

## **TRANS ASIAN SHIPPING SERVICES (P) LTD**

### **Revised Guidelines on the Delivery Order (DO) Release Process -Pan India, with Effective From 25th March 2020 , In The Wake Of The Recent Outbreak Of COVID-19**

#### **For Consignments already onboard and en route and or arrived at destination ports:-**

If Original Bill of Lading(OBL) cannot be delivered to our local offices/counters or are in transit and are consigned to direct consignee (no bank/LC involvement), please follow the below process based on the scenarios:

#### **1. If Shipper has the Bills of Lading.**

- Shipper needs to send an email to TASS agent /branch office, with release instructions to named consignee in OBL,
- Along with the scanned colour copy of the duly executed LOI (Letter of Indemnity) on the Shipper's Letterhead and
- All 3( Three) sets of OBL invalidated by affixing a crossbar on each copy by writing "Null and Void" (front and back page)
- with the commitment to deliver the originals LOI and OBL as soon as possible.

*Basis above request, Delivery Order would be sent to the named consignee.*

#### **2.If Bills of Lading are in Transit**

- Shipper needs to send an email to TASS agent /branch office, with release instructions to named consignee in OBL
- Along with the scanned colour copy of the duly executed LOI on the Shipper's and Consignee's Letterhead.

*Basis above request, Delivery Order would be sent to the named consignee.*

#### **3. If Consignee has the Bills of Lading**

- Shipper needs to send an email to TASS agent /branch office, with release instructions to named consignee in OBL
- Scanned copy of LOI required on Consignee's Letterhead and
- All 3( Three) sets of OBL invalidated by affixing a crossbar on each copy by writing "Null and Void" (front and back page).

*Basis above request, Delivery Order would be sent to the named consignee.*

#### **4. If Consignee is “To order” and the OBL is with the Bank**

- We would need written confirmation via email from the bank stating they have the OBLs are in their possession and are ok to release cargo to Notify party and that the original Bill of lading will be passed on to the consignee once the contingency is over.
- Scanned colour copy of the Original Bills of Lading (front and back page) duly endorsed and released by the BANK , to whose order the B/L is drawn,
- LOI duly executed by both the shipper and his delegate at destination.

*We will issue the delivery order to the mentioned Notify party after verifying the request with the bank.*

#### **5. If Consignee is “To order” and the original Bill of lading is with the Consignee**

- We would need written confirmation via email from the endorsing bank confirming the Notify party on the Original Bill of Lading.
- Consignee to send us the scan copy of the Letter of Indemnity (LOI) and
- All 3( Three) sets of OBL invalidated by affixing a crossbar on each copy by writing "Null and Void" (front and back page).

*We will issue the delivery order to the mentioned Notify party after verifying the request with the bank.*

#### **Note:**

1. The template for the Letter of Indemnity (LOI) is attached herewith as a word file to be suitable used for Shipper and Consignee.
2. In consideration of the very specific situation we are crossing, TASS will accept good quality mobile phone pictures of the Bills of Lading as sufficient evidence. However, scanned copies remain the preferred option but not all customers will have a scan available if confined at home.
3. The party sending scan / photos of the Bills of Lading must commit to return to TASS the originals personally as soon as feasible
4. No release will be allowed unless and until scanned copy / photo of the full set (usually 3/3) of OBLs has been received by TASS (POL, POD or any agent).
5. Each side of each page of the full set must have signature, date (and stamp when possible).
6. Once received, TASS employees must carefully check that they have received a copy of each page and that they are all crossed/barred.
7. The Shipper (or its booking agent) must confirm in writing to TASS whether the originals are still in its possession or have been transferred to the consignee (or its agent) and hat he agrees to have the cargo delivered as per Bill of Lading requirements.

8. The consignee (or its agent) must confirm by way of LOA (or exceptionally, email) its formal and irrevocable acceptance of the Terms and Conditions of Carriage, as evidenced in the Bill of Lading.
9. Shall agents being involved; no release can be done until a power of attorney / letter of authority duly signed by the shipper or consignee has been presented to us. Given the specificities of the situation generated by COVID19, the POA or LOA shall be accepted if confirmed by email. TASS employees are asked to use proper diligence to make sure that the email so received is coming from the party mentioned on our Bills of lading.