

MAIL AND SHIPMENT POLICY



Effective Date: January 22, 2016
Revision Date: N/A
Version: 1
Approved by: Petra Bauernfeind

1. SCOPE

This policy applies to all Bigfoot Group of Companies offices.

2. POLICY STATEMENT

The purpose of this policy is to outline the mail handling in general and per office location.

3. GENERAL

ADDRESS FORMAT. It is important to comply with international address formats. If unsure about the standardized address format of a particular country, please refer to the following websites:

<https://www.addressdoctor.com/en/countries-data/address-formats.html#fbid=by9VxZK20px>

<http://www.bitboost.com/ref/international-address-formats.html>

POSTAGE. Each mailing should only have one stamp of the exact value. No envelope should have more than one stamp attached to it.

CUSTOMS DECLARATIONS. If a customs declaration sticker has to be attached to an envelope, this sticker should always be on the back of the envelope.

METHOD OF MAILING. Generally mail is sent out via regular (air) mail, unless a different method of mailing method has been approved.

REGISTERED MAIL. Staff termination letters or any other letters where it's important to track the mail, are to be sent out via registered mail.

COURIER SHIPMENTS. Each courier shipment has to be approved by MG if it's not part of the pre-approved shipments. We do not use FedEx.

CHECK DEPOSITS. To avoid lump sum deposits into the same bank account, only one check per day can be mailed out for the same bank account to the same bank.

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DOCUMENTS. Any document should always be sent out as original.

INBOUND MAIL. For each incoming mail, a daily report sent via email has to be created with the following subject line:

Inbound Shipment Notification <Date> | <Location>

Example: Inbound Shipment Notification January 21, 2016 | Hong Kong

If mail is added on later, the entire report has to be re-sent, plus the new items with the following subject line:

Inbound Shipment Notification <Date> | <Location> - REVISED

Example: Inbound Shipment Notification January 21, 2016 | Hong Kong – REVISED

Examples of reporting the incoming mail:

(1)

Recipient : Bigfoot Entertainment Pte Ltd | 21 Emerald Hill Road
Sender : JDT Management Services Pte Ltd | Singapore
Courier : Singapore Post
Description : Tax Invoice No. 00003045
Received by : Sally
Remarks : Endorsed to Cebu, Attention Leni

(2)

Recipient : Fashion One (Asia) Limited | 50 Blue Pool Road
Sender : Intellectual Property Department | Hong Kong
Courier : HK Post
Description : Letter Refund of Fees for TM application No. 301783215
Received by : Delle
Remarks : Informed Marco, Mailed to Singapore

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For incoming mail, only parcels have to be photographed and the pictures have to be attached to the report.

The report has to be sent to MG, Petra, Leni and Sally on the same day the mail was received, other staff concerned of mails and/or packages should be in cc in the report as well.

OUTBOUND MAIL. For each outgoing mail, a daily report sent via email has to be created with the following subject line:

Outbound Shipment Notification <Date> | <Location>

Example: Outbound Shipment Notification January 21, 2016 | Hong Kong

If mail is added on later, the entire report has to be resent, plus the new items with the following subject line:

Outbound Shipment Notification <Date> | <Location> - REVISED

Example: Outbound Shipment Notification January 21, 2016 | Hong Kong – REVISED

Examples of reporting the outgoing mail:

(1)

Sent to address : Telekom Deutschland GmbH | Germany
Shipping method : Regular Mail
Postage fee : €0,70
Content(s) : Cancellation Telekom Entertain Office Cologne

(2)

Sent to address : 26 Emerald Hill Road (Attn.: Leni) | Singapore
Shipping method : Regular Airmail
Postage fee : €3,45
Content(s) : Original bank statements

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For outgoing mail, every envelope has to be photographed individually and in focus, and the picture has to be attached to the report.

The report has to be sent to MG, Petra, Leni and Sally on the same day the mail was sent out, other staff concerned of mails and/or packages should be in cc in the report as well. Any mail that was delivered to the post office past the cut off time, and will not go out the same day, needs to be included in the next day's report.

4. U.S., NEW YORK MAIL

Mail received in New York has to be forwarded according to the floor number stated:

246 West Broadway, 4th Floor -> Tokyo

246 West Broadway, 3rd Floor -> Cebu

246 West Broadway, 2nd Floor (or no floor numbers stated) -> Singapore

Chain of Title Forms (COT) -> Fashion One (Europe) N.V., Mi Tran, Kaasrui 12, 2000 Antwerp

Mail should be forwarded weekly or once there is enough mail to schedule an approved courier shipment.

5. U.S., MIAMI MAIL

All mail that goes to Miami has to be sent to the new office address:

1601 Harrison St.
Hollywood FL 33020

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COURIER SHIPMENTS. For international shipments, the following DHL accounts were set up:

Bigfoot Ventures LLC – DHL Florida account

From the U.S. to other countries: DHL Florida Export account 847737253

From outside the U.S. to other countries: DHL Florida Import account 969584180

Fashion One LLC – DHL New York account

From the U.S. to other countries: DHL New York Export account 847734704

From outside the U.S. to other countries: DHL New York Import account 969653761

DOMESTIC SHIPMENTS. Domestic shipments are sent out via USPS.

6. BELGIUM, ANTWERP MAIL

All mail from Belgium that Diane collects, should be forwarded to Tokyo, once a week.

Any mail that does not belong to the Tokyo office, needs to be forwarded to Singapore by regular air mail.

7. SINGAPORE MAIL

For the mail sent before 12 pm, the post office at ION should be used. For mail after 12 pm, it has to be sent through the post office at Killiney Road.

Please refer to the following website for detailed location information:

<http://www.singpost.com/our-network/list-of-post-office-locations.html>

Generally urgent mail always needs to go out before 12 pm the same day. All mails after 12 pm have to go out before 3 pm. And all mail after 3 pm should go out before 7 pm.

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COURIER SHIPMENTS. The following DHL account is set up in Singapore for courier shipments:

Account name	:	Bigfoot Entertainment Pte. Ltd.
Account number	:	610 602 267
Phone number	:	6285-8888

8. PHILIPPINES, CEBU MAIL