



*We take it personally*



15 August 2013

Re: August 21, 2013 – Special Non-working Holiday (Ninoy Aquino Day)

Dear Valued Customers,

This is to inform you that our office will be closed on August 21, 2013 (Wednesday) in observance of Ninoy Aquino Day holiday. Furthermore, the following are our shipping instruction cut off, depot and terminal schedule.

- I. Terminal operations will be on regular schedule (overnight receiving)
- II. Container depot schedule as follows:
  - i.) Trans Ocean (TOCSI)
    - Will be opened from 0800hrs to 2000hrs
  - ii.) ATI
    - On regular schedule
- III. Chassis depot schedule as follows:
  - i.) Transcom chassis depot
    - Will be opened from 0800hrs to 1700hrs
  - ii.) QP Marine chassis depot
    - Will be opened from 0800hrs to 1700hrs
- IV. There will be no changes on final shipping instruction cut off. For complete details, kindly refer to the following link:

<http://www.oocl.com/philippines/eng/localinformation/customerserviceguide/exportprocedures/Pages/default.aspx>

Please note that final and complete shipping instruction is needed in order for your cargo not to be unmanifested and retained on board. To avoid penalties such as, but not limited to late shipping instruction fee of \$100, we encourage you to submit your FINAL S.I. no later than the above mentioned cut off.

If you require more information, please do not hesitate to contact our sales and customer service representatives. For complete contact lists, you may refer to the following link:  
<http://www.oocl.com/philippines/eng/localinformation/localcontacts/Pages/default.aspx>

Thank you very much for patronizing OOCL.

Yours faithfully,

Customer Service Department  
OOCL (PHILIPPINES), INC.

*(This is an electronic letter. No signature is required)*

OOCL (Philippines) Inc.

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