

## **ORGANIZATIONAL STRUCTURE**

Highland Air & Ocean Logistics Private Limited is the limited liability company having few promoters and advisors. Company has a team of Executive Management for its operations, Board of Directors for policy making and Annual General Meeting (AGM) as the apex body.

### **Annual General Meeting**

It is the apex body, an annual meeting of the promoters which gives consent on the management policies, amendments and approval.

### **Board of Directors**

It is the directorate body which makes company policies, periodical reviews and results. A member of the board of directors also can be a team member in management/executive committee.

### **Advisory Committee**

The company will have at least a Legal Advisor (Advocate, Member of Nepal Bar Association) and a Financial Advisor (Auditor, Member of Institute of Chartered Accountants of Nepal).

### **Executive Management Committee**

This is the executive body of the company where following team members are involved for daily operations and services.

Mr. Milan Karmacharya, Managing Director	– Mobile: 9801059045 – Email: milan@highland.asia.np
Mr. Kumar Khakurel, Director (Services)	- Mobile: 9801059046 - Email: kumar@highland.asia.np
Mr. Dandi Regmi, Director (Development)	- Mobile: 9801059047 - Email: dandi@highland.asia.np
Mr. Krishna Silwal, Coordinator (Operations)	- Mobile: 9801059050 - Email: mail@highland.asia.np
Ms. Sharada Maharjan, Coordinator (Finance)	- Mobile: 9801059052 - Email: finance@highland.asia.np

Our team combines a wealth of industry experience with a can-do attitude. All members of the team do work closely with the customers to develop an understanding of their current challenges and future requirements. This insight allows to deliver a solution that offers improved efficiencies, flexibility and cost reductions.

***GOVERNMENT OF NEPAL RECOGNITION***

Highland Air & Ocean Logistics Private Limited has been registered with various government authorities to carry on the business activities.

**Company Registration:**

Company No. 21913/059/60  
Government of Nepal  
Ministry of Commerce & Supply Management  
Office of the Company Registrar  
Kathmandu, Nepal

**Industry Registration:**

Industry No. 8126/297  
Government of Nepal  
Ministry of Industries  
Department of Cottage & Small Industries  
Kathmandu, Nepal

**Tax Registration:**

PAN/VAT No. 301882662  
Government of Nepal  
Ministry of Finance  
Inland Revenue Department  
Kathmandu, Nepal

**FOREX Registration:**

Foreign Currency License No. Cargo/217/09/069  
Nepal Rastra Bank  
Foreign Exchange Management Department  
Kathmandu, Nepal

**Business Registration:**

Business No. 000000001495  
Kathmandu Metropolitan City  
Office of Ward No. 28  
Kathmandu, Nepal

**WORKING HOURS**

**Corporate Office**

Summer season (March - October): 10:00 until 18:00 HRS, Sunday to Friday, Saturday – week off

Winter season (November - February): 10.00 until 17.00 HRS, Sunday to Friday, Saturday – week off

**Site Offices**

Summer season (March until October): 8:00 until 20:00 HRS, 7 Days a Week

Winter season (November until February): 9.00 until 19.00 HRS, 7 Days a Week

**MEMBERSHIP**

Highland Air & Ocean Logistics Private Limited is the member organization for various national and international associations;

<b>NCC</b>	Nepal Chamber of Commerce
<b>NEFFA</b>	Nepal Freight Forwarders Association
<b>FNCCI</b>	Federation of Nepalese Chamber of Commerce and Industries
<b>ICC</b>	International Chamber of Commerce
<b>FIATA</b>	International Federation of Freight Forwarders Association

**TRADEMARKS**

The company has been awarded with the following Trademarks:



Trademark Certificate No. 22959, Reg. No. 2005/024293, Department of Industries (Govt. of Nepal)



Trademark Certificate No. 28973, Reg. No. 2008/034265, Department of Industries (Govt. of Nepal)

**RESOURCES**

Being the limited liability company with 100% local equity, Highland Air & Ocean Logistics Private Limited has the resources in different forms, company can ask for capital increment to its promoters if required for the expansion of capacity.

**Capital (Nepalese Rupees)**

Authorized capital: 10,000,000.00 (Ten Million)

Issued Capital: 6,000,000.00 (Six Million)

Paid up capital: 6,000,000.00 (Six Million)

**Banks**

Highland Air & Ocean Logistics Private Limited has been banking only with the "Class A" Commercial Banks for its local currency and foreign currency transactions.

BANK NAME & ADDRESS	ACCOUNT NUMBER	CURRENCY	SWIFT CODE
Kumari Bank Ltd. Ramshahpath Putali Sadak Kathmandu	0101524017296019 0101840017296018	NPR USD	KMBLNPKA
Prabhu Bank Ltd. Kamaladi Kathmandu	13530100715376000004 13511600715376000003	NPR USD	PRVUNPKA
Global IME Bank Ltd. Kantipath Kathmandu	0101010005559	NPR	GLBBNPKA
Everest Bank Ltd. Golfutar Kathmandu	02800105200141	NPR	EVBLNPKA
Siddhartha Bank Ltd. Hattisar Kathmandu	00105246620	NPR	SIDDNPKA
Standard Chartered Bank Nepal Ltd, Lazimpat, Kathmandu	01-3120384-01 01-3120384-54	NPR USD	SCBLNPKA

**WORKFORCE**

Highland Air & Ocean Logistics Private Limited gives equal opportunity to work in friendly environment to the people from any region or city of the country as well as from international citizens. The company is giving employment to more than 20 peoples including of corporate office and site offices.

**Main Contact List**

Sr. No.	Name	Department	Mobile	Email
1	Mr. Milan Karmacharya	Commercial, Relocation, Projects	9801059045	milan.karmacharya@highlandnepal.com
2	Mr. Kumar Khakurel	Transshipment, Customs, General Services	9801059046	kumar.khakurel@highlandnepal.com
3	Mr. Dandi Regmi	Sea Freight, Air Freight (Import & Export)	9801059047	dandi.regmi@highlandnepal.com
4	Mr. Krishna Silwal	Air Freight (Export), Customs, Documentation	9801059050	operation@highlandnepal.com
5	Ms. Sharada Maharjan	Accounting	9801059052	account@highlandnepal.com
6	Mr. Suman Karmacharya	Air Freight (Import), Customs, Deliveries	9801059049	admin@highland.asia.np
7	Ms. Bhuma Shrestha	Customer Service	9801059048	service@highlandnepal.com

**SCOPE OF WORKS**

**Air Freight Service**



The service includes shipment itinerary & flight program, Cargo booking with the different airline companies and exchanging of flight schedule, issuing of air cargo documents, shipping marks and forwarding to concerned airlines, supervise of cargo loading to the aircraft and flight departure, keeping update of air cargo status until arrived to final destination and released to the consignee.

**Sea Freight Service**



The service includes shipment itinerary & vessel program, Shipment booking with the different shipping line companies and exchanging of sailing schedule, issuing of sea cargo documents including container details and forwarding to the concerned shipping line assigned vessel, supervise of container loading to the vessel and departure, keeping update of vessel status until arrived to final destination and released to the consignee.

**Sea/Rail Service**



The service includes transshipment of containers from sea to rail for transportation towards final inland destination by rail service or vice-versa. Container clearance at Customs and Dock, container forwarding from ocean vessel to railway wagon and rail transportation from Sea Port to Dry Port and vice-versa are the main activities involved.

**Sea/Road Service**



The service includes transit of containers by road transportation towards inland destination. Container clearance at Dock and Customs, container forwarding from ocean vessel to trailer operators and road transportation from Sea Port or CFS towards final inland destination and vice-versa are the main activities.

### **Customs Clearance Service**



## **CUSTOMS**

This one is the sensitive task. Until and unless the customs releases the shipment, there is no way to move out from the customs premises. The movement of shipment, the delivery of shipment and the cost of shipment depends on customs clearance. A proper documentation, proper declaration of goods, timely filing of paper works and on time payment of import duty and taxes are the main activities.

### **Cargo Insurance Service**



Cargo Insurance Policy is an obligatory document for the movement of international shipments. This is the safety bond for goods movement by any means of transportation, anywhere in the world. Issuance of comprehensive policy before the movement of consignment is very important.



### **Cross-Border Transportation**



Transporting of the non-containerized cargo by road service from/to Bangladesh and China, we have a good solution for those cross-border trade including cargo insurance, customs clearance and truck transportation via Kerung & Rasuwagadhi Customs and via Khasa & Tatopani Customs for Nepal-China Trade. Likewise we do provide transit clearing and transportation service from Banglabandh Port (Bangladesh) through Panitanki Customs (India) via Kakarbhitta Customs for Nepal-Bangla Trade.

### **Global Relocation Service**



Packaging and moving of “Household Goods and Personal Effects” is a sensitive work while we well understand the items. It’s very tough to understand what kind of packing is required for safe movement. Therefore we do goods survey when you ask for the services and its cost. Our professional work force do survey of goods, proper packaging, shipping marks and documentation so that your precious belongings will reach safely at final destination with no harassment in customs. Likewise comprehensive insurance of belonging, vessel or flight planning and booking, securing the space over the vessel or the flight to arrive belongings on time at destination are the main activities.

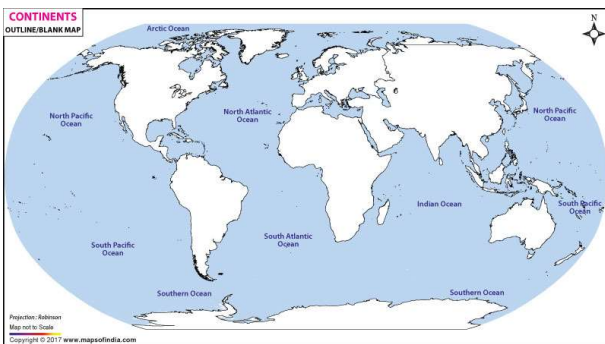
**Project Cargo Service**



HIGHLANDER is the service designed and managed by Highland Air & Ocean Logistics Pvt. Ltd for project cargo management and relief and aid cargo distribution in Nepal. Handling of any size of project since the planning, budgeting and follow up with suppliers and delivery in time within the agreed budget is a tough but our team can manage all these for the valued project customer.

Bringing aid and relief to the needy people is a big responsibility. To ensure that the help and support reaches its destination, we offer one-stop service solution around the country, around the clock, tailored for the emergency situations and the long-term projects. Our Aid & Relief team has the adequate experience in providing the best transport solution to our country. Our know-how and professionalism ensures that your cargo arrives without unnecessary delays. We arrange for collecting, packaging and consolidation from multiple suppliers whether domestic or international.

***GEOGRAPHICAL COVERAGE***



- Asia
- Australia & New Zealand
- Europe
- North America
- South America
- Africa

***BUSINESS ASSOCIATES & PARTNERS***



Network Agencies  
Business Agents  
Business Principals  
Ocean, Air and Inland Carriers  
Vendors/Suppliers

***PATRONS & BENEFICIARIES***



Importers & Exporters  
Industries  
Consumers & Traders  
Diplomatic Mission & Aid Agencies  
Govt. & Private Projects  
Trade Shows & Exhibitions  
Emergency Supplies & Relief Cargo

***CORPORATE SOCIAL RESPONSIBILITIES (CSR)***



Sponsorship  
Charity  
Volunteering

***FUTURE PLANS***



Organizational Growth  
Customer Satisfaction Survey  
Personnel Competency  
Promoters' Advantage  
Trade Fraternity's Mutual Aid  
International Partners' Standard

Thank You