPTION Tshirts | 78 | | (| | | CURREN | CYCO |
| | 24 | | | | | CURREN | CYCO |
| | ~ | | (| | | CURREN | CYCO |
| | <u>~</u> | | | | | CURREN | CYCO |
| | <u>N</u> | | | | | CURREN | CYCO |
| | | Total | invoice | | | CURREN | CYCO |
| Tshirts | | Total | | | | | CYCO |
| Tshirts Reason For Export | nation is true and correct to th | | invoice | SGD | | | CYCO |
| Tshirts Reason For Export I declare that the inform | nation is true and correct to th | | invoice wledge and the | SGD goods are e | of origin. | | CYCO |
| Tshirts Reason For Export declare that the inforr We, | | e best of my kno the particulars a | invoice wledge and the | SGD goods are e | of origin. | | |
| Tshirts Reason For Export declare that the inforr We, | certify | e best of my kno the particulars a | invoice wledge and the | SGD goods are e | of origin. | | |
| Tshirts Reason For Export declare that the inforr We, | certify | e best of my kno the particulars a | invoice wledge and the | SGD goods are e | of origin. | | |
| Tshirts Reason For Export i declare that the inforr We, goods which are subm | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | CY COL |
| Tshirts Reason For Export i declare that the inforr We, goods which are subm | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the | GOD goods are o e goods spe | of origin. | | CY COI |
| Tshirts Reason For Export i declare that the inforr We, goods which are subm | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | <u> </u> |
| Tshirts Reason For Export declare that the inforr We, goods which are subm Designation of Authori | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | CY CO |
| Tshirts Reason For Export i declare that the inforr We, goods which are subm | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | |
| Tshirts Reason For Export declare that the inform We, goods which are subm Designation of Authori | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | 5Y COI |
| Tshirts Reason For Export I declare that the inforr We, goods which are subm Designation of Authori | certify itted for clearance export out o | e best of my kno the particulars a of SINGAPORE. | invoice wledge and the nd quantity of th | GOD goods are o e goods spe | of origin. | | EY COI |



Packing Parcels

TYPES OF PACKING METHODS

Poly Mailer

- Packing of item(s) such as shirt(s) or apparel which are light and fit in the poly mailer bags.
- Please enclose item(s) in protective materials before placing in poly mailer bags.

Corrugated Boxes (Single-Box Method)

- Packing of item(s) that are heavier and require thicker protection.
- Please ensure there is sufficient internal packaging to minimise contents from moving around and damaging one another.
- Void fillers should be placed at the base of the box and around the item(s).
- Void fillers used should be capable of providing sufficient support to the item(s) during transit as some void fillers may sink or deflate.

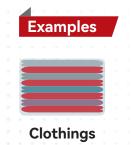
Corrugated Boxes (Box-in-Box Method)

- Packing of fragile, small, irregular-shaped item(s) such as ceramics, glasses and porcelains which require greater protection.
- For shipping of multiple items in a single box, individual items should be wrapped, with dividers placed between items. Dividers can help to prevent damage caused by contact between individual items, especially during transit.
- Please ensure there is sufficient internal packaging to minimise item(s) from moving and/or damaging one another.
- Void fillers should be placed at the base of the box and around the item(s).

PACKING FOR VARIOUS ITEM TYPES

General Items

These item(s) are typically non-fragile and thus should be adequately encased in external packaging. Item(s) that may be affected by moisture and/or staining should be placed in separate packaging for damage prevention.







Bedsheets









Special/ Fragile Items

These item(s) are usually of higher-value and/or fragile by nature, thereby requiring extra protection to prevent damage to the contents.

As a rule of thumb:

- Fragile item(s) should be sealed within a plastic bag and packed using a box-in-box method. Void fillers should surround the item(s).
- Place more internal packaging if the item(s) move when shaken gently.
- The external packaging should be at least **10 cm** larger in all dimensions than the inner box.
- Fill the external packaging with at least **5 cm** of void fillers all around the item to fill any gaps and prevent excess movement during transit.
- Utilise H-taping to ensure greater protection against the item(s) from falling out.

Examples of Special/ Fragile Items

Content with Liquids

- Liquid product(s) with or without a double seal must be tightened and securely taped to prevent leakage.
- Three (3) layers of bubble wrap over the items and a keep upright label is recommended.
- For refill packages, please wrap it with three (3) layers of bubble wrap before placing into a carton box.

Bottles & Liquids

- Bottle cartons must be stacked neatly and supported at the base with a hard cardboard that is taped securely.
- Prevent over-stacking of the bottle cartons.
- Pack items within boxes with individual dividers made for wines and beer bottles.
- For refill packages, please wrap it with three (3) layers of bubble wrap before placing into a carton box.
- Item(s) should be protected with internal packaging such as airbag(s) and/or styrofoam.
- Item(s) must be in an upright position, with the box affixed with a fragile and keep upright sticker.

Powders & Fine Grains

- Item(s) should be placed in a leak-proof and durable plastic bag.
- Item(s) should then be securely sealed and encased in appropriate external packaging.









Documents

Suggested to package documents into an envelope (card) securely.

Household Electrical Products & Other Electronics

- Standard retail packaging is insufficient.
- Protect the item(s) with shrink wrap.
- Fill empty space(s) with void fillers or appropriate internal packaging.
- All exposed areas should be wrapped.
- Utilise the box-in-box method during packing for extra protection to prevent water and impact damage during transit amidst wet weather.



Long Sticks, Rods, Tubes, Pipes

- Item(s) long in length should preferably opt for box-in-box method.
- First, place item(s) in a triangular box package or spiral tube.
- Then place it in a rectangular/square external packaging.
- Please do not wrap the item(s) with bubble wrap or plastic shrink-wrap only as the protection is insufficient during transit.

PARCEL PACKING STEPS

Here are some tips to guide you in proper preparations of fragile goods and items for maximum protection during transit.

Step 1: Pack a Protective Layer Over the Item

- ✓ Wrap each individual item in bubble wrap, ensuring the ratio of item to bubble wrap is preferably 1:3.
- Fold the sides of the bubble wrap inwards.
- ✓ Roll the item towards the end of the bubble wrap.
- ✓ Use tape to seal off the package and repeat individually for every fragile item.



Ensure that the entire item is encased in bubble wrap.



Ensure that the edges of bubble wrap are tightly sealed with tape.



Step 2: Assemble and Pack Items in Box

- Place at least 5 cm of void fillers on the bottom of the carton.
- ✓ Use dividers to section the carton for glass bottles or liquor items.
- Fill empty spaces with internal packaging such as bubble wrap to ensure items are well packed and secured, and items do not move when shaken gently.



Step 3: Seal the Parcel

- ✓ Place sufficient internal packaging on the top layer to fully seal contents.
- Seal top and bottom of the carton with tape.
- ✓ Stick the consignment label at the top corner of the parcel.
- Place the required special handling labels on sides of the parcel that increases visibility.



Place a piece of cardboard followed by at least three (3) layers of bubble wrap on the items.





Seal the edges and corners of the box using strong adhesive tape.



Affix the special handling label and consignment label visibly on the parcel.

Kindly affix special handling labels only on parcels that require them to expedite our sorting and delivery of your parcels.



PACKING PRINCIPLES (DOS & DON'TS)



Wrap items with sufficient bubble wrap with preferably three (3) layers before packing into the box.

Ensure empty gaps and spaces are filled

such that items are secured.









Place "Fragile" and/or Keep Upright labels on required items only and sticker should be placed visibly and correctly. Ensure items are packed with sufficient protection.



NON-COMPLIANT PACKAGINGS

Following is a list of non-exhaustive examples of non-compliant packagings to avoid.





Reasons for non-compliance

- Not protecting the item with additional protective layers before strapping.
- Strapping is also done on two items, of which one is contained within a weak box that may crumble upon strapping impact.

Amendments

- Use of box-in-box method that can encase both items.
- Fill box with sufficient internal packaging.
- Strapping should only be used to reinforce bulkier items.

- Improper use of external packaging may lead to potential tears and damage to items.
- Use proper external packaging such as a carton box or a polymailer filled with adequate inner filling.











Reasons for non-compliance

- Improper packing of items where caps of liquid products are not secure and taped properly.
- Individual items not protected sufficiently.
- Spaces are available where items may move around.
- Not enough inner packaging to protect the items.
- Irregular-shaped packaging.
- Items not securely packed with sufficient inner packaging.
- Protruding part.
- Heavy items not packed with proper packaging.
- Insufficient inner packaging to prevent damage of fragile item.

- Amendments
- Ensure the caps of liquid products are secured with tapes to prevent leakage during transport.
- Bubble wrap individual items with preferably three (3) layers before placing into carton.
- Fill box with sufficient internal packaging such as newspaper, bubble wrap or void fillers to minimise movement during transit.
- Irregular-shaped items should be placed in an appropriately-size carton box.
- Fill empty spaces with sufficient inner packaging to prevent items from moving.
- Do not reuse carton boxes as it may lose its rigidity.
- Use box-in-box method for heavier, more fragile items.
- Use at least three (3) to five (5) layers of bubble wrap as inner packaging to protect the items.





Drop Test For Parcels

STANDARD DROP TEST

The drop test should preferably be done for all parcels to check for the effectiveness of the packaging to minimise damage during transit.

The International Safe Transit Association (ISTA) outlines a specific set of drops tests for parcels based on their weight. Parcels that are securely packed should be able to withstand damages from free falls from the listed heights.

| Weight of the Package | Drop Height |
|-----------------------|-------------|
| 1 kg - 9.9 kg | 75 cm |
| 10 kg - 19.9 kg | 65 cm |
| 20 kg - 30 kg | 45 cm |

Testing Methods

Parcels should be let go (free fall) from the recommended height in accordance to their weight. Please do not throw the parcel.

The following five tests can be executed in any order:

- Free fall with parcel landing on its corners.
- Free fall with parcel landing on its **flat base**.
- Free fall with parcel landing on its flat top.
- Free fall with parcel landing on its longest side.
- Free fall with parcel landing on its shortest side.



Special Considerations

SPECIAL HANDLING LABELS

Special handling labels are meant to pre-empt handlers and **do not remove** the need for adequate and proper internal and external packaging. Proper packing should also be done alongside secure sealing of the parcels in accordance to the recommended guidelines.

Labels should be affixed in a manner that maximises visibility for the handlers.



Fragile

Indicates that the parcel content(s) is/are fragile and should be handled carefully. Should be used for item(s) that is/are **unable to withstand a table-height fall** such as ceramics and electronics.



Handle with Care

Indicates that the parcel content(s) require(s) delicate handling. Should be used for **delicate items** such as musical instruments and artworks.



Keep Dry

Indicates that the parcel content(s) should be **protected from environmental elements at all times**during handling, storing, and transit. Items include, but are not limited to, artworks, paper products.



21

This Way Up Indicates that the parcel must be

placed upright following the directions of the arrows.

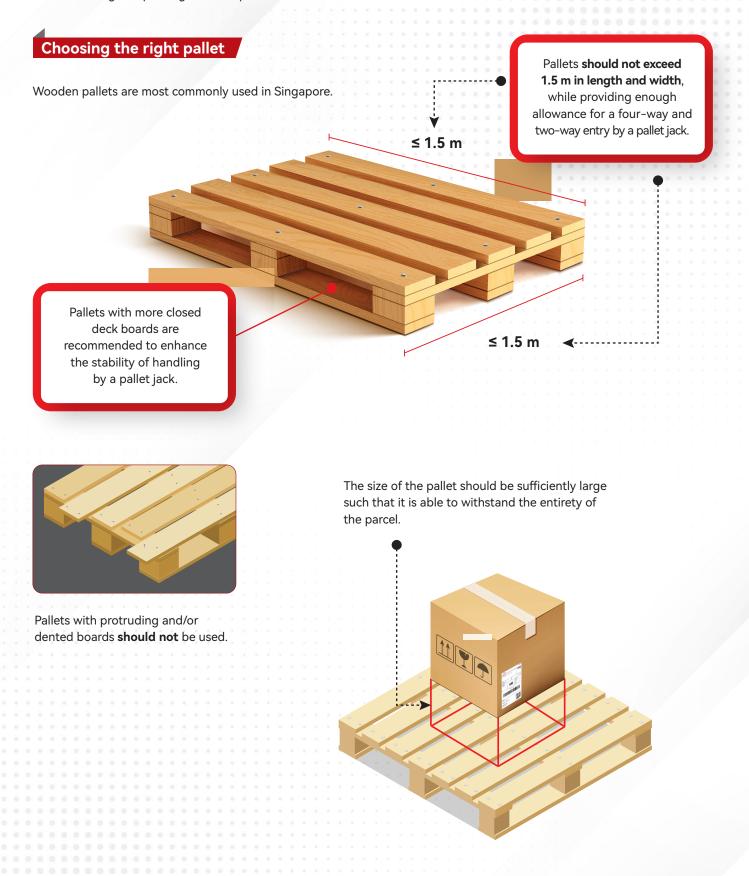


Do Not Stack Indicates that other parcel(s) should not be stacked above the parcel.



PALLETISED SHIPMENTS

Palletisation can be used for the transportation of a large number of heavy boxes. Here are some recommended guidelines when choosing and packing items on pallets.



Lightest

Heaviest

Safety Guidelines for Loading Pallets

Please **do not overload pallets** in excess of the **pallet carriage capacity or pallet surface area** to prevent parcels from tilting and/or falling during handling or transit.

Old and/or dented boxes **should not be used** as it heightens the risk of destabilisation. Instead, please choose boxes with sufficient strength to withstand the weight of stacking.



Boxes should be stacked starting from the heaviest to the lightest in an ascending order.



Boxes or bags should line the pallet from edge to edge to improve stability wherever possible, as seen in the image on the right.



No gaps should be left between the boxes or bags, as seen in the image on the right.

Boxes should be stacked in an orderly manner, **pyramiding is highly discouraged** as it undermines the structural integrity of the boxes.





胆合

Column Stacking Best way to retain integrity of boxes. Boxes should be stacked from edge to edge, corner to corner.



9∐ ∛†

₹ 11

Interlocking Stacking Suitable for rigid goods inside boxes. Not recommended for non-rigid goods.



At least three (3) rounds of unbreakable plastic shrink wrap should be preferably used for strapping, this should be further strengthen with at least four (4) layers of shrink wrap from the top to bottom.

6

Edge protectors should be used to line all edges of the boxes if the pallet is fully stacked from corner to corner, edge to edge.

Note:

Edge protector - repeat this lining on the other edges of the boxes.



Lining all sides of the boxes with paperboards can create a protective barrier while distributing the weight of the goods that are stacked on it.



Note: Paperboard that can be used to line all sides of the boxes.





Shipping Restrictions

The detailed information of restricted and prohibited goods is subject to local customs regulations and laws. Please refer to the Regulation of Import & Export, Seventh Schedule for the **full list**.

RESTRICTED ITEMS

Restricted Items refer to the following non-exhaustive list of items which J&T Express conducts DOMESTIC delivery ONLY when certain criteria or requirements are met. J&T Express reserves the right to reject these domestic shipments if said criteria or requirements are unmet, either due to insufficiency or inaccuracy.

ITEM TYPE(S)

Aerosols & Cosmetics

(e.g. deodorants, eau de parfum, eau de toilette, shaving cream, hair sprays, asthma inhalers, sprays for personal or medical use)



Alcohols



Batteries

(e.g. new or used lithium ion, lithium polymer in equipments, rechargeable batteries, portable chargers)



Electronics

(sent with any kind of lithium batteries, either installed or not e.g. laptops, tablets, phones, digital cameras etc)



Flammable

ltems (e.g. rubbing alcohol, nail varnish, nail polish remover, hand sanitiser etc)



PACKAGING AND LABELLING CRITERIA

- Protect cap openings with suitable means to prevent content leakage during transport.
 Item should be tightly secured, cushioned and packed in a sturdy external packaging, with
- sufficient internal packaging. ✓ Ensure the item descriptions are written clearly on labels and mark external packaging with
- "Fragile" handling label visibly.
- Ensure each parcel has a "keep upright label".
- Protect bottle openings with suitable means to prevent leakage.
- Ensure sufficient bubble wrap around each glass bottle and have appropriate dividers between the bottles.
- Ensure the item descriptions are written clearly on labels and mark with "Fragile" label on external packaging visibly.
- Ensure each parcel has a "keep upright label".
- Such item(s) and equipment(s) should be packed in a box-in-box method with strong external packaging and sufficient internal packaging to prevent movement of item(s) and accidental activation during transport.
- Item(s) must be protected against short circuit, including protection against potential contact with any conductive materials in the same parcel that could lead to a short circuit.
- Ensure the item descriptions are written clearly on labels and mark external packaging with lithium battery handling label visibly.
- ✓ Internal packaging should completely enclose the cell or battery.
- Such item(s) and equipments(s) should be packed in a box-in-box method with strong external packaging and sufficient internal packaging to prevent movement of item(s) and accidental activation during transport.
- Item(s) must be protected against short circuit, including protection against potential contact with any conductive materials in the same parcel that could lead to a short circuit.
- Ensure the item descriptions are written clearly on labels and mark external packaging with lithium battery handling label visibly.
- ✓ Ensure each parcel has a "keep upright label".
- Protect cap openings with suitable means to prevent content leakage during transport.
- Box-in-box method is encouraged to prevent leakage of flammable liquids onto the external packaging.
- Item should be tightly secured, cushioned and packed in a sturdy external packaging, with sufficient internal packaging.
- Ensure the item descriptions are written clearly on labels and mark external packaging with "Fragile" handling label visibly.
- Ensure each parcel has a "keep upright label".



PROHIBITED ITEMS

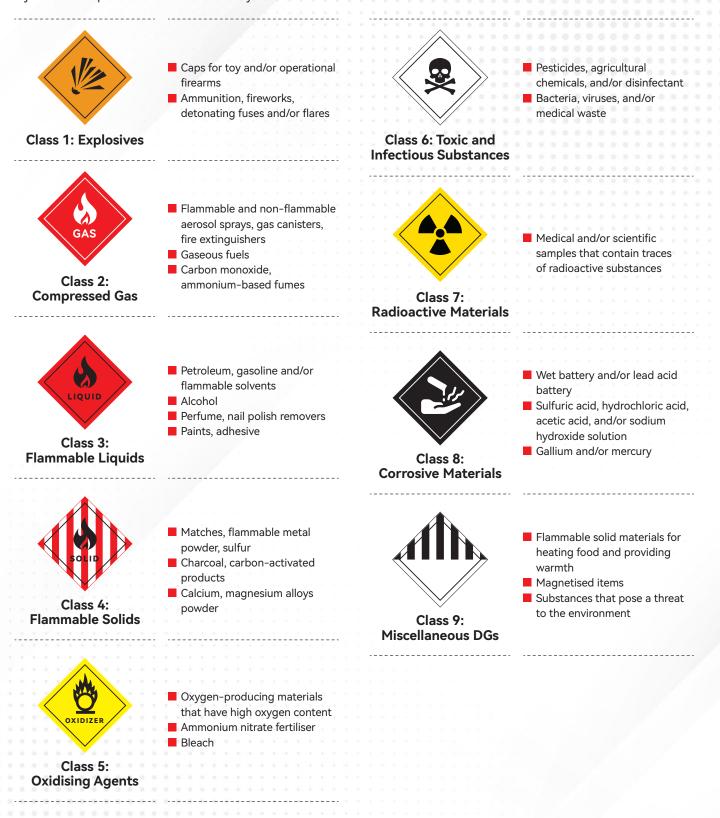
International shipping of the non-exhaustive list of items is strictly prohibited*, and J&T Express reserves the right to reject these shipments whenever necessary.

Prohibited Items and Dangerous Goods refer to items that are unable to be received, stored, shipped, and/or exported due to regulatory, safety and/or hazardous reasons. Shipping of these items is strictly prohibited regardless of origin or destination.



DANGEROUS GOODS

International shipping of the non-exhaustive list of items is strictly prohibited*, and J&T Express reserves the right to reject these shipments whenever necessary.



* Items stated in these lists are strictly prohibited domestically and internationally unless otherwise stated under "Restricted Items", where proper packaging and labelling are required for domestic shipping.





www.jtexpress.sg