

Dear Sir/Madam,

LETTER OF INTRODUCTION/BUSINESS PROPOSAL

SHOTTO Group of Companies, is a limited liability company that is registered under the Corporate Laws of the Republic of Ghana with **TIN C0010297243**. The word Group as part of its name denotes that, the company is into several businesses within its region, Ghana – West Africa.

SHOTTO Group of Companies hold continual improvement of its products and services at its forefront, and this is why the company instituted 'The Innovation Task Force'- a task force with team players dedicated to collating company and industry best practices to be implemented at SHOTTO Group of Companies. The company, has qualified and experienced staff managing it.

As well as, its subsidiaries to ensure customers are delivered with excellent services and quality products.

SHOTTO Logistics with **TIN C0010359397**, is one of the subsidiaries of the SHOTTO Group of Companies with its main/major and primary focus of activities/services are as below:

- LCL Consolidation inbound & Deconsolidation
- DDP/ DAP /DDU both Air and Sea
- Customs Clearance
- Freight Collections (FOB)
- LCL distribution
- Project Cargo handling
- International freight forwarding
- Warehousing.
- Door to Door combined logistics
- Cargo insurance option for additional peace of mind for our partners

SHOTTO Logistics main keen interest and desire to become the NO.1 Logistics HUB from Ghana in the services of FREIGHT CONSOLIDATOR/NVOCC & an INTERNATIONAL FREIGHT FORWARDER will be for below reasons and also to adhere the Shipping & Logistics business ethics and professional standards regarding dealings with other Global Partners Worldwide:

- I. To support our fellow Global Partners to the fullest extent possible.
- II. To be active in sales endeavors for mutual growth between our Global Partners.
- III. To provide bona fides sales leads when possible.
- IV. We are properly staffed for the highest level of service and not engage or participate in activities that we know or should have known that the movement, contents, or other aspects of the transaction were illegal, by either the importing, exporting or transiting countries laws.
- V. We operate in accordance with all stated shipping advice in writing and/or comply with any written agreements/contracts that exist between SHOTTO Logistics and its Global Partners.
- VI. To honor and reimburse any REBATE/COMMISSION funds/disbursements to be paid out on instruction by our Global Partners without any delays on the said due date of every month.

- VII. To be able to provide the best of professional service to all our Global Partners who require our services to/from Ghana region and across the globe at large in Consolidation & Freight Forwarding activities and any other Shipping & Logistics related activities.
- VIII. We aim to be an APT partner, reliable, trust worthy and efficient, looking forward to establish good relationship with all our Global Partners.
- IX. SHOTTO Logistics, is made up of young and promising team that has proven to be among the best in consolidation and freight forwarding on the base of the belief that experience, solution-focused and hardworking unite the horizon. Our company targets to become one of the fore-runners in the international market of Seaway and Airway cargo handling.
- X. SHOTTO Logistics has a firm belief that the future of international freight services lies in providing a fully integrated services hence we undertake all the above major activities/services we provide to all our Partners.

SHOTTO Logistics, has the mission of providing the necessary financial substance to sustain the company and its employees and to meet customers' requirements through high-quality service, cost control and the development of our human capital. It is the company's vision to be a key partner in integrated logistics in Ghana, offering a higher quality of service. We are making every effort and welcome any ideas and support that will enable us reach these goals. We believe in **innovation, hard work, sacrifice and professionalism.**