

2023, June, 16

## Notice Regarding Used Car Shipment (1)

We would like to inform you that we have implemented a dedicated format for our company's attached sheet when creating the Bill of Lading. Please download the format from the following link:

We kindly request that you submit the attached sheet using this specific format without fail.

### **HL Attached Sheet Format :**

[https://www.hapag-lloyd.com/content/dam/website/downloads/pdf/2023\\_HLAG\\_BL\\_Instruction\\_Asia.xlsx](https://www.hapag-lloyd.com/content/dam/website/downloads/pdf/2023_HLAG_BL_Instruction_Asia.xlsx)

Please kindly fill in only the required fields. Also, please be aware that there are character limits:  
(MARKS & NUMBERS: Up to 16 characters, DESCRIPTION: Up to 35 characters)

\* Email address for Attached sheet submission \*

[doc.jp@csd.hlag.com](mailto:doc.jp@csd.hlag.com)

[AJPDOCQueries@hlag.com](mailto:AJPDOCQueries@hlag.com)

When creating the attached sheet, please note the following:

- Please make sure to include the Booking Number (BL No.).
- Please avoid adding additional sheets or inserting macro/functions in the HL format (#1).
- Please provide the attached sheet simultaneously with the ACL submission (#2).

#1 It is necessary to import the information from the attached sheet into our internal system.

Functions and multiple sheets cannot be imported.

#2 Once we receive the ACL data, we will commence the draft creation process. If the attached sheet is not provided at the start of the process, there may be delays in the BL creation. Please provide the attached sheet promptly (ideally at the same time as the ACL submission). If the attached sheet is submitted after the document cutoff date, it will be subject to Late S/I charges.

Thank you for your attention to these matters.

If you have any further questions, please feel free to contact customer service or sales representative.

**Hapag-Lloyd (Japan) K.K**

2023, June, 16

## **Notice Regarding Used Car Shipment (2)**

### **Registration of New Shipper/Consignee/Notify**

When creating the Bill of Lading for new Shippers, Consignees, or Notify parties, it is necessary to register them in our Hapag-Lloyd system.

Based on the information provided in the Shipping Instruction (S/I), we will proceed with the registration process. However, if any required information is missing, we may send an inquiry email from our Document Center (rasdocqry/AJPDQCQRY) (#1).

Please note that without registration, we cannot proceed with the document creation process. We apologize for the inconvenience and kindly ask you to prepare the following information in advance:

#### **Information required for registration:**

- **Company Name**
- **Full Address**
- **Phone Number**
- **Email Address**
- **Tax ID (Tax Identification Number)**

The information provided in response to the inquiry will be used solely for the purpose of customer information registration in our system. It will not be directly mentioned on the face of the Bill of Lading, except for mandatory destination information.

(#1) Regarding emails from our Document Center (rasdocqry/AJPDQCQRY):

Emails received from the following addresses will be sent by our document creation team. If you receive such emails, please kindly respond to the designated reply-to address provided within the email.

RASDOCQRY@hlag.com

AJPDQCQRY@hlag.com


[staffmember name@hlag.com](mailto:staffmember name@hlag.com) On Behalf Of rasdocqry

\* Without your response, we will not be able to complete the document creation process. We would greatly appreciate it if you could provide your response as soon as possible. Thank you for your cooperation.


**Hapag-Lloyd (Japan) K.K**

(How to use HL attached Sheet Format)

[https://www.hapag-lloyd.com/content/dam/website/downloads/pdf/2023\\_HLAG\\_BL\\_Instruction\\_Asia.xlsx](https://www.hapag-lloyd.com/content/dam/website/downloads/pdf/2023_HLAG_BL_Instruction_Asia.xlsx)

BL INSTRUCTIONS (ATTACHED SHEET ONLY)						
SHIPPER:				BOOKING NO.:		
MARKS & NUMBERS	NO. OF CONTAINER PACKAGES	KIND OF PACKAGE / DESCRIPTION OF GOODS		GROSS WEIGHT	MEASUREMENT	
Please kindly fill in only the required fields for "as per attached."				Character limits: MARKS & NUMBERS: Up to 16 characters DESCRIPTION: Up to 35 characters		

Since there are character limitations, the provided information can be directly reflected on the Bill of Lading (BL) in HL's format.

Carrier: Hapag-Lloyd Aktiengesellschaft, Hamburg		Sea Waybill	Multimodal Transport or Port to Port Shipment
Shipper:			
Consignee:			
Forwarding Agent:		Carrier's Reference:   SWB-No.:	Page:
		Export References:	

Port of Discharge:						
Container Nos., Seal Nos.	Marks and Nos.	Number and Kind of Packages		Description of Goods	Gross Weight:	Measurement: