

Date: 1 Jun 2026

Subject: Split D/O Request Form and Changes to Split D/O Numbering Format

Dear Valued Customers,

Please be advised that, effective July 1, 2026, OOCL (Thailand) Ltd. will implement the Split D/O Request Form. This will streamline processes, improve efficiency, ensure accuracy and minimize discrepancies.

1. Split D/O Request Form

The company reserves the right to require customers to exclusively use the official Split D/O Request Form. The form is available for download via the [OOCL - e-Forms](#) website or may be requested by email from the Inbound Department - otlcsvib@oocl.com and otldocib@oocl.com

2. Changes to D/O Numbering Format

The split D/O numbering format will be revised to assign alphabetical suffixes (A to Z) to the Bill of Lading (B/L) number.

For example, for B/L number **OOLU123456789**, the split D/O numbers will be **OOLU123456789A**, **OOLU123456789B**, ... up to **OOLU123456789Z**. Once the sequence reaches **Z**, it will continue with double alphabetical characters, such as **OOLU123456789AA**, **OOLU123456789AB**, ... until **OOLU123456789AZ**.

The sequence will then proceed in order as **A → Z → AA → AZ → BA → ... → ZZ**. This standardized format ensures consistency and enhances document management efficiency.

If you have any inquiries or require further information, please contact OOCL (Thailand) Ltd.'s Inbound Department during business hours.

Yours sincerely,

Orient Overseas Container Line Limited
OOCL (Thailand) Limited as an Agent