

For shipping Lithium Batteries internationally by air, whether they are packed with equipment or alone, the shipper should complete the Lithium Battery - Shipper Declaration Letter and Battery Label, as described in this user guide. Please place the completed Lithium Battery - Shipper Declaration Letter in document pouch or attach it to the outside of the packaging, while the completed Lithium Battery label should be attached directly to the packages.

### Completing the Shipper Declaration Letter for International Air Shipment



DD/MM/YYYY

Date: \_\_\_\_\_

#### Shipper's Declaration for Section II Lithium Cells / Batteries

**WARNING: LITHIUM BATTERIES IDENTIFIED BY THE MANUFACTURER AS BEING DEFECTIVE FOR SAFETY REASONS, OR THAT HAVE BEEN DAMAGED, MUST NOT BE SHIPPED BY AIR.**

**Shipment Details:**

Master Air Waybill Number: \_\_\_\_\_ Origin (Optional): \_\_\_\_\_  
(For Direct Shipment)

House Air Waybill Number: **TNT Air Waybill Number** \_\_\_\_\_ Destination (Optional): \_\_\_\_\_  
(If applicable)

Shipper's Information:	Consignee's Information:
Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Contact Number: _____	Contact Number: _____

Enter shipper and receiver contact name and address

請填寫寄件人及收收件的資料,包括聯絡人姓名及電話

Select the applicable battery type(s) and fill in the blanks:

Battery Type [IMP Code]	* IATA Limitation	Piece (No of Carton)	Net Weight/ Qty per Package (kg)
<input type="checkbox"/> UN3480   PI965 [ELI] Lithium Ion Cells / Batteries ONLY	Cell / Battery ≤ 2.7Wh No. of Pieces: No Limit Max Net Battery Weight 2.5 kg per package	Enter 1. No. of CARTON 2. No. of BATTERY for each PI	Enter net weight or quantity of battery of each Carton  請填寫每箱的毛重
Cell > 2.7 Wh but ≤ 20 Wh No. of Pieces: Max 8 Cells per package			
Battery > 2.7 Wh but ≤ 100 Wh No. of Pieces: Max 2 Batteries per package			
<input type="checkbox"/> UN3481   PI966 [ELI] Lithium Ion Cells / Batteries Packed with Equipment	Cell ≤ 20Wh or Battery ≤ 100Wh	請填寫每個電池類別的1.箱數 2.電池數量	*參考左方IATA Limitation 做出正確的申報
<input type="checkbox"/> UN3481   PI967 [ELI] Lithium Ion Cells / Batteries Contained in Equipment	Max Net Battery Weight 5 kg per package		
<input type="checkbox"/> UN3090   PI968 [ELM] Lithium Metal Cells / Batteries ONLY	Cell / Battery ≤ 0.3g lithium No. of Pieces: No Limit Max Net Battery Weight 2.5 kg per package	If Overpack is used, Enter: 1. No. of OVERPACK 2. No. of INNER PACKAGE 3. No. of BATTERY	For example 例如: - Each Package is less than 2.5kg or 5kg. - Each Package Contains 2 Batteries / 8 Cells or less.
Cell > 0.3g but ≤ 1g lithium No. of Pieces: Max 8 Cells per package			
Battery > 0.3g but ≤ 2g lithium No. of Pieces: Max 2 Batteries per package			
<input type="checkbox"/> UN3091   PI969 [ELM] Lithium Metal Cells / Batteries Packed with Equipment	Cell ≤ 1g lithium or Battery ≤ 2g lithium	Max Net Battery Weight 5 kg per Package	
<input type="checkbox"/> UN3091   PI970 [ELM] Lithium Metal Cells / Batteries Contained in Equipment			

Select the correct battery and shipment type by checking the appropriate box

請選擇正確的電池類別,在正確的正格上打勾

- Lithium **ION** batteries in compliance with Section II of PI \_\_\_\_\_.
  - Lithium **METAL** batteries in compliance with Section II of PI \_\_\_\_\_.
  - This package does not contain any recalled and / or defective cells and / or batteries.
  - This package must be handled with care. A flammability hazard exists if the package is damaged.
  - Special procedures must be followed in the event the package is damaged, to include inspection and repacking if necessary.
- Special Procedures: (E.g. Follow Special Procedures as per MSDS Section xx to xx in the event the package is damaged)

Select the correct battery and shipment type by checking the appropriate box

請選擇正確的電池類別,在正確的正格上打勾

Refer to the Sections of First Aid, Fire Flight and Accidental Release Measures in MSDS

- Telephone Number for Additional Information: Enter your telephone number 請填寫電話號碼 (country code + city code + tel. no.)  
 \_\_\_\_\_  
 (Country Code) + Area Code + Phone Number

• Remarks:

Full Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Capital Letter)

Full Name in Capital Letter  
請用正楷填寫寄件人全名

## Shipping Documentation:

TNT Air Waybill (空運提單), Material Safety Data Sheet (物料報告), Customs Invoice (發票), Packing List (裝箱單) & Shipper Declaration Letter 危險品申報書

## Completing TNT Air Waybill

WHITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.

**1. Sender's Account Number**

**2. Invoice to Receiver** SENDER LIABLE FOR UNPAID CHARGES

Cross Box  and provide receiver's account number -> or call Customer Service for correct account details

**3. Customer Reference** (Information you would like on the invoice (if required))

**4. From (Collection Address)**

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province/Region: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**5. To (Receiver)**

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal / Zip Code: \_\_\_\_\_

Province/Region: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

**6. Delivery Address** (If different from receiver's address above)

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal: \_\_\_\_\_

Province/Region: \_\_\_\_\_

Contact Name: \_\_\_\_\_

**7. Dangerous Goods** (Cross correct box)

Does this consignment contain any dangerous goods? If yes, please call our Customer Service.

Yes  No

**CARRIAGE OF THIS CONSIGNMENT IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE**

Your Signature \_\_\_\_\_ Received by TNT (to be completed by TNT)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Day/Month/Year) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_:\_\_\_\_

Collection Address  
Must contain the telephone number  
of the shipper  
詳細的提貨地址資料, 必須包含聯絡電話

Dangerous Goods "Yes"  
must be ticked  
在危險品"是"的方格上打勾

**TNT**  
www.tnt.com

  
**GD 872 149 034 VV**  
Please quote this Number if you have an enquiry.

**8a. Services** (Cross one box only to select a Service)

	Documents	Non-Documents
<input type="checkbox"/> <b>Special Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>9:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>10:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>12:00 Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Express</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Economy Express</b>	<input type="checkbox"/>	<input type="checkbox"/>

Please contact Customer Service to arrange shipment. For contact and service details, please see brochures. If no service is selected, the Express service will be provided and treated.

**8b. Options** (Cross boxes)

**Priority**  
Priority handling from pickup to delivery  
For Express and Economy Express

**Enhanced Liability**  
For documents and non-documents  
subject to conditions 17 on reverse  
Please provide insurance details

**9. Special Delivery Instructions** (Reserved for your instructions (if required))

Lithium XXXX Batteries in compliance with Section II, PI967

**10. Goods Descriptions** (If dutiable please refer to section 11)

General Description <small>Please put full details on commercial invoice</small>	Dimensions		
	Length	Width	Height
Lithium Ion/metal Batteries in compliance with Section II, PI967 鋰離子/ 鋰金屬電池 已依照 包裝指引第 965-970 條 第二部份			

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Please also refer to Excepted Lithium Batteries Handling

Please keep for reference

## Excepted Lithium Batteries Handling:

For package contains less than 4 cells or less than 2 batteries installed in equipment under Section II of PI967 / PI970, the package DOES NOT require: 1) Lithium Battery Labels; 2) Shipper Declaration Letter; & 3) MSDS  
Shipper is recommended to declare in TNT Air Waybill Section 9 – Special Instruction as following:  
- "Exceptional Handling of PI967 / PI970 - containing 2 batteries / 4 cells or less"

### 特殊豁免處理:

根據PI967/PI970的第2小節包裝指引, 每個獨立包裝箱內含小於4粒電池或小於2塊合成電池, 不須提供: 1) 任何鋰電池標籤; 2) 危險品申報書; & 3) 物料報告  
建議托運人於TNT空運提單的第9節 - 特別說明用英文填寫如下:  
- PI967/PI970特殊豁免處理 - 箱內含小於2塊合成電池 / 4粒電池或更少

## Completing the Lithium Battery Label



Packages containing lithium batteries that meet the requirements of IATA Section II of Packing Instructions 965 to 970 must bear a "Lithium Battery" handling label as required by the applicable packing instruction.

The label must be a minimum dimension of 120 mm x 110 mm except labels of 74 mm x 105 mm may be used on packages containing lithium batteries where the packages are of dimensions such that they can only bear smaller labels.

Enter the lithium batteries type: **"Lithium metal batteries"** or **"Lithium ion batteries"**,  
請填寫正確的電池名稱: 鋰離子/鋰金屬電池

Enter your telephone number 請填寫電話號碼  
(Country code + City code + Tel. No.)