



Date: 30<sup>th</sup> July 2010

We are pleased to inform that in order to enhance and improve our service for B/L issuance by shortening the waiting time, we appreciate your company to notify the B/L collection time to our Export Documentation Team as prior appointment with email addresses below.

### **Email**

[hkg\\_expdocapp@hk.nykline.com](mailto:hkg_expdocapp@hk.nykline.com)

Please take remarks and send your appointment request by email with format below with effect from August 1, 2010;

### **Remarks**

1. 'Authorization Letter for Collecting Bill of Lading' is necessary if no company identity (company chop of Shipper or Booking Party's name) available at the time of B/L pick up. It is especially true for those customers who are using courier service.
2. If any WBL to be issued **only after** local payment settled, we will not provide any appointment service unless got yr full payment for prepaid charges beforehand.
3. B/L will only be available in next half working day after appointment number got. E.g. Appointment no got in the morning; B/L will be available in the same day afternoon; Appointment no got in the afternoon; B/L will be available in next morning.

### **Example format**

#### **Re: Appointment for B/L pick up**

Trade / P.O. Delivery: \_\_\_\_\_

Vessel/Voy: \_\_\_\_\_

Booking No. / B/L No. \_\_\_\_\_

Container No. \_\_\_\_\_

Please provide the appointment number for above-mentioned shipment for our arrangement to pick up the B/L at your counter.

Company Name  
Person-in-charge  
Tel:  
Fax:

#### **NYK LINE (H.K.) LTD.**

18/F, SUN LIFE TOWER, HARBOUR CITY, 18 CANTON ROAD, TSIMSHATSUI, KOWLOON, HONG KONG  
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Agents for NYK LINE & TSK LINE