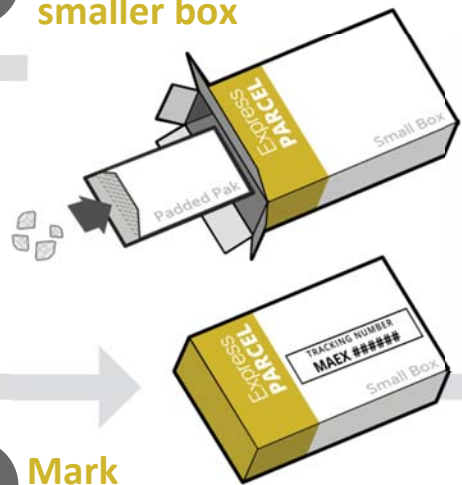


# 1 Secure merchandise in smaller box



To prevent damage, protect the property by wrapping with bubble wrap or placing inside a padded envelope, or tamper-proof bag with additional padding. Then place in inner box with additional cushioning to prevent movement and rattling.

# 2 Mark Tracking information

Mark the MAEX reference number, shipper and recipient on the outside of the smaller box. This assists in the identification of the inner parcel in case of damage to the label on the outer packaging.



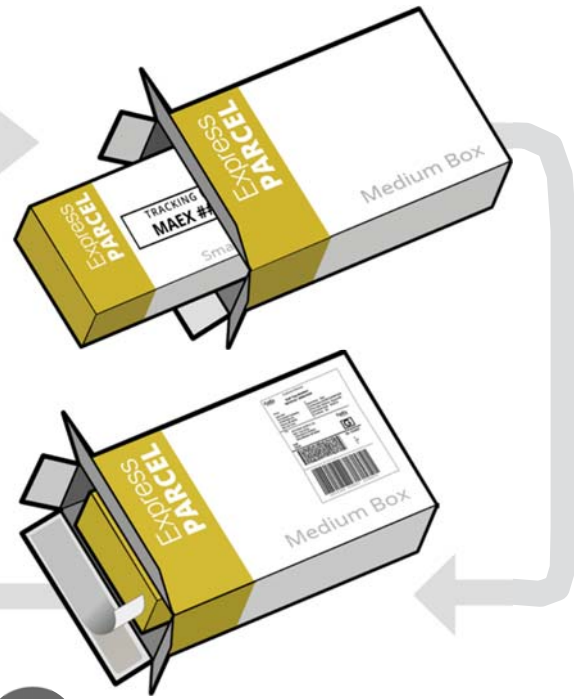
# 5 Proper labeling

Obvious words that directly relate to valuables (diamonds, GIA, jewelry, watches, gold, silver, platinum, or similar) are strictly prohibited (for example, change "Mark's jewelry Store" to "Mark's Store").

Affix the label to the outside of the outer box.

# 3 Double box your shipments

Place the small box inside a larger courier box. Make sure movement is restricted with additional cushioning. Double boxing may reduce the risk of quick access to your valuables via "poke and grab" methods of parcel tampering.



# 4 Proper enclosure

With your smaller parcel securely enclosed within your outer box, close your outer box. Seal all seams, flaps and closures first using the self-sealing adhesivestrips (if applicable). Once the flaps have been closed, apply pressure to flaps to ensure a tight secure seal.

## Additional shipping PRECAUTIONS

1. Please refer to the MAEX T&Cs for rules, restrictions and limitations before shipping.
2. Keep accurate records of the property, SKUs (if applicable) and values of all items included in the shipment.
3. Record packing and shipping areas on CCTV and maintain the recordings.
4. Use of boxes other than courier boxes must be approved by Malca-Amit prior to shipping.
5. Do not reveal to courier the nature of the property or the value of the shipment (unless required by customs authority for export).
6. When using our remote-service, please ensure that your property is securely packaged and keep the receipt issued at the courier drop-off box or self-service kiosk.
7. Provide your consignee with the tracking information. Your consignee must be available to take delivery of the shipment.
8. Track your shipments diligently. Timely reaction to irregularities in transit will minimize the potential loss or enhance recovery if lost.
9. Please follow special instructions when shipping directly to hotels, convention centers, apartment complexes. Please contact your local Malca-Amit representative for details.

# Safe Shipping & packing checklist

\*Please note that procedures may need to be adjusted to accommodate the particular property to be shipped. It is Customer's ultimate responsibility to ensure their property is appropriately packed to withstand the ordinary risks of transport.

