



# Schedule of Charges (HK)

APPLIES TO  
UDB Logistics Limited

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## 1. Purpose

This Schedule of Charges sets out UDB's standard commercial charges and billing rules for logistics services arranged by UDB Logistics Limited ("UDB") in Hong Kong.

## 2. General billing rules

### 2.1 Currency

Default currency: HKD unless agreed otherwise in writing.

### 2.2 Tax / duty / government / third-party charges

Hong Kong does not currently apply VAT/GST. Any applicable tax, duty, levy, government charge, customs charge, terminal charge, Tradelink charge, carrier charge, warehouse charge, screening charge, or other third-party fee may be charged where applicable.

### 2.3 Service eligibility

UDB services are offered for commercial air cargo shipments. Courier/parcel services are not offered. UDB generally handles shipments starting from 1,000 kg (1 ton) and above, subject to routing, commodity, DG, security, and operational feasibility.

### 2.4 Payment terms — standard practice

- New customers: prepaid by default based on the agreed quotation and booking confirmation, once booking is confirmed and required shipping documents are received.
- Adjustments / additional charges: post-shipment recharges may be issued where actual costs increase due to operational factors, including terminal/handling charges, waiting time, documentation re-submission, rework required by authorities/partners, warehouse charges, security screening, additional handling, or carrier/terminal changes.
- UDB will provide supporting explanation and references where available, such as terminal invoice reference, warehouse reference, Tradelink reference, carrier/GHA reference, or partner invoice reference.
- Regular customers: UDB may apply Due on Receipt, payable immediately upon invoice issuance, where the final cost is confirmed at handover/acceptance stage.
- Net 7 / Net 14: available only for highly regular customers and only if agreed in writing. Net 14 is the maximum and remains discretionary.

## 2.5 Pricing format: all-in vs cost breakdown

UDB may quote and invoice rates as all-in bundled prices, which may include third-party costs and UDB margin. UDB is not required to disclose underlying carrier, GSA, terminal, warehouse, Tradelink, screening, or partner cost breakdown unless required by law or expressly agreed in writing.

## 3. Core UDB service fees

### 3.1 Standard handling / coordination

Charge item	Standard charge
Standard handling / coordination fee	HKD 455 per AWB / MAWB / HAWB

### 3.2 Documentation and rework

Charge item	Standard charge
Invoice / packing list / document correction or rework, standard	HKD 650 per document set
Multi-page or complex rework	Quoted case-by-case
AWB / HAWB / MAWB amendment	HKD 650 per amendment + carrier/terminal charges where applicable

### 3.3 Labels and marking

Charge item	Standard charge
ELI / DG label	HKD 1 per pc, minimum HKD 50
Export AWB label / shipping mark label	HKD 1 per pc, minimum HKD 50

## 4. Hong Kong customs / declaration / trade interface

### 4.1 Tradelink / declaration support

Charge item	Standard charge
Tradelink import/export declaration submission	0.02% of invoice value + HKD 350 UDB processing
Tradelink amendment / re-submission	HKD 780 per amendment / re-submission + government / Tradelink charges where applicable
Import Declaration Fee	HKD 420 per MAWB
Custom Clearance	HKD 375 per customs code / HAWB

Government, Tradelink, customs, authority, penalty, late declaration, amendment, and third-party charges may apply separately unless included in an all-in quote.

### 4.2 Strategic commodities / controlled goods

Charge item	Standard charge
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Charge item	Standard charge
Strategic commodities licence / TID support	Quoted case-by-case
Permit / licence coordination for controlled goods	Quoted case-by-case
Technical / end-use / end-user documentation support	Quoted case-by-case

Shipment may be held until required licence, permit, authority approval, carrier/operator acceptance, or compliance clearance is confirmed.

#### 4.3 Customs / C&ED inspection attendance

Charge item	Standard charge
C&ED / customs inspection attendance	HKD 650 per visit + waiting time / third-party charges where applicable
Urgent / after-hours inspection attendance	Quoted case-by-case

### 5. Pickup / delivery / trucking coordination

#### 5.1 Air import pickup / delivery

Charge item	Standard charge
Airport Pick up & Local Direct Delivery, per HAWB & location	HKD 1.20 per kg, minimum HKD 1,200
Airport Pick up & Delivery Warehouse	HKD 0.90 per kg, minimum HKD 900
Local Pickup / Delivery Cargo	HKD 0.90 per kg, minimum HKD 900

#### 5.2 Air export pickup / transfer

Charge item	Standard charge
Bulk cargo from warehouse to terminal / forwarder	HKD 0.90 per kg, minimum HKD 900
Local Pickup / Delivery Cargo	HKD 0.90 per kg, minimum HKD 675
Pickup ULD, round trip	HKD 1,200 per unit
ULD build-up material charges	HKD 150 per unit

#### 5.3 Miscellaneous transport costs

Parking, gate charges, toll fees, terminal charges, waiting time, special vehicle requirements, temperature-control vehicle requirements, escort requirements, or other transport-related costs may be charged at cost or included in an all-in quote.

### 6. Contracted warehouse / facility charges

#### 6.1 Registration / after-hours / holiday

Charge item	Standard charge
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Charge item	Standard charge
Registration Charge, 09:00–20:00	HKD 600 per S/O
Registration Charge, after 20:01	HKD 1,200 per S/O
Parking Fee	HKD 225 per truck
Holiday on Duty, Sunday or Public Holiday	HKD 3,000 per day

## 6.2 Storage

Storage Fee, stackable cargo: HKD 97.5 per CBM per week, minimum HKD 97.5.

## 6.3 Warehouse in / out

Charge item	Standard charge
Warehouse In / Out	HKD 90 per CBM, minimum HKD 90

## 6.4 Screening / x-ray handling

Charge item	Standard charge
X-Ray Charges	HKD 0.75 per kg, minimum HKD 75
X-Ray handling fee (TSA)	HKD 0.30 per kg
X-Ray handling fee, bulk shipment	HKD 0.90 per kg per MAWB, minimum HKD 900
X-Ray handling fee, export	HKD 0.30 per kg, minimum HKD 225 per MAWB

Terminal X-Ray charges, CTO charges, airline charges, and other third-party screening charges are not included unless expressly included in an all-in quotation.

## 6.5 Loading / unloading

Charge item	Standard charge
Cargo loading / unloading	HKD 0.375 per kg per S/O, minimum HKD 450

## 6.6 Packing / repacking / pallet handling

Charge item	Standard charge
Shrink-wrapping (carton)	HKD 15 per carton
Shrink-wrapping (pallet)	HKD 150 per pallet
Strapping	HKD 15 per pc
Sorting / carton packing	HKD 15 per carton
Palletization fee	HKD 525 per pallet
De-palletization fee	HKD 150 per pallet

Palletization includes one pallet, shrink-wrapping, and two pieces of strapping unless otherwise stated.

### 6.7 Warehouse labels / marking

Charge item	Standard charge
Labelling charges	HKD 0.75 per pc, minimum HKD 30

This may include battery label, AWB label, or shipping mark where requested by the customer.

### 7. Air import cargo service

Charge item	Standard charge
Airport Handling Fee, shipment release form only	HKD 300 per MAWB
Airport Pick up & Local Direct Delivery	HKD 1.20 per kg, minimum HKD 1,200
Airport Pick up & Delivery Warehouse	HKD 0.90 per kg, minimum HKD 900
Local Pickup / Delivery Cargo	HKD 0.90 per kg, minimum HKD 900
ATA Carnet Shipment handling	HKD 375 per MAWB
Custom Clearance	HKD 375 per customs code / HAWB
Cargo Survey Attendance Handling	HKD 375 per HAWB
Dangerous Goods Handling Fee	HKD 420 per MAWB
Import Declaration Fee	HKD 420 per MAWB

Cargo Survey Attendance Handling does not include survey company charges.

### 8. Air export cargo service

Charge item	Standard charge
Bulk cargo from warehouse to terminal / forwarder	HKD 0.90 per kg, minimum HKD 900
X-Ray handling fee, applicable to bulk shipment	HKD 0.90 per kg per MAWB, minimum HKD 900
DG Cargo Handling Charge, applicable to bulk shipment	HKD 420 per MAWB
X-Ray handling fee	HKD 0.30 per kg, minimum HKD 225 per MAWB
ATA Carnet Shipment handling	HKD 375 per MAWB
Build up ULD charge	HKD 0.90 per kg, minimum HKD 675
Local Pickup / Delivery Cargo	HKD 0.90 per kg, minimum HKD 675
Pickup ULD, round trip	HKD 1,200 per unit
ULD build-up material charges	HKD 150 per unit

### 9. Certificates / legalization / attestation support

Where UDB provides coordination / runner / submission support for documentation, subject to authority availability and customer-provided documents:

Charge item	Standard charge
Certificate of Origin / Chamber document coordination	HKD 1,000–2,000 per document set
Legalization / attestation / embassy coordination	HKD 1,500–3,500 per document
Courier / runner / third-party document handling	Quoted case-by-case

Government, authority, chamber, embassy, courier, and third-party fees may apply and may be included in an all-in quote.

## 10. HS classification / advisory & inspection attendance

Charge item	Standard charge
HS classification / advisory	HKD 1,000–3,000 per SKU / line
Complex advisory case	HKD 3,000–6,000 per case
UDB survey coordination / attendance support	HKD 650 per case + survey company charges
C&ED / customs inspection attendance	HKD 650 per visit + waiting time / third-party charges where applicable
After-hours / urgent attendance	Quoted case-by-case

Commodity classification and licensing determination remain the customer's responsibility unless UDB expressly agrees in writing to provide a specific advisory or submission service.

## 11. Priority / Control Tower

Priority / Control Tower applies only where confirmed in writing and governed by the Priority / Control Tower Addendum (HK).

### 11.1 Per-shipment model

Charge item	Standard charge
Control Tower fee, per Eligible Shipment	HKD 1,500
High-risk / 24/7 war-room readiness, where agreed	HKD 3,000 per shipment

### 11.2 Monthly retainer model

Tier	Monthly charge
Up to 10 shipments	HKD 15,000 / month
Up to 25 shipments	HKD 30,000 / month
Up to 60 shipments	HKD 60,000 / month

Tier	Monthly charge
Overage	HKD 1,200–1,800 per extra shipment

## 12. Value Protection — contractual

Value Protection applies only where confirmed in writing at booking acceptance.

Charge item	Standard charge
Fee	1.65% of declared value
Minimum fee	HKD 750
Max declared value without special approval	HKD 5,000,000

Declared value evidence: commercial invoice is generally sufficient; additional evidence may be requested where reasonably necessary.

DG / high-risk / theft-attractive / security-sensitive commodities: Value Protection may be offered only with written approval and may be excluded for certain commodities, routings, or handling conditions.

Value Protection is contractual and is not insurance.

## 13. Insurance — if purchased

Insurance is not included unless agreed in writing and remains subject to insurer terms.

Charge item	Standard charge
UDB placement / admin fee	0.35% of insured value
Minimum admin fee	HKD 650
Minimum insurance premium	As per insurer

Coverage is typically on ICC(A) terms / All Risks, subject to insurer wording and exclusions.

Deductible: as per COI / cover note / insurer terms.

## 14. Exception / disruption fees

Unless otherwise agreed in writing, the following UDB service fees may apply in addition to any carrier, terminal, authority, warehouse, screening, Tradelink, or third-party costs, which may be billed all-in.

Charge item	Standard charge
Rebooking coordination fee	HKD 900
Rebooking coordination fee for S1/S2	HKD 1,500
Reroute coordination fee	HKD 1,300
Hold / release instruction fee	HKD 500

Charge item	Standard charge
Return-to-origin coordination fee	HKD 1,800
After-hours / weekend emergency handling fee	HKD 1,200–3,000
War-room / incident management fee, premium option	HKD 5,000 per incident + HKD 2,000/day where extended management is required

Fee depends on severity level, urgency, timing, and time required.

## 15. Notes

- Some charges depend on routing, handling partner, airport/terminal procedures, CAD/RAR requirements, Tradelink requirements, customs/authority requirements, carrier rules, warehouse availability, and commodity type.
- Where a government, authority, carrier, terminal, Tradelink, warehouse, survey, screening, or partner fee is applicable, it may be charged separately or included in the quoted all-in price.
- Any miscellaneous costs, including parking, gate charges, toll fees, terminal charges, terminal X-Ray charges, survey fees, courier fees, storage, demurrage, detention, waiting time, or special handling charges, may be charged at cost unless included in an all-in quote.
- The rates do not include duty, tax, cargo insurance, survey company charges, or third-party charges unless expressly stated.
- Charges for services not specified in this Schedule are quoted on request.
- This Schedule may be updated from time to time. The latest version is published in the Legal & Compliance Hub.