



We take it personally



Ref: HKG-2010-04
January 27, 2010

NOTICE To Shippers / Booking Parties

Booking Submission in Hong Kong

Dear Customers,

At OOCL, we are constantly improving our services to meet our customer's business needs. Effective February 1, 2010, you can submit your booking with the *rate agreement number* * to us through the following channels :

1. Internet Booking

- ❖ You can save time to create an on line booking by using the templates.
- ❖ You can obtain a booking number instantly after you place a booking online.
- ❖ Internet Booking will be handled with **TOP** priority within 1 working hour.

Please Sign-In My OOCL Centre at here :

<http://www.oocl.com/eng/ourservices/eservices/myooclcenter/MOC.htm>.

2. Email Booking

- ❖ Simply fill in our booking form as attached
- ❖ Email send to the following designated mail box
- ❖ Email Booking will be handled within **3 working hours (R)**

R) Email booking handling may be delayed up to 4-5 working hours during peak season. Customers are encouraged to use the internet Booking service which will help speed up the booking process.

Booking Destination	Email Address
Intra-Asia, India, Pakistan, Sub-Continent and Middle East	hkgiatbkg@oocl.com
USA & Canada, Europe, Mediterranean, Black Sea, Australia & New Zealand	hkgniatbkg@oocl.com

* If you do not know your rate agreement number, you can contact our local sales representatives.

Version

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



We take it personally




Any subsequent **Booking Amendment** should be sent to the above corresponding mail box. In order for us to expedite your email request timely, please ensure to indicate the Booking Number and Type of Changes clearly with the following suggested format (Sample attached)

For general enquiry, such as late come request, empty container pick up/ Laden container return, Rate and Charges etc, you can continue emailing us at current mail box hkgcsd@oocl.com , but it will no longer handle any booking or booking amendment request with effect from Feb 1, 2010.

Should you have any queries, please feel free to email us at hkgcsd@oocl.com. For more information, please visit our website <http://www.oocl.com>

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