



SHIPPING MANUAL

AOGS 2016
2 - 5 August 2016
China National Convention Centre
Beijing, P.R. China

Presented by

Agility Fairs & Events Logistics Pte Ltd

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Mr Allen Zhao

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DEADLINES / SCHEDULE AT A GLANCE

DIRECT SHIPMENT TO BEIJING

Arrival of films and video tapes / discs by courier	Before 15 July 2016
Copies of Bill of Lading and the List of Exhibits for seafreight consignments to Xingang Seaport	Before 1 July 2016
Arrival of exhibits shipped by seafreight to Xingang Seaport (LCL)	Before 3 July 2016
Arrival of exhibits shipped by seafreight to Xingang Seaport (FCL)	Before 14 July 2016
Copies of Airway Bill and the List of Exhibits for airfreight consignments to Beijing Airport	Before 13 July 2016
Arrival of exhibits shipped by airfreight to Beijing Airport	Before 20 July 2016

It is imperative that Agility Fairs & Events Logistics Pte Ltd is pre-advised prior to dispatch - with the flight details/air waybill number/Bill of Lading

**Agility Fairs & Events Logistics Pte Ltd
Tel. +65 6571 5636 • Fax. +65 6214 9592 / 6214 9593
Email: ChZhen@agility.com
Ms Chloe Ng**

TEMPORARY IMPORTATION

The Chinese Authorities permit exhibits to be imported into China on temporary import basis on approved trade shows. Temporary import is allowed for 3 months from the date of entry and must be re-exported unless duties and taxes are paid in the event of conversion to permanent import. Extension of temporary import is allowed subject to Customs' approval.

ATA Carnet is also accepted for temporary import in China.

DIRECT SHIPMENT TO BEIJING BY SEAFREIGHT

DOCUMENT DEADLINES

We need the following documents not later than 1 July 2016

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of List of Exhibits
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

Exhibition goods must arrive Xingang seaport not later than

3 July 2016 - LCL Shipment

14 July 2016 - FCL Shipment

CONSIGNMENT INSTRUCTIONS

The Bill of Lading must be consigned "Freight Prepaid" to the following consignee:

Consignee: BRT Logistics International Co., Ltd.
Room B1611, No.26 JiuXianQiao ZhongLu, , Chaoyang District, Beijing, P. R.
China
Phone: 86-10-64370688
Fax: 86-10-64370450
Attn: Zou Lei

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO., LTD BEIJING
BRANCH
TEL: +86 10 6588 1961
Fax +(86)(10) 6588 1960
Contact: Mr Allen Zhao
For: **AOGS 2016**

All documents such as Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignment(s).

DIRECT SHIPMENT TO BEIJING BY AIRFREIGHT

DOCUMENT DEADLINES

The following documents must reach us not later than **13 July 2016**.

- 1 copy of Airway Bill
- 1 copy of List of Exhibits
- 1 copy of Insurance Policy (if insured)

CARGO DEADLINES

The cargo must arrive at Beijing International Airport no later than **20 July 2016**.

Consignee: BRT Logistics International Co., Ltd.
Room B1611, No.26 JiuXianQiao ZhongLu, , Chaoyang District, Beijing, P. R.
China
Phone: 86-10-64370688
Fax: 86-10-64370450
Attn: Zou Lei

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO., LTD BEIJING
BRANCH
TEL: +86 10 6588 1961
Fax +(86)(10) 6588 1960
Contact: Mr Allen Zhao
For: **AOGS 2016**

All documents such as Airway Bill must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Agility will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site.

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

AOGS 2016

c/o Agility Fairs & Events Logistics (Shanghai) Co. Ltd Beijing Branch

Name of Exhibitor : _____

Stand Number : _____

Case Number : _____

Gross Weight/Net Weigh: _____

Dimensions : _____

PRINTED / PUBLICITY MATERIALS

The Ministry of Foreign Economic Relations and Trade in China stipulates that all advertising materials (like printed matters and giveaway items) and technical information materials in all media shall be allowed display or use at the exhibition only after customs has inspected and approved the censorship clearance.

Presently, Customs in Beijing, China only allows each exhibitor sending no more than 199 pieces of films/slides/video tapes/ CDs, VCDs, DVDs to Beijing, China for each exhibition in total. Within this limitation, no other licenses are required but each exhibitor is still required to submit censorship material to Customs in advance. Please send 2 copies to our Beijing office for Customs censorship purpose at least 1 month before show opening.

In addition, exhibitors are advised that brochures, giveaways and souvenirs are subject to import duties as assessed by the Chinese Customs which must be payable on entry.

RESTRICTIONS

All exhibitors are advised that all promotional materials to be imported or giveaways during the exhibition must not indicate or deem to indicate that Taiwan is a Country.

QT/031215

4

HAND-CARRY EXHIBITS

Exhibitors are strongly advised not to hand-carry goods for this exhibition as it could be detained by the Chinese Customs at the airport, Exhibitors should immediately hand over the detention receipt and the duly filled List of Exhibits to our staff at the fairground to arrange for import of the goods from the airport. These exhibits will then have to be returned as a shipment. For hand-carried item arrival Beijing airport terminal, our handling charges will be as same as our inbound airfreight tariff, plus late arrival surcharges as applicable.

MOVE-IN DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

MOVE-OUT DAYS

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into China. Exhibitors are required to advise Agility if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Agility will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

In the event of non-compliance of disposal instruction, all goods left at the exhibition venue shall be subject to disposal by the Chinese Customs and all charges relating to the disposal including duties and taxes if any, shall be additional for account of the exhibitor.

RE-EXPORT

Re-export formality will require about 3 weeks prior to shipment re-export out of China. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Agility on-site of your request as applicable.

SOLD GOODS / DISPOSAL

All goods sold or disposed or given away or not re-exported shall be subject to import duty and taxes of the CIF value or appraised value by Customs whichever is greater. The duty varies with commodity and the VAT is 17% of CIF value.

The Procedures for Sold Goods are as follows:

- Exhibitors are required to submit a copy of the contract, buyer's company name, address and contact number to Agility at the end of the show.
- Buyer is required to present to Customs the invoice/packing list and sales contract for the processing of permanent import and payment of duty and taxes.
- After the duty and taxes are paid, buyer will be allowed to take delivery of the goods from the Customs bonded warehouse.
- For exhibits pending sale or waiting for signing of the sales contract, the exhibits will be transferred and kept in the Customs bonded warehouse subject to a maximum period of **SIX (6) MONTHS**. After the period of six (6) months, the exhibits must either be re-exported or sold.

For sold exhibits, all duty and taxes must be paid and all import formalities must be completed within 6 months' time. Failure to comply, cargo will be forfeited by the Customs. Sold goods pending conversion to permanent import shall be transferred to Customs bonded warehouse for storage. Additional charges shall be for account of the exhibitor unless assigned to the buyer.

VAT (VALUE ADDED TAX)/SERVICE TAX ON HANDLING CHARGES

The China Govt. has levied a service tax of 6 percent on handling charges to be invoiced by all freight forwarder and handling agents. All services rendered including duties & taxes and third party charges will be subject to 6% (subject to changes) as per Government's regulation. The same shall be charged accordingly.

HIRE OF LABOUR OR EQUIPMENT ETC

Our rates include unpacking and repacking on-site during normal work hours. If exhibitor requires additional labour or equipment, please contact us for quotation. Notice should be given to us 48 hours in advance.

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

REQUEST FOR INSURANCE

Upon written instructions, Agility can offer the exhibitor insurance coverage at competitive premiums.

ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.
Outward : Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Our bank account is:

Agility Fairs & Events Logistics Pte Ltd
The Hong Kong and Shanghai Banking Corporation Ltd,
21 Collyer Quay, #01-01 HSBC Building, Singapore 049320.
S\$ A/C : 141-271379-001
USD A/C : 260-319876-186
Swift code : HSBCSGSG

Credit Card payment via PayPal:

Agility Fairs & Events accepts payment via major credit cards such as American Express, MasterCard and Visa through PayPal. A tax invoice will be issued for every transaction. Payments can be made to: sgfeaccounts@agility.com

(Credit card payments via PayPal is subject to administrative charges)

TERMS AND CONDITIONS

Agility Fairs & Events does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Beijing Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our Standard Trading Conditions. A copy is available upon request.

Use of Agility's services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.

INWARD / OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 2,000 kg) within 3.0m(L) X 2.2m(W) X 2.2m(H)

From arrival Xingang Port to exhibition stands inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation Fee		USD 90.00 per consignment per exhibitor
Basic handling rate		USD 140.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	USD 380.00 per consignment (HBL) per exhibitor.
	FCL 20'	USD 3,710.00 per 20' container
	FCL 40'	USD 6,740.00 per 40' container
LCL Terminal Handling Charge		USD 45.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge		USD 135.00 per consignment (HBL) per exhibitor.
FCL Terminal Handling Charge		USD 270.00 per 20' container
		USD 505.00 per 40' container
Empty Container & Haulage to/from Container Freight Station		USD 720.00 per 20' container
		USD 990.00 per 40' container
Storage at customs bonded warehouse (From the Date of Arrival till departure of the warehouse)	LCL	Storage fee: USD 18.00 per cbm per day
		Warehouse handling fee (in or Out) USD 13.50 per cbm
		Min. 1 cbm per consignment per exhibitor
	FCL	Storage fee: USD 36.00 per 20' container per day USD 72.00 per 40' container per day
Customs broker handling Fee		USD 18.00 per cbm or 1,000kg whichever is greater Min USD 105.00 per consignment per exhibitor.

*Current and actual cost levied by Container Freight Stations (CFS), all third party's charges incurred will be charged at cost.

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg) within 3.0m(L) X 2.2m(W) X 2.2m(H)

From arrival Beijing Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Consignment Service Charge	USD 90.00 per consignment per exhibitor
Basic handling rate	USD 1.30 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	USD 140.00 per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	USD 0.45 per kg based on actual or volumetric weight, whichever is the greater
Minimum charge	USD 54.00 per consignment (HAWB) per exhibitor.
Storage at customs bonded warehouse (From the Date of Arrival till departure of the warehouse)	Storage fee: USD 0.03 per kg per day
	Warehouse handling fee (in or out): USD 0.08 per kg
	Min. 100 kg per consignment per exhibitor
Customs Broker Handling fee	USD 180.00 per consignment per exhibitor

*Current and actual cost levied by Airport, all third party's charges not listed above will be charged at cost.

Note:

- The above rates (for both sea freight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.
- Early arrivals of shipment via sea freight/airfreight are subject to port storage charges, which will be billed to exhibitors as per outlay.
- All other outlays from carriers at Port will be billed at cost.
- For delivery of cargo to multiple booths, additional handling charge is applicable. Please contact us for quotation if required.
- Return freight will be quoted upon request. We **DO NOT ACCEPT** self-nominated shipments

- Cargo arriving before our stipulated deadlines shall be subject to storage charges
- Above rates are based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents
- All consolidated shipments by sea freight and/or airfreight must be issued with House Bill-of-Lading and/or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

HEAVY-LIFT SURCHARGES

Our tariff for seafreight and airfreight consignments is applicable for exhibits not exceeding 2,000 kg per package. Exhibits in excess of 2,000kg per package will be additionally charged as follows:

Weight Per Package	Heavy-lift Charges
From 2,001 to 4,000 kg	USD 90.00 per 1,000kg
From 4,001 to 6,000 kg	USD 140.00 per 1,000kg
From 6,001 to 8,000 kg	USD 180.00 per 1,000kg

Please contact us for a separate quotation if any of your exhibits exceeding 10,000kg or any dimension exceeding L3.0m x W2.2m x H2.2m.

TEMPORARY IMPORT FEE / ATA CARNET HANDLING FEE

TIB fee is not applicable in the event of approved trade fairs in China.

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **USD 105.00** per Carnet per entry or exit.

****Please note that the individual MAWB or B/L must be issued for cargo, which is sent under ATA Carnet. Kindly consult Agility for the detailed consignment instruction for issuing the individual MAWB or B/L. ****

CENSORSHIP CLEARANCE FEE

Films, video and CDs are subject to censorship clearance as follows:

By courier	USD 150.00 per consignment per exhibitor
By airfreight	Tariff as per airfreight applies

COURIER OF EXHIBITS

From arrival Agility premises including storage and transfer to delivery stand

By courier	USD 150.00 per cbm per consignment per exhibitor
By airfreight	Tariff as per airfreight applies

*Please note that the above are subject to 6% VAT

Notes:-

- All consignment must be shipped on "Free-Domicile" basis i.e. all duties and taxes for all consignments must be paid by sender in country of origin PRIOR export.
- Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Beijing.
- A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.
- Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge for advance payments made on your behalf.

All courier must be consigned to the following address:

Consignee: **AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO., LTD**
 Unit 408, 4/F, Prime Tower
 No. 22, Chaowai Street, Chaoyang District
 Beijing 100020 P. R. China
For: AOGS 2016
 Tel. +86 10 8412 8899 Ext 829
 Azhao@agility.com

ON-SITE HANDLING SERVICES

Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa.

Handling rate	USD 80.00 per cbm or 1,000kg whichever is the greater
Minimum	2 cbm per consignment per exhibitor

CUSTOMS BONDAGE STORAGE

Goods not re-exported and pending 'sold good procedures' or storage for another exhibition shall be transferred from the booth to a Customs Bonded Warehouse for temporary storage. The following charges shall apply as additional to exhibitor unless it is assigned to the buyer.

Handling rate for transfer the cargo from booth to customs bonded warehouse	USD 160.00 per cbm or 1,000kg whichever is the greater
Minimum	USD 160.00 per consignment per exhibitor
Storage in Customs bonded warehouse	USD 1.70 per cbm per day, min 1 month

Similarly, if any exhibits, which are required to be, transferred from the Customs bonded warehouse to the exhibition booth, the above handling rate is also applicable. Additionally, Customs cover application fee **USD 150.00** per application per exhibitor will be levied for such transferal.

TRANSLATION SERVICES

The List of Exhibits used for customs clearance must be completed with English and Chinese version.

If translation to the Chinese language is required, our fee for translation service is:

Translation fee for LOE	USD 8.00 / page
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DATA ENTRY FEE

The data on the list of Exhibits shall be entered into Beijing Customs' Computer. The data entry fee is as follows:

Data entry fee	USD 8.00 per page
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CUSTOMS INSPECTION AND ANIMAL & PLANT QUARANTINE CHARGES

Customs Inspection & Quarantine charges, if any shall be additional at:

LCL and Airfreight consignment	USD 20.00 per consignment per exhibitor
Per 20' container	USD 160.00 per 20' container
Per 40' container	USD 305.00 per 40' container

Other charges such as fumigation, sanitary treatment will be billed as per outlay.

FUMIGATION RULES IN CHINA

NEW WOOD PACKING MATERIAL REGULATIONS ARE EFFECTIVE JANUARY 01, 2006

With Effective on 1 January 2006, for ALL CARGO WITH WOOD PACKING MATERIAL(WPM) to china (such as wood block cases lath cases, wood pallets, wood frames, wood drums, wood axes, chocks, stow-wood, crossties and so on), fumigation must be arranged in the country of origin before sending the cargo to china.

To ensure the WPM is properly treated either by Heat Treatment(HT) or methyl Bromide (MB), following information **MUST** be marked or stamped on the outside packing as the below sample:

1. IPPC Logo ()
2. The national plant protection organization(000)
3. Fumigation method either HT –Heat treatment or MB – Methyl Bromide (YY)
4. ISO country code (XX) unique number assigned to the company (which carries out the fumigation procedure) by

To support the treatment, exhibitors must also produce their own declaration on their company



letterhead for customs clearance purpose. This must be attached the original master air waybill (for airfreight consignment) and enclosed along with the original bill of landing and couriered to our local office (for seafreight shipments).

The original declaration letter must be made out as follows:

To:

Name of exhibitor:

Stand Number:

Name of exhibition:

c/o Agility Fairs & Events Logistics (Shanghai) Co. Ltd Beijing Branch

Our exhibition materials for the above event, comprising xxxxx (insert the total number of packages utilizing wooden packing) cases, have been fumigated at xxxxxxxx (name of origin port) and carry the following IPPC logo and markings xxxxxxxx (state the exact Registered Fumigation Number i.e. XX-000 YY).

Authorised Signature

Endorsed by company chop (stamp).

Date.

WOOD PACKING MATERIALS WITHOUT ACCEPTABLE STAMP OR NOT IN COMPLIANCE WITH THE ABOVE REQUIREMENTS MUST BE DESTROYED OR COMPULSORILY RE-EXPORTED WITH THE CARGO WITHOUT ENTRY INTO CHINA.

For cargo with non-wood packing materials, the cargo owner must provide the non-wood packing **declaration**, which is printed out by company letter-head, signed with authorized signature and endorsed with company chop. The original declaration letter must be attached to the original Master Airway Bill or courier to our local office in China for Customs clearance purpose.

DEADLINE:
(6 weeks before show)

Show Name : **AOGS 2016**
Show Dates : **2 - 5 August 2016**
Show Venue : **China National Convention Centre**
City, Country : **China**

Freight Instructions

THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR

We advise AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO. LTD Beijing Branch, the Official Forwarding Agent and On-Site Installation Contractor that we shall be shipping the following for the event, and we instruct Agility Fairs & Events Logistics Pte Ltd to customs clear and deliver the goods to our stand:

No. of pieces	Description of contents	Dimensions (metres)	Weight (kg)

We also note and understand the following:

1. DEADLINE FOR SHIPMENT

Arrival of films and video tapes by courier service : **15 July 2016**
 Receipt of documents for seafreight consignments : **1 July 2016**
 Receipt of documents for airfreight consignments : **13 July 2016**
 Arrival of seafreight consignments - LCL : **3 July 2016**
 Arrival of seafreight consignments – FCL : **14 July 2016**
 Arrival of airfreight consignments : **20 July 2016**

2. CONSIGNMENT INSTRUCTIONS

All exhibition goods either by seafreight or airfreight, must be consigned "Freight Prepaid" as follows:

Consignee: BRT Logistics International Co., Ltd.
 Room B1611, No.26 JiuXianQiao ZhongLu, , Chaoyang District, Beijing, P. R. China
 Phone: 86-10-64370688
 Fax: 86-10-64370450
 Attn: Zou Lei

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO., LTD BEIJING BRANCH
 TEL: +86 10 6588 1961 Fax +(86)(10) 6588 1960

Contact: Mr Allen Zhao
 For: **AOGS 2016**

All documents such as the Bill of Lading and Airway Bill must show the consignee as above.

3. INSURANCE

It is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility, and also ensure that Transport Insurance is arranged for exhibits sold locally.

We also inform AGILITY FAIRS & EVENTS LOGISTICS (SHANGHAI) CO. LTD Beijing Branch that we will be using the services of the company below to freight our exhibits from _____ (country). Name of Freight Forwarder from origin: _____

Contact Person: _____ Tel: _____

Fax: _____ E-mail: _____

Authorised by: Booth No: _____

Name _____
Designation _____
Company _____
Address _____
Tel _____ Fax _____
Signature & Date _____

Send this form to:
AGILITY FAIRS & EVENTS LOGISTICS PTE LTD
No. 5 Changi North Way, 3rd Floor, Singapore 498771
Tel: (65) 6571 5636 / 6500 0250
Fax: (65) 6214 9592 / 6214 9593
Contact: Ms Chloe Ng
E-mail: ChZhen@agility.com