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1. IMPORT MANIFEST

1 (a) House BS/L

In case of NVOCC House BS/L – Delivery order will be release against **ORIGINAL HBL** only. The only exception is Sea way HBL where delivery order can be released against copy of HBL along with bond paper undertaking duly signed and stamped by both NVOCC / consignee on Master B/L and actual consignee on HBL. See *Annexure 1* for undertaking format

Local customs rule must file customs manifest against actual receiver of the goods. Customs manifest cannot be filed against Freight Forwarders, since they'll not be the one to clear the goods from customs against their own NTN (National Tax No.). Hence its mandatory for all Freight Forwarders, to submit copy of HBL along with EDI via email on add. kar.edimanifest@cma-cgm.com 48 hrs prior to vessel arrival for filing of customs manifest.

Data & terms of MBL will be always preferred for the manifestation except of BL no., Shipper & Consignee. In case of any change or any special arrangement required CMA CGM Pakistan should be informed/requested at least 48 hrs prior to vessel arrival.

1 (b) Amendments

Amendments are allowed without fine until 48 hours prior to Vessel arrival. It is possible to accept until 24 hours prior to vessel arrival, but it's necessary to check with CMA CGM Pakistan regarding possible fines.

As a general rule, amendments are not acceptable after deadline. In case of request, it will be necessary to check with customs and get an official approval for manual amendment. Anyway, any amendment after vessel arrival is under Merchant responsibility.

All amendment requests must be sent to CMA CGM Pakistan with the written confirmation to pay all costs related to the amendment & all required documents from relevant parties.

All amendment requests should have full details of required amendments within message i.e. with required field to be amended and 'Now read' / 'Should read' columns.

2. REQUESTS

2 (a) Amendment after deadline Request

Request should be made on official stationary of relevant parties & as per specimen defined in “Annexure 2”. In case of change in consignee an additional LOR (Letter of Renouncement) will also be required from the manifested consignee as per “Annexure 3”.

2 (b) De-Plugging Request

For Refrigerated cargo consignee could request to de-plug his container at his own risk if he believes that the cargo is not much temperature sensitive. Request should be made on official stationary of consignee as per specimen in “Annexure 4” along with one fully endorsed Original BL.

2 (c) De-stuffing Request

Consignee could request for the de-stuffing of his cargo prior to the manifestation on his official stationary & as per specimen defined in “Annexure 5”. De-stuffing of cargo will be made only at designated yards as define below.

QICT	-----	MTO (QICT)
PICT	-----	ICS (KPT)
KICT	-----	ICS (KPT)
SAPT	-----	At consignee nominated stevedore yard on his own cost & risk.

2 (d) VIA Port Request

Consignee may request for any change in delivery place subject to CMA CGM prior approval well before vessel arrival.

3. ANNEXURES

3 (a) Annexure 1

DATED: **LETTER OF INDEMNITY**

TO: CMA CGM Pakistan

SUBJECT: Master Seaway B/L #:
House Seaway B/L #:
CONTAINER # :

Reference above mentioned shipment; we would request CMA CGM Pakistan to release the goods against copy of Seaway House B/L without asking for original. Please note that no original House B/L has been issued and this shipment is on Sea Way House B/L terms.

We _____ being the consignee on CMA CGM Master Seaway B/L and _____ Original consignee on above Seaway House B/L indemnify CMA CGM Pakistan.

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.
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. 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 (Freight Forwarder)	Company Name (Final Consignee)
Official Title	Official Title
Name	Name
Signature & Address Stamp	Signature & Address Stamp



3 (b) Annexure 2

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

Date

Vessel: Voyage N° :.....

Port of loading:

Port of discharge:

Container number(s) :

Goods description:

B/L N° :

Dear Sirs,

We had duly provided you with shipping instructions to establish bills of lading for the shipment above.
After having approved these documents, we are obliged to ask you to modify the following data :

Consignee (or field name which need to be amend)

Old Data:

New Data:

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 instructions and confirm that we shall not make any claim, nor issue any proceedings for wrongful delivery of cargo.

Yours faithfully,

For and on behalf of:

Company Name

Official Title:

Name:

Authorized Signature:



3 (c) Annexure 3

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

Date

Vessel : Voyage N° :

Port of loading :

Port of discharge :

Container number(s) :

Goods description :

B/L N° :

Dear Sirs,

The goods covered by the above bills of lading were consigned to us but we are not involved with this shipment nor are we the cargo owners.

We hereby undertake to hold Messrs. CMA CGM, its underwriters, subsidiaries, agencies, sub-agencies, all their representative directors and employees harmless for not having delivered the goods to us and confirm that we shall not make any claim, nor issue any proceedings, for wrongful delivery of cargo.

Yours faithfully,

For and on behalf of :
Company Name

Official Title :

Name :

Authorized Signature :

3 (d) Annexure 4

We M/s. _____ requests to de-plug / do not plug the reefer Container (Container Number) arrived on (Vessel/Voyage) of (arrival date) manifested under Index (Index No.) of IGM (IGM No.) dated (IGM date).

We undertake that above mention reefer is de-plugged on our Request and QICT/ LINE would not be responsible for any claims whatsoever in relation to cargo condition and de-plugging of a Above stated reefer container(s)

We undertake to pay any line dues related with their container and/or reefer equipment, if claimed by line due to incurred damages or lost equipment, while we are in possession of the same.

Thanks & Regards

3 (e) Annexure 5

Bs/L #:

Container #(s):

Arrived on: dd/mmm/yyyy

Vessel / Voyage:

Please note that above mentioned shipment booked on CY/CY basis. We however are interested to take loose delivery of the goods. We therefore request your good self to manifest above mentioned shipment as CFS/LCL.

We fully understand that due to congestion there will be considerable delay in de-stuffing of the containers. In consideration of our request, we undertake to pay port demurrage and others charges, line import & demurrage charges up to the date of de-stuffing of containers. We further undertake to pay any cleaning /damage charges (if any).

We further undertake that we will be fully responsible to pay any customs fines/penalties, which may incur due to this change of status request to customs. We are also ready to bear all penalties / fine which customs may impose on line due to short / excess of cargo.

We hereby undertake to hold Messrs. CMA CGM, its underwriters, subsidiaries, agencies, sub-agencies, all their representative directors and employees harmless if cargo found short/excess at time of examination /delivery and any discrepancy/fine/penalty/claim raised in respect of complying with our instructions.

Consignee's full address stamp
With signature.