

2 JULY 2021

## Guideline for Shipping Instruction

To better improve efficiency for your Shipping Instruction (SI), so as to reduce document turnaround time, we would like to provide the following guidelines to facilitate our Bill of Lading (B/L) preparation. Please kindly refer to below Check List for Shipping Instruction (SI) Submission.

### SI Checklist

| No. | Item   | Remarks  |
|-----|--|--|
| 1   | Booking Number / BL Number                       | Please input nominated B/L number on SI for combined B/L of shipment, otherwise the smallest booking number will be the default B/L number.  |
| 2   | SCA# or Rate Filing Agreement#                   | Not accepted to change during SI submission including Named Account (if applicable).   |
| 3   | U.S. House B/L Information (NVOCC shipment only) | Accept House B/L filing for shipment to U.S. only  |
| 4   | Shipper  | Please provide full company name and address with telephone number and email address<br><i>* Missing Notify Party will be defaulted same as Consignee</i><br><i>* Telephone number and email address are mandatory</i>   |
| 5   | Consignee  |  |
| 6   | Notify Party                                     |  |
| 7   | Also Notify Party                                |  |
| 8   | Feeder Vessel                                    | Please request on SI for Feeder BL, otherwise, Mother Vessel BL will be arranged.  |
| 9   | Vessel and Voyage                                |  |
| 10  | Place of Receipt                                 | 1) If information is not indicated or missing in SI, will proceed by Booking Information<br>2) If any discrepancy between Booking and SI, we will proceed B/L by following Booking Information   |
| 11  | Port of Loading                                  |  |
| 12  | Port of Discharge                                |  |
| 13  | Place of Delivery                                |  |
| 14  | Service Type (Origin – Destination)              | CY-CY / CY-Door as per Booking record  |
| 15  | Marks & No's                                     | 1) Please state N/M in case of No Marks<br>2) If information is not indicated, we will proceed as N/M<br>3) Do not accept graphic attachment as shipping marks   |
| 16  | Container No. / Seal No.                         | Please provide Container Number with associated Booking Number   |
| 17  | No. of Package                                   | 1) Do not allow to use "Pallet" as package for US shipment<br>2) Total package shall be consistent between sum of package and breakdown  |
| 18  | Description of Goods                             | 1) To meet the local customs requirement, you're required to provide a clear and precise cargo name. Cargo content must be provided at each container level.<br>2) If DG cargo mixed with non-DG cargo in the same container, please separate by cargo item and provide break down list. |
| 19  | HS Code;<br>HTS Code (for U.S. only)             | Minimum 6-digits is required<br>For shipment to Brazil, 4-digits NCM code is required.   |
| 20  | Gross Weight (KGS)                               | Gross Weight and Measurement must be provided for each cargo item  |
| 21  | Measurement (m3)                                 |  |

|    |   |  |
|----|---|--|
| 22 | B/L Type  | Please specify OB/L (Original) / WBL (Sea waybill), otherwise OB/L will be default   |
| 23 | B/L Issue Place   | Please indicate the B/L Issue Office: Hong Kong / Shenzhen / Guangzhou / Zhongshan/ Xiamen, otherwise, we will default related office of "Place of Receipt" as Issue Office  |
| 24 | Payment Terms / Payment Place   | 1) Please indicate payment terms (Prepaid or Collect) and the Payment Place for Ocean Freight and surcharges.<br>2) If no indication of Payment Place of origin local charge, we will default related office of "Place of Receipt" as Payment Office   |
| 25 | Payer Name  | 1) Please indicate payer name or will default as the Booking party for prepaid charge<br>2) For payment request at 3rd country, please indicate full payer company name and address with customer telephone number and email<br>3) For shipment with credit facility, please indicate assigned payer customer code |
| 27 | RUT (Tax ID) - Chile  | Chile Customs Regulation   |
| 28 | Container Tracking Notes Number (CTN) - Senegal                             | CTN are required to be shown on BLs for shipment to Senegal  |
| 29 | TAX ID - Mexico   | Consignee and Notify Party must provide Tax ID   |
| 30 | TAX ID - Indonesia  | Consignee Tax ID is mandatory but not necessary to be shown on BL  |
| 31 | CUIT (Tax ID) - Argentina   | Both Consignee and Notify party details must be complete (full name, complete address in Argentina Tel number and local tax ID number - CUIT)  |
| 32 | NIT (Tax ID) - Colombia   | Consignee and Notify party details must be complete Full name, full address Number, Tax ID Number (NIT)  |
| 33 | Cargo Value - India   | Must declare Cargo Value and will not mention in BL copy   |
| 34 | ACID Number<br>Egyptian Importer VAT Number<br>Exporter Registration Number | Egypt Customs Regulation effective from 2021-10-01   |
| 35 | Other shipment Instruction  | Please indicate any special requirement if needed  |

 Mandatory item

Remark:

1. Accept character in English only
2. Mandatory item will be subject to change with latest BL countries requirement at origin, destination, or transshipment port (if applicable) as per released by countries authorities.