

■ Thailand – Export Documentation Cut-Off Times

January 30, 2013

Dear Customer,

Further to our CustomerInfo dated October 15, 2012, we would please remind you that for shipments to the USA, Canada, China and Europe (excl. transshipment cargo) a “no doc – no load” policy exists when the shipping instructions (SI) are not received or incomplete by the nominated vessels documentation cut-off.

In instances where documentation is not submitted timely or is incomplete, cargo will be subject to roll over with all costs to the account of the cargo.

■ **Cut-off Times for destinations requiring Advance Manifest Submission**

Thailand to USA, Canada, China and Europe/Med (excl. transshipment):

- **36 hours** prior to vessel arrival at Thailand ports.
- If no SI is received within the cut-off time a “**no doc no load policy**” will be strictly enforced.

■ **Cut-off time for destinations moving via transshipment ports**

Thailand to Asia, Middle East, Latin America, Africa, EU / Mediterranean destinations via transshipment ports (Singapore, Hong Kong, Kaohsiung, Colombo):

- **10 working hours** prior to vessel arrival at Thailand ports.
- If no SI is received within the cut-off time – the shipment will be loaded as planned.
- Please note that **effective March 1, 2013** any SI's for cargo moving via transshipment ports that is received after the documentation cut-off will be subject to a Late Shipping Instruction Fee (LSI) of **THB 600 per B/L**.

Please find following a summary of vessel cut-off days / times:

Service	ETD Laem Chabang	Pre-Assign Container Number Request Cut-off Time	Shipping Instruction Cut-off Time 36 hrs (USA, Canada, China, Europe/Med via Cagliari)	Shipping Instruction Cut-off Time 10 hrs (Asia, Middle East, Latin America, Africa, Europe/Med via Transhipment Port Singapore, Hong Kong, Kaohsiung or Colombo)
SCX	SAT	THU 09:00	THU 12:00	FRI 14:00
AEX	WED	FRI 12:00	SAT 20:00	MON 16:00
PNX	FRI	TUE 12:00	TUE 20:00	WED 20:00

We would like to highlight the following in relation to documentation cut-off times:

- Documentation cut-off times must be strictly adhered to. Responsibility for submitting documentation within the required time frame lies with the shipper.
- It's not required to send SI prior of cut-off times. The most important is send complete and correct information which will not require amendment. We would encourage you to send SI as close to the SI cut-off as possible in order to ensure the most accurate information is supplied.
- Incomplete Shipping Instruction (i.e. missing container number, no breakdown, HS code, etc.) will be considered as **no shipping instruction** received.
- Self filers are responsible for the timely submission of their House Bills of Lading. Failure to do so could impact the ability to load the cargo due to customs holds.

To pre-assign a container to your shipment in order to meet the documentation cut-off, please submit a request for an empty container number to kaimona@hlag.com and bhisiac@hlag.com.

In case the pre-assigned container is not utilized, additional costs covering the positioning of the empty containers (THB 400 per 20' and THB 600 per 40') will be invoiced to the account of the shipper.

We thank you for your ongoing assistance and co-operation in ensuring the timely submission of shipping instructions for your export shipment.

For further information please contact your local Hapag-Lloyd sales representative.

Kind Regards,

Hapag-Lloyd (Thailand) Ltd.
as agent of Hapag-Lloyd AG