

Dear Customers :

In order to avoid misunderstandings and errors when registering your documents before Colombian Authorities we would like to clarify to all of you the correct way to consignee documents for cargoes with final destination Colombia :

Consignee field must show correct and complete name of Company, NIT, or passport number when cargo is consignee to a natural person, complete address and place of delivery cargo.
When cargo is consigned to a consolidator agent, besides above information consignee field must show the code assigned by Local Customs Authorities.

If cargo is to be handled as OTM, DTA, Direct Delivery or cargo must be moved to an ability depot or a Free Zone, consignee field must show depot name and city to which cargo will be moved.

NATURAL PERSON :

Consignee

Name : Complete name of person including last name.

Personal Identification : Passport number.

Address : Complete address

Phone Number: Complete phone number in order to locate consignee.

Place of deliver cargo : (It depends on customer requirement)

City : Where consignee is located.

LEGAL ENTITY :

Consignee

Name : Complete name of Company.

Nit: Complete and correct number.

Address : Complete address.

Phone Number : Complete phone number.

Place of deliver cargo : Direct delivery, port, etc. (It depends on customer requirement)

City : Where consignee is located.

INTERNATIONAL CARGO AGENT

Consignee

Name : Complete name of Company.

Nit: Complete and correct number.

COD : Code assigned by DIAN

Address : Complete address.

Phone number : Complete phone number

City : Where consignee is located.

The Merchant is responsible for all necessary clearances and licenses (as per Clause 12 Hapag-Lloyd Bill of Lading/Sea Waybill Terms and Conditions).

MULTIMODAL TRANSPORTER

Consignee

Name : Complete name of Company

Nit: Complete and correct number / **OTM**

Name of place where cargo will be located : Depot name.

Address : Depot address.

City : City where depot is located.

Cordially,

CUSTOMER SERVICE IMPORT

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