



LOST BILL OF LADEN procedure

The documents which we require to deliver goods without presentation of original bills of lading, as a result of lost BL are as follow:

- copy of the commercial invoice
- copy of the packing list
- circumstances of the loss (letter from the party who lost the bills)
- if the documents were sent by special courier (DHL, EMS, UPS,...), letter from them as well
- shipper's authorization if bank guarantee is issued by the receiver
- letter of indemnity(LOI) issued on shipper's letter head
- letter of indemnity(LOI) issued on consignee's letter head
- Bank guarantee(B/G) issued by a first class bank on bank's letterhead paper
- Ghana Police Report

Note:

- All requested document above must be printed on appropriate letter head.
- If the B/G is not available, cash deposit, equivalent to 200% of cargo value, is requested
- LOI should be signed by shipper and consignee
- Be advised if cargo value exceeds USD 150,000, approvals from Commercial dept. + Legal dept. + General Management will be also required.

Click link below or download LOIs accordingly:

[LOST OBL LOI Consignee](#)

[LOST OBL LOI Shipper's Authorization](#)

[LOST BL LOI Bank Guarantee](#)

Contact:

CMA CGM Ghana – Customer Care

Tel: 0303219000

Email: tma.customerservice@cma-cgm.com

Copy: tma.importdocs@cma-cgm.com



LETTER OF INDEMNITY (On customers letter head)

Date:

To : CMA CGM
4, quai d'Arenc, 13002 MARSEILLE, FRANCE

Shipment's references:

Vessel :..... Voyage n° :

Port of loading:

Port of discharge:

Bills of Lading n°: Date :

Container(s) n°: 1/.....
2/.....
in case of more than 2 containers for the b/l, please mention them on attached list

Description of goods:

Value of goods: US \$:
(invoice copy to be attached)

Shipper:

Consignee:

Dear Sirs,

As per above mentioned shipment's references, the goods were shipped on the vessel but the relevant bills of lading

* have not yet arrived

* have been lost.

We hereby request you

* to deliver the goods without production of the above original bills of lading

to Messrs

* to issue a new set of original bills of lading in replacement of the set above mentioned.

* Please delete inappropriate mention.

LETTER OF INDEMNITY

In consideration of your complying with our above request we hereby agree as follows :

1. On your first demand and without any justification, within 48 hours of demand, to indemnify you, your servants and agents and to hold all of you harmless in respect of any liability, loss or damage of whatsoever nature which you may sustain by reason of
 - * delivering the goods to above mentioned persons
 - * issuing a new set of original bills of ladingin accordance with our request.
2. In the event of any proceedings being commenced against you or any of your servants or agents in connection with the delivery of the goods as aforesaid to provide you or them from time to time with sufficient funds to defend the same.
3. If the vessel or any other vessel or property belonging to you should be arrested or detained or if the arrest or detention thereof should be threatened, to provide on your first demand and without any justification within 48 hrs such bail or other security as may be required to prevent such arrest or detention or to secure the release of such vessel or property and to indemnify you in respect of any loss, damage or expenses caused by such arrest or detention whether or not the same may be justified.
4. As soon as all original bills of lading for the above goods shall have arrived and/or come into our possession, to produce and deliver the same to you whereupon our liability hereunder shall cease.
5. The liability of each and every person under this indemnity shall be joint and several and shall not be conditional upon your proceeding first against any person, whether or not such person is party to or liable under this indemnity.
6. The obligations of each and every person under this indemnity shall be irrevocable and unconditional under any and all circumstances and shall not be subject to any reduction, offset, and deduction for any reason whatsoever.
7. That no statement relating to the contents, quality, description or value of the above mentioned cargo shall limit in any way our responsibilities and liabilities or exempt either of us from the said liabilities and responsibilities in respect of meeting any obligations falling on both of us in this respect.



8. This indemnity shall be construed in accordance with French Laws and each and every person liable under this indemnity shall at your request submit to the jurisdiction of the Courts of Marseille.

Yours faithfully.

For and on behalf of

Company name:

Official title:

Name:

Authorized signature

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SHIPPER MUST ISSUE A WRITTEN CONFIRMATION ON HIS LETTERHEAD IN THE FOLLOWING TERMS :

To : CMA CGM, 4 Quai d'Arenc - 13002 Marseille France

Date

Vessel : Voyage N° :.....

Port of loading :

Port of discharge :

Container number :

Goods description :

B/L N° :

Dear Sirs,

The above goods were shipped on the above vessel by Messrs..... and consigned to Messrs..... but the relevant bills of lading N°..... have (not yet arrived or have been lost). <= (choose one of the two).

We hereby confirm that the amount of, which correspond to the value of the cargo above referred, has been fully paid by Messrs.....to us.

Therefore we irrevocably instruct you to deliver the above mentioned goods without production of the original bills of lading N°.....to Messrs :

[insert full style of the party to whom the cargo should be delivered]

We hereby undertake to hold Messrs. CMA CGM, its underwriters, subsidiaries, agencies, sub-agencies, all their representative directors and employees harmless in respect of any liability, loss or damage of whatsoever nature which you may sustain in respect with your complying with our instruction and that we shall not make any claim, nor issue any proceedings, for wrongful delivery of cargo.

Best regards
Corporate Signature

Full name& position in the company
Stamp



BANK GUARANTEE (on bank letter head)

Date:

To : **CMA CGM**
4 Quai d'arenc 13 002 Marseille

Shipment's references:

Vessel :..... Voyage n° :

Port of loading:

Port of discharge:

Bills of Lading n°: Date :

Container(s) n°: 1/.....
2/.....
in case of more than 2 containers for the b/l, please mention them on attached list

Description of goods:

Value of goods:
(invoice copy to be attached)

Shipper:

Consignee:

Dear Sirs,

As per above mentioned shipment's references, the goods were shipped on the vessel but the relevant bills of lading

- * have not yet arrived
- * have been lost.



We hereby request you

* to deliver the goods to Messrs
[full style name and address of the specific party]

or to such party as you believe to be or to represent or to be acting on behalf
of Messrs without production of the above original bills of lading

* to issue a new set of original bills of lading in replacement of the set above mentioned.

** Please delete inappropriate mention.*

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