

2 July 2021

## Guideline for B/L Pick Up

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;
- b) If the person fails to present the company chop of Booking Party, Letter of Authorization from Booking Party is required. (R2)

### 4) Payment method

Please refer the payment method and bank information in website. (R3)

### 5) Reference

R1)

[http://hk.one-line.com/sites/g/files/lnzjqr1426/files/2018-01/Authorized%20Letter%20For%20BL%20Collection\\_0.docx](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](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/payment-method>

### 6) Our Contact

Should you have any enquiry on OBL pick up at Hong Kong, please feel free to contact Export Counter Team and email to [hk.exp.counter@one-line.com](mailto:hk.exp.counter@one-line.com).