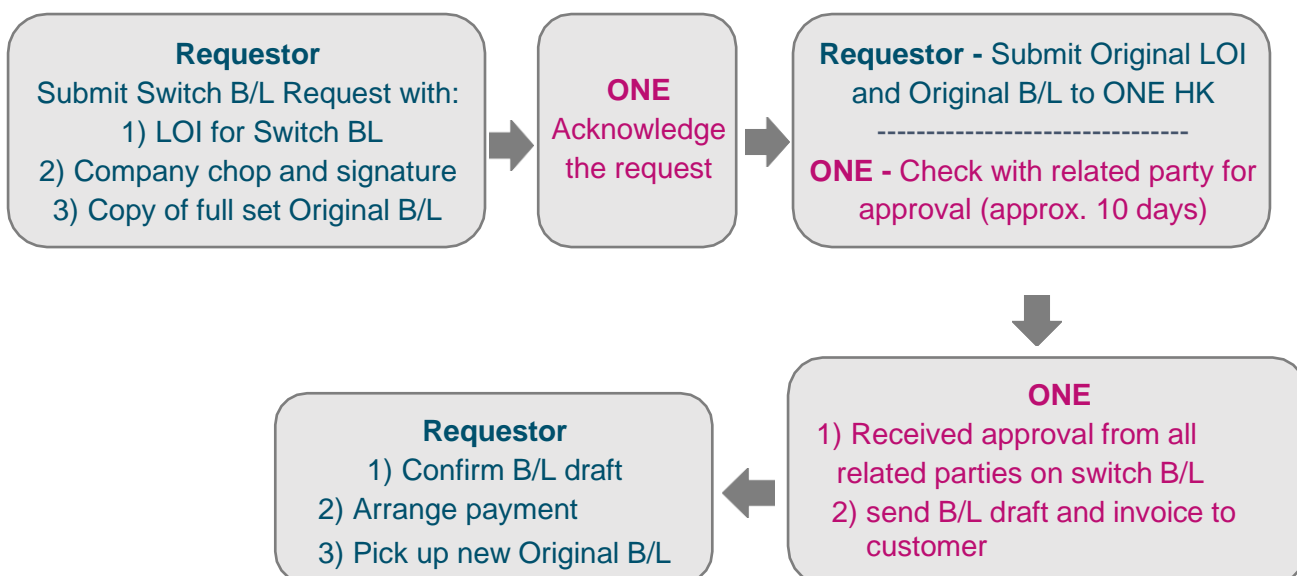


19 December 2022

Guideline for Switch B/L (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:
 - a) The named Consignee of original B/L or,
 - b) The endorsee / cargoes owner 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) "LOI for Switch BL" (Refer to ONE website: <https://hk.one-line.com/standard-page/forms> "LOI 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 the original switch B/L application form and (b) the full set of duly endorsed original B/L in ONE Hong Kong service counter to proceed the Switch B/L application. Switch B/L fee will apply, please refer to ONE website for charge details.
<https://hk.one-line.com/sites/g/files/lnzjqr1426/files/surcharge-change/2022-05/Hong%20Kong%20-%20export%20%28v.13a%29.pdf>
- 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 settle payment. Customers 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) Any new amendment fee and B/L re-issue fee maybe involved for any new amendment request after submitted the LOI for 1st switch application.
- 8) Please arrange E-Payment before picking up B/L.
https://hk.one-line.com/sites/g/files/lnzjqr1426/files/2022-02/Custom%20Advisory%20-%20Change%20of%20Payment%20Method_HK%20draft%20ENG%20%2B%20CHN%20wef%2014-Mar-2022%20v2_K.pdf

Please refer the payment method and bank information in website.
<https://hk.one-line.com/standard-page/payment-method>
- 9) 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 at <https://hk.one-line.com/standard-page/service-guidelines>

Remarks:

- a) Waybill is not accepted to apply for any Switch B/L request.
- b) The Switch B/L Requestor only has the right to change Shipper/Consignee/Notify Party.
For other shipping information, customer should contact loading port for correction if necessary.
- c) ONE reserves the rights for final acceptance and approval on any Switch B/L application.

Our Contact

If you would like to know more about the switch B/L handling process, please do not hesitate to visit our website or email to hk.3rd.doc@one-line.com.