

To : OOCL (China) Co Ltd

Date : \_\_\_\_\_

**Request for re-issuance of B/L with change of Shipping Parties (Switch B/L)**  
**重新出单申请函(Switch B/L)**

Dear Sir/Madam,

We, the undersigned and the consignee / notify party of the following consignment, hereby request for re-issuance of B/L with change of Shipping Parties for the following shipment(我司现要求重新出具提单并更改提单上的货主,收货人或通知人如下) :

Vessel / Voyage : \_\_\_\_\_ B/L No. : \_\_\_\_\_

Shipper : Now Read : \_\_\_\_\_ Should Read : \_\_\_\_\_

Consignee :

Notify Party :

In consideration of your complying with the above request,

- We have duly endorsed the full set (3/3) of the relative original Bill of Lading  
(我司已将全套已背书的正本提单交予贵司)
- We have arranged Sea Waybill /relative original Bill of Lading surrendered at Loading Port (i.e. B/L issued at Hong Kong)  
(我司已申请 Sea Waybill 或已将已背书的正本提单在起运港交予贵司)
- We have duly endorsed the relative Bank Guarantee  
(我司已出具有效银行保函)

\*Please tick whichever applicable

We hereby agree to indemnity and hold you and/or your agents harmless in respect any liability, loss or damage of whatsoever nature with you may sustain by reason of the delivery goods in accordance with our above request. (我司将承担一切由此产生的风险、责任以及损失)

\_\_\_\_\_  
Company Chop & Signature

Company Name : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_