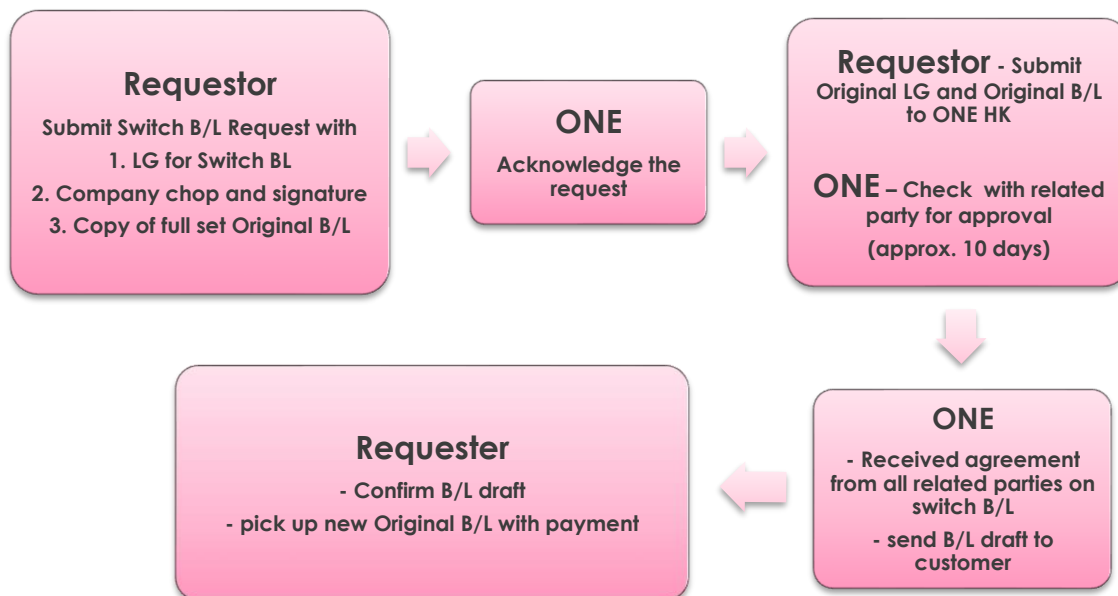


“SWITCH B/L” GUIDES OF HONG KONG

Dear Customers,

We would like to advise you the handling process of “Switch B/L” procedures as below for your easy reference.



1. The Requester must be

- (i) The named Consignee of original B/L or,
- (ii) The endorsee on original B/L,

who holds the full set of original B/L with proper endorsement by the rightful owner. The rightful owner of the original B/L refers to the following example:

Party “A” O/B Party “B”, Right Owner to be Party “B”;
Party “A” C/O Party “B”. Rightful Owner to be Party “A”.

If Original B/L does not have proper endorsement, written approval from shipper or B/L rightful owner is required.

2. The Requestor should send switch B/L request at least 5 working days before a vessel arrived port of discharge / destination to avoid any additional penalty. Any extra charges incurred will be on customer account irrespective the request date.

3. The written request must have (a) company chop with signature, (b) copy of full set of original B/L (including B/L reversed side) and (c) “LG for Switch BL” (Refer to ONE website : <https://hk.one-line.com/standard-page/forms> “LG for Switch B/L.docx”) and email to “hk.3rd.doc@one-line.com” for Switch B/L application.

4. Upon receiving our acknowledgement on switch B/L request, customer should submit (a) the original switch B/L application form, (b) the full set of duly endorsed original B/L & (c) "LG for Switch BL" with confirmation on switch B/L fee at USD 250 per B/L in ONE Hong Kong service counter to proceed the Switch B/L application.

For the local tariff details of the surcharges, please refer to ONE website (<https://hk.one-line.com/surcharge-change/export>).

5. For the best interests of the cargo, we will get the agreement of amendment (no content disclosure) with shipper as well as any other required information and/or documents from customers before accepting the "Switch B/L" request. The whole process may take more than 10 working days for which customers are reminded to submit their "Switch B/L" request as soon as possible to prevent any extra penalty and costs from incurring.

6. Once all formality and requirements were met, a revised B/L draft will be sent to customers for proof reading. Customers are required to confirm the revised B/L draft and should come to ONE counter to pick up of the new full set original B/L by new shipper company chop upon switch B/L fee received.

7. If telex release is required after new original B/L issued, please follow telex release procedure which B/L Surrender Fee will apply.

For telex release procedure, please refer to Telex Release for cargo release at destination without OB/L.pdf at <https://hk.one-line.com/standard-page/service-guidelines>

If you would like to know more about the switch B/L handling process, please do not hesitate to visit our website or contact Customer Service hotline at (852) 5808 9303 or (852) 5808 9410. For enquiry by email, please mail to hk.3rd.doc@one-line.com .