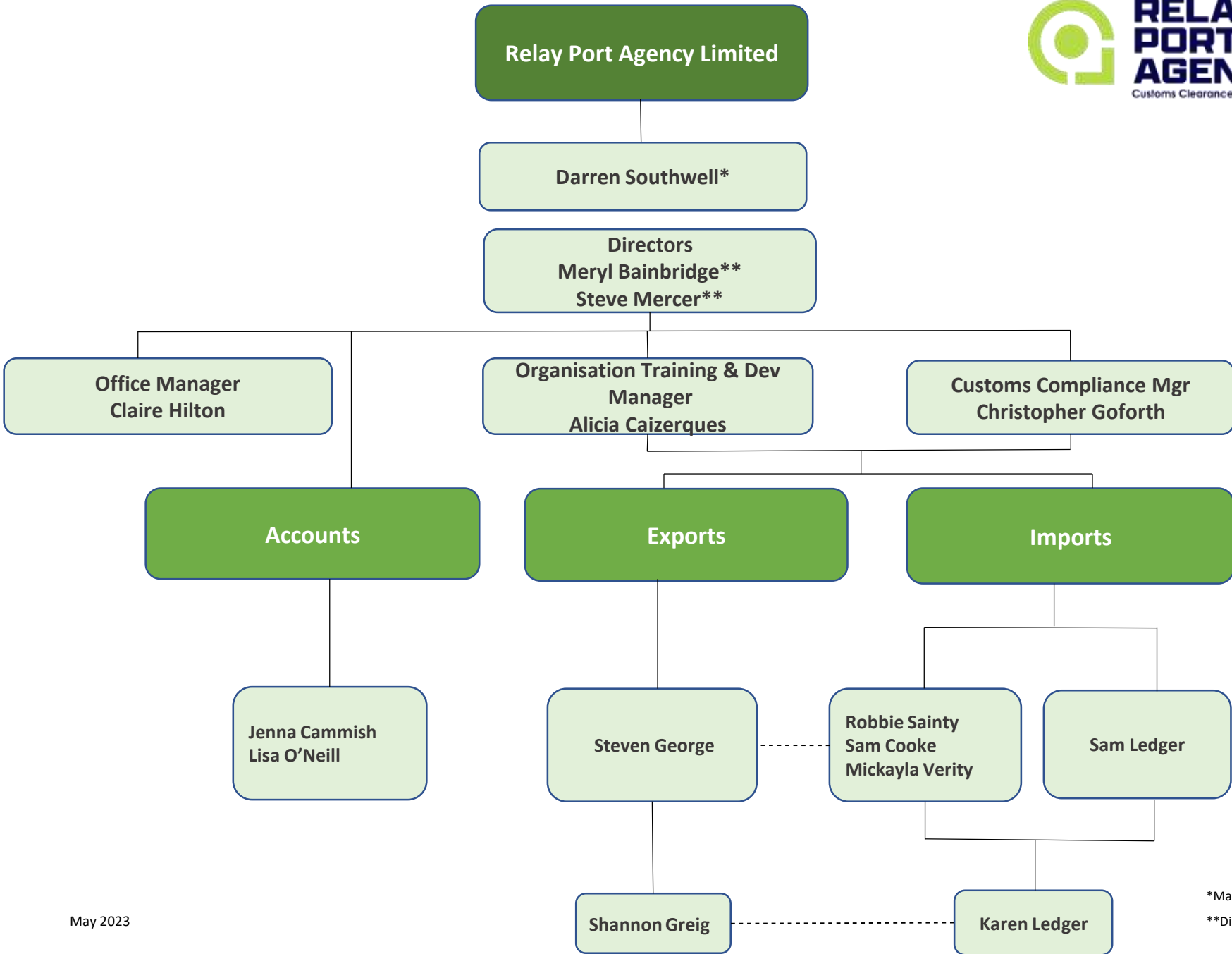


Relay Port Agency Limited

Organisation Chart



Department Responsibilities

Import / Export Departments:

- Complete export and import entries on behalf of clients.
- Liaise with accounts section on VAT/Duty paid on the company's account.
- Monitor fund levels of the FAS.
- File original paperwork: EUR1, GSP, Certificates of Origin.

Office / Administration / Accounts:

- Oversee all aspects of the accounts and administration for Relay Port Agency Limited.
- File returns to HMRC and Companies House. Liaise with HMRC regarding the company's deferment and T-form guarantees.
- Prepare client files for charging.
- Electronic scanning of finished paperwork into 'Therefore'.
- Manage/maintain the HR and Health & Safety system (Atlas - Citation Platform) including:
 - HR & Training Records
 - Welfare/Absence Management (Sickness/Holidays/Lieu)
 - Health & Safety (Risk Assessments/Fire Emergency Plans/Training/First Aid/Health Assessments)
 - Document Management

Enquiries

In the absence of the Managing Director (Darren Southwell), all enquiries should be directed to Meryl Bainbridge (Director) in the first instance, followed by Stephen Mercer (Director) and Sam Ledger (Import Clerk)