

HONG KONG AND GUANGDONG GUIDELINE FOR BILL OF LADING PICK UP (AS OF 01 APRIL 2018)

The following is gist of documents and steps required in Bill of Lading (B/L) pick up in OCEAN NETWORK EXPRESS (EAST ASIA) LTD (ONE (EA)).

1) Rights of Bill of Lading (B/L) pick up

Before B/L issuance, Booking Party has the rights of B/L, including SI submission, B/L amendment as well as B/L collection. A letter of authorization is required when Booking Party requests any other party to collect the B/L on their behalf. (R1)

2) Required documents for collecting B/L

Please bring along a BL draft for collecting B/L. However, in case of any other situation, additional documents, including but not limited to Export License, Permit, any forms of Company Letter or Guarantee may be demanded.

3) Some highlights of steps on B/L collection over our Counter

- a) Stamping and signing for receiving of B/L.
The person who collects the B/L will be asked to confirm receipt of B/L by stamping the Booking Party company chop together with her signature;
- b) If the person fails to present the company chop of Booking Party, Letter of Authorization from Booking Party is required. (R2)

4) Highlights of Waybill

For your speedy and safety service of using Waybill, you are required to get the acceptance of such from our Sales (R3) in advance or send the below application together with your Shipping Instruction (SI) without failure. As a reminder, to have best consent of all, both company stamps and signatures from Booking Party and B/L Shipper are essential and necessary.

When Waybill is in use, we will send the following to shippers by either email or fax,

- a) Waybill Proforma – for Proof reading;
- b) Waybill Copy – for customer filing;
- c) Waybill (Signed) – It will be sent by request basis.

We will only issue hard copy of Waybill over our Counter upon Customer's request.

As reminded that Waybill hardcopy is **not necessary** to present for cargo delivery at shipment destination.

5) Payment method

- (i) Bank deposit.

Shippers are strongly recommended to deposit the exact amount to our company bank account with bank slip and email to us prior to your visit to our Counter for any B/L pick up which will help to save your time in waiting.

- b) Cheque.

Crossed company HKD/USD cheque and Cashier Order only. Personal cheque is not accepted. And please pay to –
Ocean Network Express Pte. Ltd.

Reminder

Short name, abbreviation, simplified Chinese, personal cheque and post-dated cheque are not accepted.

- c) Cash (Hong Kong dollar only).

6) Reference

R1 http://hk.one-line.com/sites/g/files/lnzjqr1426/files/2018-01/Authorized%20Letter%20For%20BL%20Collection_0.docx

R2 http://hk.one-line.com/sites/g/files/lnzjqr1426/files/2018-01/Authorized%20Letter%20For%20BL%20Collection_0.docx

R3 <https://hk.one-line.com/standard-page/local-contacts>

7) Our Contact

Should you have any enquiry on B/L pick up, please feel free to call our Customer Service Hotlines for assistance.

Customer Service Hotline:

Hong Kong booking office : (+852) 5808 6583