

Ref: HKG-2009-36

November 2, 2009

## Notice to Shippers

### Shipping Instruction (SI) Submission

Dear Customer,

At OOCL, we always have your interests at heart. To improve your internal efficiency and avoid unnecessary communication or clarification on the insufficient/incorrect/missing information on your SI submission, we have worked out a "**Check List**" for your documentation staff who are encouraged to make it as an easy reference or guidance when preparing the Shipping Instruction.

We would also like to bring you the attention that the following charges will be applied for all outbound shipments across all trades effective December 1, 2009:

- **Late SI fee** will be applied for any late SI submission after our published SI cut-off
- **SI amendment fee** will be applied for any SI amendment after our published SI cut-off

We believe that the timely and accurate SI submission would not only avoid any penalty or "Do Not Load" instruction from Customs but also help us to serve you better with smooth shipment handling. We appreciate for your cooperation and support. For the related surcharge, you can visit our website at <http://www.oocl.com/hongkong/eng/localinformation/localsurcharges/>, or <http://www.oocl.com/china/eng/localinformation/localsurcharges/shenzhen/?site=china&lang=eng>


Should you have any queries, please feel free to email us at [hkgcsd@oocl.com](mailto:hkgcsd@oocl.com) or call at the following phone numbers. For more information, please visit our website <http://www.oocl.com>.

#### Offices/ Phone numbers

Foshan	86-757-83999665	Macau	853-705599
Guangzhou	86-20-38771688	Shantou	86-754-8943913
Haikou	86-898-68560101	Shenzhen	86-755-25881022
Hong Kong	852-2506 6666	Zhanjiang	86-759-3389188
Kunming	86-871-5353707	Zhongshan	86-760-8381488

**OOCL (HK) Ltd** 32/F., Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong. Tel : (852) 2506 6888

東方海外貨櫃航運(香港)有限公司 香港灣仔港灣道 25 號海港中心 32 樓 電話 : (852) 2506 6888


 An OOIL Group Company

## Check List for SI (Shipping Instruction) Submission

Item	SI Submission data	Tips
1	Booking Number	For split or combined B/L's, please specify which booking number to be used as B/L number
2	B/L parties including shipper, Consignee, Notify Party and/or also Notify Party	Please provide full company name and address with telephone/email and/or fax
3	Vessel/ Voyage	If Feeder vessel's B/L is required, please specify clearly
4	Place of Receipt	
5	Port of Loading	
6	Port of Discharge	
7	Final Destination	
8	Container Number	
9	Seal Number	
10	Shipping Mark	
11	Cargo Description	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. If dg cargo mixed with non-dg cargo in the same container, please separate by cargo item
12	Quantity	Please provide the packing unit in details such as Carton, paper bag, drum, etc
13	Weight & Measurement	Cargo weight and measurement must be provided for each cargo item
14	B/L Type	Please indicate if Sea Waybill required
15	B/L Release office	Please indicate the B/L release office if it is different from the booking release office
16	Payment Terms (Prepaid; Collect)	Please indicate whether it is Freight Prepaid or Freight Collect
17	Payment office and Freight payer	Please indicate the Freight payer and its location if it is different from the Booking party

**OOCL (HK) Ltd** 32/F., Harbour Centre, 25 Harbour Road, Wanchai, Hong Kong. Tel : (852) 2506 6888

東方海外貨櫃航運(香港)有限公司 香港灣仔港灣道 25 號海港中心 32 樓 電話 : (852) 2506 6888

 An OOIL Group Company