



# PT. MASTER FREIGHT INTERNATIONAL

*We Serve Wholeheartedly*

## COMPANY PROFILE



[www.masterfreight.co.id](http://www.masterfreight.co.id)



## TABLE OF CONTENT

**1**

About Us

**2**

Line Of Business

**3**

Location and Bank Details

**4**

The Organization / Contact Person

**5**

Standard Operation Procedures for Export

**6**

Standard Operation Procedures for Import

**7**

Service Standards

**8**

Our Projects Documentation





# About Us.

## Introduction

At the beginning **PT. MASTER FREIGHT INTERNATIONAL** was established to meet requirement of several clients that have import and export from and to Indonesia. Our core business is air and ocean freight business. As the market and business customer requested, we are going to expand our wing to increase of our business sectors of project distribution, domestics shipment and warehousing.

The world of the freight industries is dynamic one in our line of business, we are constantly on move. It is **PT. MASTER FREIGHT INTERNATIONAL** strategy to be parts of the world. We continually liaise with the carriers and agents to ensure that our clients are offered the best service with economically reasonable rates.

**PT. MASTER FREIGHT INTERNATIONAL** will keep on establishing a network of agencies to assist importers and exporters. As the time goes by, we are now have been developing our principal business areas which are air and sea freight forwarding, including projects and all related services, like custom clearance, inland transportation, domestic services, Etc. Whether the shipment is being forwarded by air or sea, our clients can be confident in the knowledge that our staffs who will handle their shipments accordingly.

We are able to supply out clients on sound advice to determine the best possible means of shipment from point of dispatch to point of delivery, and our knowledge of the Indonesia local conditions is a company asset which our clients and agents can trust and reply upon.

We are also capable in door to door service to all points and remote part of Indonesia. We have the capability and experience to handle any urgent shipments.

It is just important to our customer that we continue to strengthen our position in Indonesia. We are pleased that we added branch agents in Indonesia to strengthen our freight services thought out Indonesia as well.





# LINE OF BUSINESS

**PT. MASTER FREIGHT INTERNATIONAL**  
**provide the services as follow :**

## **AIR FREIGHT INCLUDING**

- Export (Door To Door service)
- Import (Door To Door service)
- Customs Clearance
- Air Lines Booking Space
- Heavy Lifts
- Domestic Service

## **SEA FREIGHT INCLUDING**

- Export, Customs Clearance
- Import, Door To Door Service, Customs Clearance
- Shipping Lines Booking Space

## **WAREHOUSING/LOGISTICS**

- Project Distribution
- Warehousing
- Land Transportation



## OFFICE :

**PT. MASTER FREIGHT INTERNATIONAL** office are located in :

Jl. Bekasi Timur IV, No. 12, Jatinegara,

Jakarta 13410, Indonesia

Tel : (62 21) 85902767, 8502835

Fax : (62 21) 85909292

E-mail : masterfreight@masterfreight.co.id

Web : www.masterfreight.co.id

## BANK ACCOUNT :

Beneficiary Name	: PT. Master Freight International
Beneficiary Address	: Jl. Bekasi Timur IV No. 12, Jatinegara Jakarta 13410 Indonesia
Beneficiary Bank	: Bank Rakyat Indonesia (BRI) Cab Jakarta, Jatinegara
Beneficiary Bank Address	: Jl. Raya Jatinegara Timur No. 44 B Jakarta 13310 Indonesia
Account Number	: 0122-01-002243-30-1 (IDR) 0122-02-000089-30-9 (USD)
Swift Code	: BRINIDJAXXX



# CONTACT PERSONS :

## SALES & MARKETING DEPARTMENT

- Mr. A. Mulyani : Sales & Marketing Manager
- Mr. Teddy Sutendy : Sales & Marketing Coordinator
- Mr. Max Obadja M.S : Sales & Marketing
- Mr. Angga Hoeron Saputra : Sales & Marketing
- Mr. Bima Rizky : Sales & Marketing

## FINANCE & ACCOUNTING DEPARTMENT

- Ms. Ati Sutiati : Accounting Manager
- Ms. Mayang Karlina : Finance & Accounting Coordinator
- Mr. Suherman : Finance & Accounting Staff
- Ms. Intan Mayangsari : Finance & Accounting Staff

## CUSTOMER SERVICE & OPERATION DEPARTMENT

- Ms. Siti Rukoyah : Customer Service Coordinator
- Ms. Vebyola Tanasale : Customer Service & Operation Staff
- Ms. Tiara Agustina Rizal : Customer Service & Operation Staff
- Mr. Moga E. Dipratama : Customer Service & Operation Staff
- Mr. Deri Sadewo : Customer Service & Operation Staff
- Mr. Suryanto : Operation Manager
- Mr. Sugiman : Operation Coordinator
- Mr. Indra Bayu : Operation Staff
- Mr. Dodik Apriyanto : Operation Staff
- Mr. Jumari : Operation Staff
- Mr. Amung Saefuri : Operation Staff

## GENERAL & PERSONAL AFFAIRS

- Mr. Darun N. Firdaus : General Affair & Personal Manager
- Mr. Didik Suwardi : General Affair & Personal Coordinator
- Mr. Afif Aidil : General Affair

## IT DEPARTMENT

- Chairil Mufti : IT Manager





# STANDARD OPERATION PROCEDURES FOR EXPORT

## DOCUMENTATION :

- Original Invoice
- Original Packing List
- Export Declaration

### MAIN PORT/TRANSHIPMENT

The main ports in Indonesia are Jakarta, Semarang, Surabaya and Medan. Cargo in cities outside these ports, please refer to the list in the SOP EXPORT or ask **PT. MASTER FREIGHT INTERNATIONAL** Jakarta for further coordination.

### CLOSING TIMES

#### OCEAN FREIGHT

Due to port regulation the closing time for FCL cargo is 48 hours before feeder vessel arrival. This will normally give additional transit time of 3 days plus the steaming time to Singapore (2 days) which is the most common used transshipment port for Indonesia.

#### AIR FREIGHT

Cargo and documents can be submitted up to 8 hours before flight departures, subject to the size of the shipment. It is therefore recommend to deliver 24 hours before flight for shipments above 1,000kg.

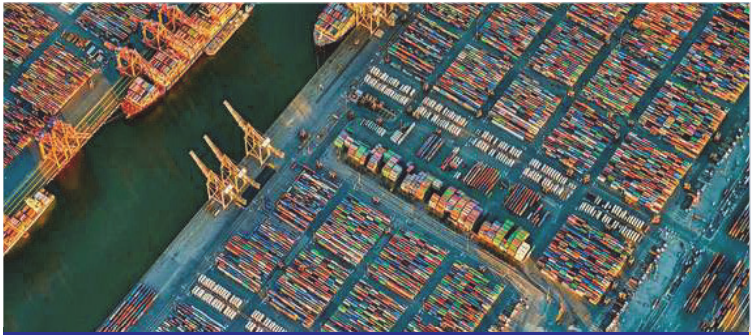
### LETTER OF CREDIT STIPULATION

"**PT. MASTER FREIGHT INTERNATIONAL**"  
BILL OF LADING AND AIR WAYBILL TO BE  
ISSUED BY "**PT. MASTER FREIGHT  
INTERNATIONAL**"

### ORDER FOLLOW UP

We can provide order follow up, subject to consignee submitting all relevant information in advance, like supplier details, order no, etc.





# STANDARD OPERATION PROCEDURES FOR IMPORT

Indonesian customs have very strict and comprehensive regulations regarding import documentation. If not followed it can result in considerable fines, delays and in some cases even total import rejection therefore below listed guidelines must be followed.

## **DOCUMENTATION :**

- Original Invoice
- Original Packing List
- MBL or HBL
- MAWB or HAWB
- Copies Telex Release (if any)

The above mentioned should state the same description of goods including QTY / KG / CBM and commodity. Standard for customs clearance normally takes 7 days and we are available for request regarding Tax, VAT and Duties.

## **TRANSIT CARGO**

All shipments in to Indonesia must be custom cleared at port of entry / discharge before on forwarding can be performed.

The following is a guideline for the most common destinations in Indonesia and

**PT. MASTER FREIGHT INTERNATIONAL** to be state in shipping documents.

For outer destinations, please ask

**PT. MASTER FREIGHT INTERNATIONAL -** Jakarta.

## **FREE DOMICILE DELIVERY**

Only acceptable with prior notice confirmation and for pricing, please confirm with us in advance.

## **SPECIAL INSTRUCTIONS**

For FCL container the MBL to read FCL / LCL if not penalty charge will be imposed by customs for change status.

## **ORDER FOLLOW UP**

We can provide order follow up, subject to shipper submitting all relevant information in advance, like consignee details, order no, etc.





## SERVICE STANDARDS

### FOR OVERSEAS AGENTS

- Pre Advice : 2 days after departs (sea freight)  
Same day as departs (air freight)
- Documentation : 4 working days after departs (sea freight)  
Same day as departs (air freight)
- Imports P.O.D : 1 day after release
- General Correspondence : Within 24 hours after receipt
- Sales Lead Overseas : Confirm receipt within 24 hours and  
advice outcome of contract within 10 days
- Invoice and Credit Notes : Send to the office in Jakarta

### TO CLIENTS / SHIPPER - AIR

- Booking confirmation shipping details / schedule same day after uplift.
- Confirmation of uplift 1 day after cargo depart.
- Invoice and documents ready for release 1 day after uplift.
- POD latest 1 day after cargo arrived and delivered at destination.

### TO CLIENTS / SHIPPER - SEA

- Booking confirmation shipping details / schedule same day as S.I received.
- Confirmation of uplift 1 day after cargo depart.
- Invoice and documents ready for release 1 day after uplift.
- POD latest 1 day after cargo arrived and delivered at destination.



# OUR PROJECTS DOCUMENTATION







## PT. MASTER FREIGHT INTERNATIONAL

*We Serve Wholeheartedly*

*We are proud members of :*

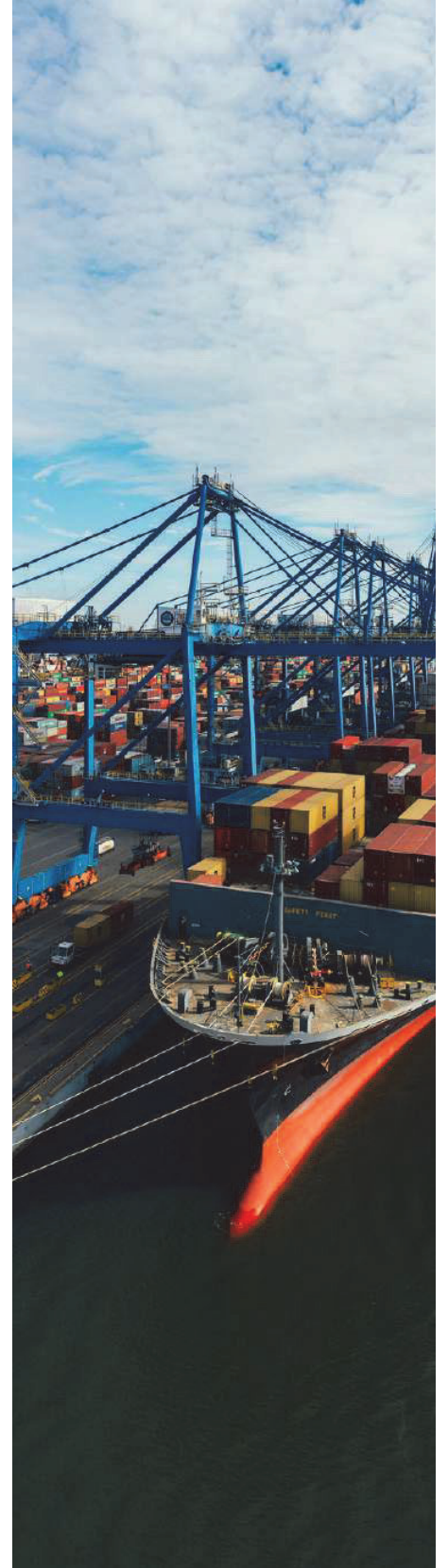


AZFreight



FREIGHT MIDPOINT  
INTERNATIONAL FORWARDERS NETWORK

GENSFN  
GENERAL AND SPECIALISED FREIGHT NETWORK



+62-21 85902767, 8502835



masterfreight@masterfreight.co.id



www.masterfreight.co.id