



We take it personally



7 May 2013

Re: May 13, 2013 - Special Non Working Holiday (Philippines National and Local Elections)

Dear Valued Customers,

This is to inform you of our shipping instruction cut off, depot and terminal schedule for the coming May 13, 2013 holiday.

- I. Terminal operations will be on normal schedule – overnight receiving.
- II. Trans Ocean (TOCSI) container depot will be opened from 8:00 A.M. – 5:00 P.M. only
- III. Transcom chassis depot will be opened from 8:00 A.M. – 5:00 P.M. only

There will be no changes on final shipping instruction cut. 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 strongly 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)