

DG Documentation Upload

Booking Amendment Overview

3/30/2026



DG Documentation Upload Process

Improved Overall User Experience

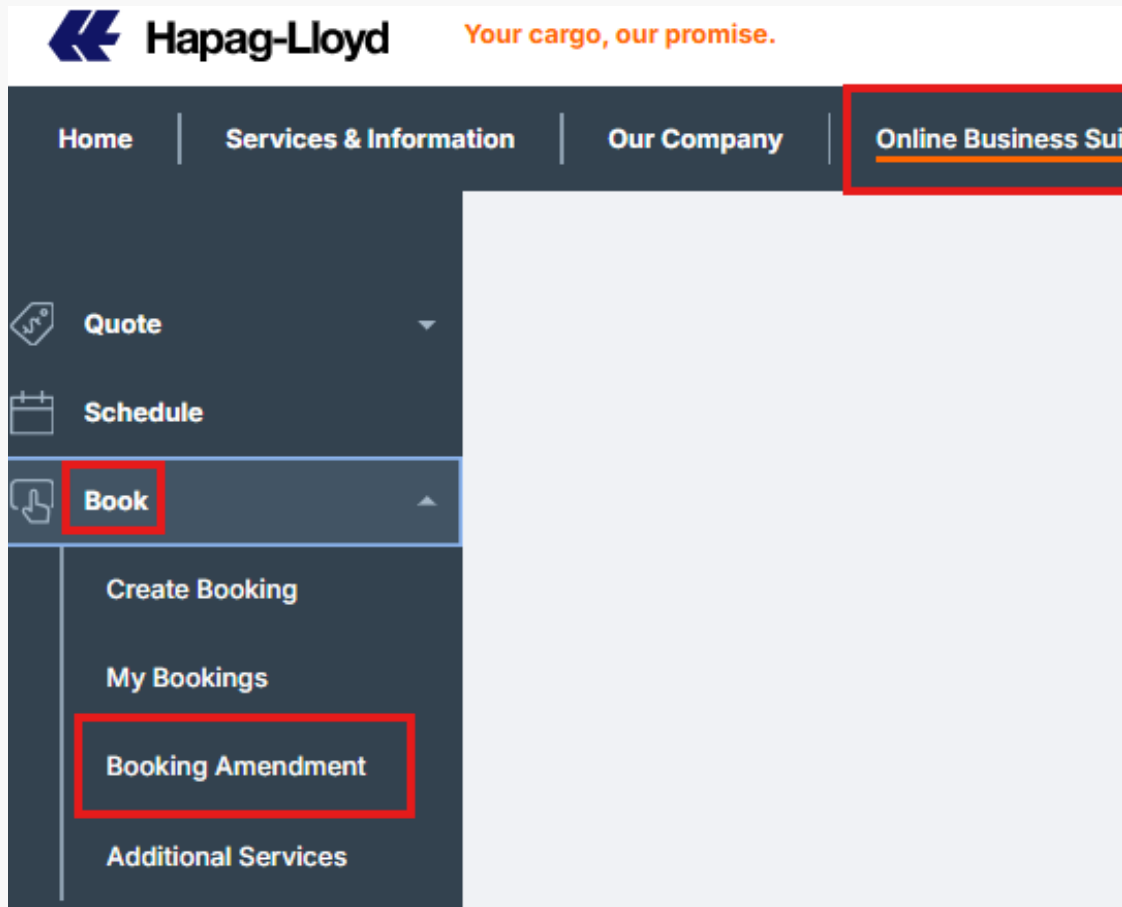
Our process for Dangerous Goods documentation has been implemented to:

- **Streamline & ease communication** for document submission
- **Improve control & traceability**
- **Increase operational efficiency**

Overall, this process has proven to be **convenient, effective, & reliable.**



Access the Booking Amendment Tool



1. Ensure that you are logged into a registered account on our online business suite,
2. then click the **'Book'** tab,
3. and select **'Booking Amendment.'**



Enter Booking Number

Booking Amendment ⓘ About this app

Booking

Enter number of the booking you want to update or cancel

12345678 × Continue

Next, enter the applicable booking number for your DG booking, then select 'continue.'



Select the Amendment Reason

Booking Amendment [About this app](#)

Please specify the type of amendment (you can add up to 10 types)

i Booking Amendment types may have local charges and service fees. For details, please have a look on the [Local Charges](#).

1 Amendment

Select reason

- Contract and Contract Party
- Vessel and Routing
- Equipment information
- Cargo information**
 - Change Commodity Short Description / HS Code
 - Change Cargo Weight
 - Change DG Information**
 - Change OOG Information
- Others

+ Add attachments

Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx
Maximum files size: 10 MB

1. Once your booking number is entered, you must choose the amendment reason.
2. For DG documents, select 'Cargo Information,' then choose 'Change DG Information.'



Upload Documentation

Please specify the type of amendment (you can add up to 10 types)

i Booking Amendment types may have local charges and service fees. For details, please have a look on the [Local Charges](#).

1 Amendment

Select reason

Change DG Information

Provide any necessary details and attachments (optional)

See attached IMO information.

+ Add attachments

Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx Maximum files size: 9.86 MB

✓ temp0.pdf 140.07 KB

+ Add amendment

1. Next, upload the necessary documentation for your DG shipment by selecting 'Add attachments'.
2. You may also add any additional comments in the text box.
3. Once your attachment is successfully uploaded, you will see a green checkmark with the file name.
4. Note that attachments **may not exceed 10MB**.

Step 01

Step 02

Step 03

Step 04

Step 05

Step 06

Step 07

Option to Add Multiple Amendments

Please specify the type of amendment (you can add up to 10 types)

1 Booking Amendment types may have local charges and service fees. For details, please have a look on the [Local Charges](#).

1 Amendment

Select reason
Change DG Information

Provide any necessary details and attachments (optional)

Describe details...

Add attachments
Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx
Maximum files size: 10 MB

Add amendment

Booking Amendment [About this app](#)

Please specify the type of amendment (you can add up to 10 types)

1 Booking Amendment types may have local charges and service fees. For details, please have a look on the [Local Charges](#).

1 Amendment delete

Select reason
Change DG Information

Provide any necessary details and attachments (optional)

Describe details...

Add attachments
Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx
Maximum files size: 10 MB

2 Amendment delete

Select reason

Provide any necessary details and attachments (optional)

Describe details...

Add attachments
Accepted file types: .jpg, .png, .pdf, .xlsx, .xls, .doc, .docx
Maximum files size: 10 MB

Add amendment

Continue

1. In the case that your file size exceeds 10MB, you have the option to include additional amendments to upload your documents.
2. You may select 'Add Amendment' choose 'Change DG Information' and proceed with uploading your additional documents.



DG Documentation Upload

Review & Confirm



Step 01

Step 02

Step 03

Step 04

Step 05

Step 06

Step 07

DG DOCUMENTATION UPLOAD

Review and Confirm

Review the information above and then check if the below contact details are also correct

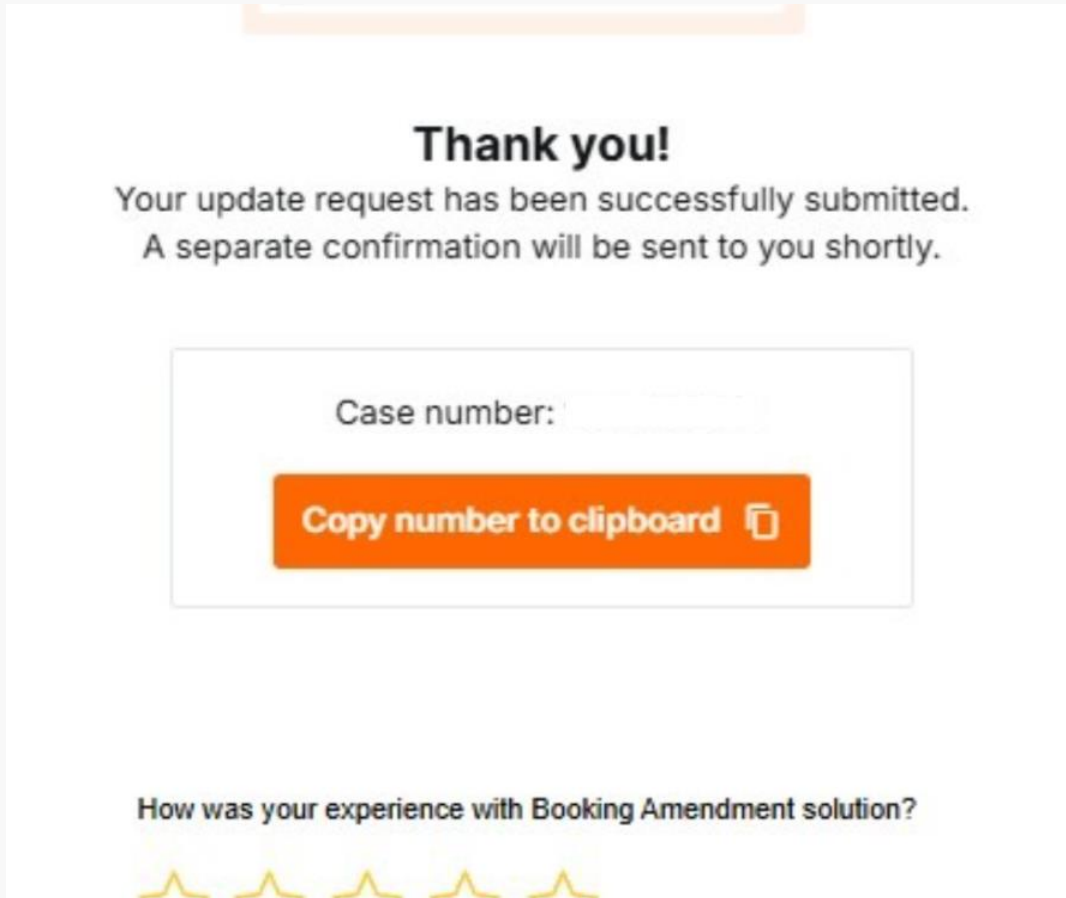
Contact email

abc@hlag.com

Submit request

1. Once all documents are uploaded, review or change your contact information if necessary.
2. If correct, click '**submit.**'

Submission Confirmation



1. Once all details are submitted, you will be taken to a submission screen, where a case number will be generated for your tracking purposes.
2. You may also rate our tool at the end and leave comments.





Thank you