

## **Procedure for Movement**

### **1. Provision of Service**

- a. Request for service will be conveyed through telephone to CIT Control Room followed by an E-Mail/Fax
- b. Armoured Vehicle will report to the designated place (collection point) on the day required

### **2. At Collection Point**

- a. For collection of valuables the procedure as per Para 2 (c to m) will be adopted which are:
  - i. Commander along with Carrier/Custodian will report to the client's authorized representative
  - ii. Client having recognized will allow them to enter (along with their weapons) their premises
  - iii. Wackenhut Staff can be recognized through:
    - 1) Company Identity Card
    - 2) Wackenhut uniform
    - 3) Photograph & signature format (format will be provided)

In case of any discrepancy arise while recognizing Wackenhut staff through the provided photograph & signature format, client will immediately inform Wackenhut Control Room or Branch Manager for confirmation before handing over the consignment to Wackenhut Staff

- 4) Bags and Seals will be provided by Wackenhut
- 5) Valuables can be placed in the Wackenhut provided bags directly or already prepared sealed bag can be placed into the Wackenhut Provided bags
- 6) Valuables will be placed in the bag and sealed by the client rep
- 7) Client's rep will also ensure that cash bag is in good condition and seal is placed on it properly
- 8) At the time of collection of the shipment receipt is filled in (i.e item, total value of the item, number of bags& seals etc) by the representative of the client. Having placed the item/valuable in a bag the client representative will put a seal on it, make the entries in transaction book and duly signed the receipt duly countersigned by a witness. It is, however, expressly clarified that the Wackenhut Pakistan representative will not be asked to count or verify the contents of the containers or the value of the valuables contained therein. Such counting and verification will be done by the client's rep and Wackenhut will rely on the same.
- 9) Wackenhut representatives will sign the shipment receipt and collect the sealed bag.

10) Wackenhut staff will check the following before receiving the sealed bags.

- i. Condition of bag (mutilated/torn). Seal is placed on it properly
- ii. Number of seal is same as mentioned in the shipment receipt
- iii. Contents of shipment receipt are filled, signed and stamped by the client's rep as well as witness properly

11) There are three copies of shipment receipt.

- i. First copy i.e collection copy is held with the client for their record at collection point
- ii. Second copy i.e delivery copy also remains with the client at the delivery point for their record
- iii. Third copy remains with Wackenhut for our record and billing purpose

- b. Commander along with Custodian will take over Sealed Bag/ container containing valuables from the authorized representative of client
- c. The Sealed Bag/ container will be transported to the armoured vehicle and will be kept inside the vehicle
- d. The vehicle will proceed to the delivery point

### **3. At Delivery Point**

- a. The commander as well as custodian along with Sealed bags will report to the client's authorized representative at delivery point
- b. Client's representative having recognized the CIT Crew will allow them to get into their premises along with their weapons
- c. Procedure to recognize the Wackenhut Staff is given as per Para 2-e ie
  - i. Company ID card
  - ii. Wackenhut Uniform
  - iii. Photograph and Signature format (will be provided)

In case of any discrepancy arise while recognizing Wackenhut staff through the provided photograph & signature format, client will immediately inform Wackenhut Control Room or Branch Manager for confirmation before handing over the consignment to Wackenhut Staff

- d. The authorized representative of client will
  - i. Receive the consignment
  - ii. Check the integrity of the seal on sealed bag/ container
  - iii. And sign as received on the Wackenhut official shipment receipt
- e. Delivery copy will be retained by the client for their record