



MAERSK

Bill of Lading (BL) Amendment Guideline after Manifest Submission





Bill of Lading (BL) Amendment Guideline

English Version

Dear Valued Customer,
Thank you for choosing Maersk Bangladesh Ltd!

For any amendment in your Bill of Lading (BL) after manifest submission in Bangladesh – you need to follow the prescribed procedure. Kindly find the steps below:

Step 1:

Consignee needs to submit below documents to Maersk Bangladesh:

a) Amendment Request letter from consignee/Notify party in Maersk's prescribed format [formats are available at the end of this guideline].

- [Format no. 1](#): Consignee/Notify Party BIN/AIN/VAT number not mentioned in BL
- [Format no. 2](#): Wrong Consignee/Notify Party BIN/AIN/VAT number mentioned in BL
- [Format no. 3](#): Unregistered BIN in NBR (NULL Consignee/Notify Party detail in ASYCUDA)
- [Format no. 4](#): Change in Consignee/Bank name mentioned in BL
- [Format no. 5](#): Wrong Cargo Description in BL
- [Format no. 6](#): Wrong Quantity in BL
- [Format no. 7](#): Wrong Weight in BL
- [Format no. 8](#): Wrong Notify party, Quantity, Description, Weight

b) With the format, you need to follow below instruction:

- In 'Now Read' Column, mention the wrong details you are requesting to amend.
- In 'Should Read' Column, mention the correct details you would like to reflect.
- Please print the letter in company letterhead pad, seal and sign it accordingly.
- Send us the scanned copy to bd.import@maersk.com
- Submit the Hard Copy to us through your C&F agent.

c) Full set (3/3) of Original Bill of Lading (BL) [if BL needs to be revised] must be returned at origin or destination office.

d) Please also submit photocopy of below documents:

- ✓ Original Commercial Invoice
- ✓ Original Packing list
- ✓ LC and LCA (If consignee is bank)
- ✓ VAT certificate [In case of BIN amendments only]
- ✓ No Objection Certificate (NOC) from LC opening Bank
- ✓ No Objection Certificate (NOC) from wrong Consignee/Notify party [as applicable]

Maersk Bangladesh will send your request to origin office to take 'No Objection' from your shipper before processing any BL amendment request.

Step 2:

- a) Maersk Bangladesh will share consignee's Amendment Request Letter with Maersk Origin for shipper's approval.
- b) Shipper needs to agree with the changes and should share the written consent for processing the amendment with Maersk origin [this can be done via email also].
- c) Maersk origin office will share "No Objection of Shipper" with Maersk Bangladesh.
- d) Maersk issues a new set of Bill of Lading (if necessary) either at origin or destination as per customer's requirement.
- e) Requested amendment can **ONLY BE** initiated once the new set of Bill of Lading (if necessary) is endorsed by relevant parties (Bank, Importer, customs Broker agent/C&F agent).
- f) Consignee needs to submit a photocopy of properly endorsed new set of Bill of Lading (if necessary) to Maersk Bangladesh.

Step 3:

After issuance of new set of Bill of Lading (if necessary) - Maersk Bangladesh will proceed for below:

- a) Maersk Bangladesh will issue an Amendment Request letter addressing to Customs Authority on behalf of the consignee.
- b) Maersk Bangladesh will hand it over to consignee or their customs broker agent/C&F agent to proceed for Custom Authority's approval.

Any kind of amendment will **ONLY BE** completed upon Custom Authority's approval.

Step 4:

a) Once amendment is approved by Custom Authority – consignee should confirm Maersk Bangladesh and submit an approval copy.

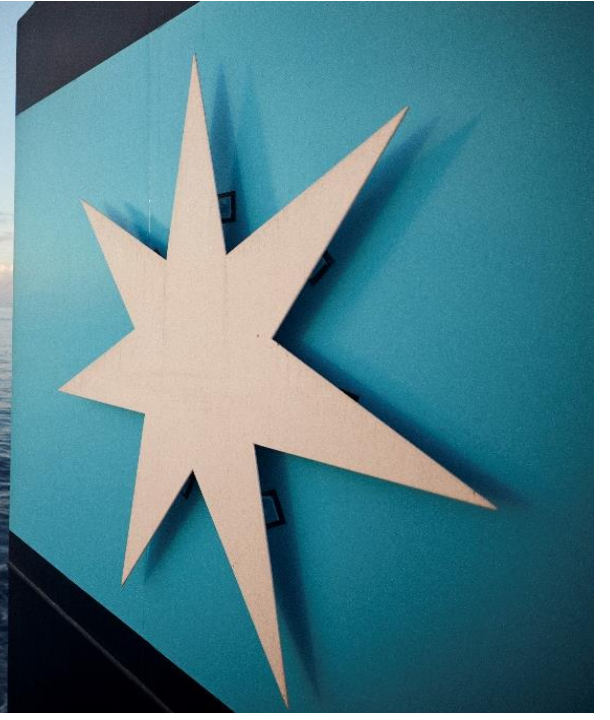
b) Maersk Bangladesh will charge below amounts to the consignee:

- Penalty amount changed by Custom Authority for the amendment.
- Bill of Lading (BL) amendment fee USD 70.
- New Bill of Lading (BL) issuance fee USD 30.

c) Upon payment settlement and surrendering the OBL (only 1 set), Maersk Bangladesh will release the Delivery Order (DO).

বিল অফ লেডিং (বিএল) এমেন্ডমেন্ট গাইডলাইন

বাংলা ভার্সন



সন্মানিত কাস্টমার,

বাংলাদেশে ইমপোর্ট ম্যানিফেস্ট জমা দেওয়ার পরবর্তীতে বিল অফ লেডিং (বিএল) সংশোধন (এমেন্ডমেন্ট) করতে চাইলে – নিম্নোক্ত পদ্ধতি অনুসরণ করতে হবেঃ

প্রথম ধাপঃ

কনসাইনী/ ইমপোর্টার কে নিম্নে উল্লেখিত ডকুমেন্টগুলো মার্সক বাংলাদেশের নিকট জমা দিতে হবেঃ

ক) কনসাইনী/ ইমপোর্টার কে মার্সক এর নির্ধারিত ফরম্যাট অনুযায়ী বিএল এমেন্ডমেন্টের আবেদন পত্র জমা দিতে হবে।

[আবেদন পত্রের ফরম্যাট এই গাইড লাইনের শেষে সংযুক্ত আছে]

- [ফরম্যাট নং ১](#): Consignee/Notify Party BIN/AIN/VAT number not mentioned in BL
- [ফরম্যাট নং ২](#): Wrong Consignee/Notify Party BIN/AIN/VAT number mentioned in BL
- [ফরম্যাট নং ৩](#): Unregistered BIN in NBR (NULL Consignee/Notify Party detail in ASYCUDA)
- [ফরম্যাট নং ৪](#): Change in Consignee/Bank name mentioned in BL
- [ফরম্যাট নং ৫](#): Wrong Cargo Description in BL
- [ফরম্যাট নং ৬](#): Wrong Quantity in BL
- [ফরম্যাট নং ৭](#): Wrong Weight in BL
- [ফরম্যাট নং ৮](#): Wrong Notify party, Quantity, Description, Weight

খ) বিএল এমেন্ডমেন্টের আবেদন পত্র নিম্নোক্ত পদ্ধতিতে পূরণ করতে হবেঃ

- ‘Now Read’ কলামে বিএলের ভুল অংশটি উল্লেখ করতে হবে।
- ‘Should Read’ কলামে বিএলের সঠিক অংশ অর্থাৎ যা আপনি বিএল-এ দেখতে চান তা উল্লেখ করতে হবে।
- আবেদন পত্রটি আপনার কোম্পানির লেটারহেড-এ প্রিন্ট করে স্বাক্ষর এবং সিল দিতে হবে।
- আবেদন পত্রটি স্ক্যান করে bd.import@maersk.com -এ ইমেইল করতে হবে।
- আবেদন পত্রটি আপনার সি-এন্ড-এফ এজেন্টের মাধ্যমে মার্সক অফিসে পাঠিয়ে দিতে হবে।



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গ) বিএল সংশোধন করতে হলে তিন সেট অরিজিনাল বিল অফ লেডিং (বিএল) ফেরত দিতে হবে।
[অরিজিন অথবা ডেস্টিনেশন - যে কোন দেশের মার্সক অফিসে আপনি বিএল ফেরত দিতে পারবেন]

ঘ) নিম্নে উল্লেখিত ডকুমেন্ট গুলোর ফটোকপি জমা দিতে হবেঃ

- ✓ অরিজিনাল কমাশিয়াল ইনভয়েস
- ✓ অরিজিনাল প্যাকিং লিস্ট
- ✓ এলসি এবং এলসিএ [যদি ব্যাংক কনসাইনী হয়]
- ✓ ভ্যাট সার্টিফিকেট [BIN এমেন্ডমেন্টের জন্য]
- ✓ এলসি ওপেনিং ব্যাংকের অনাপত্তি পত্র (NOC)
- ✓ ভুল কনসাইনী/নোটিফাই পার্টির অনাপত্তি পত্র (NOC) [যদি প্রযোজ্য হয়]

দ্বিতীয় ধাপঃ

ক) মার্সক বাংলাদেশ কনসাইনীর বিএল এমেন্ডমেন্টের আবেদন পত্রটি শিপারের অনুমোদনের জন্য অরিজিন কান্ট্রিতে পাঠিয়ে দেবে।

খ) শিপারকে আবেদনকৃত এমেন্ডমেন্ট-এর ব্যাপারে একমত হতে হবে এবং লিখিত ভাবে এমেন্ডমেন্ট করার অনুমতি দিতে হবে।

গ) অরিজিন মার্সক অফিস শিপার হতে আবেদনকৃত এমেন্ডমেন্ট-এর ব্যাপারে অনাপত্তি পত্র (No Objection) ইমেইলে সংগ্রহ করবে।

ঘ) শিপার এর অনাপত্তি পত্র (No Objection) পাওয়ার পর কাস্টমার অরিজিন বা ডেস্টিনেশনের মার্সক অফিস হতে নতুন বিল অফ লেডিং (প্রয়োজন সাপেক্ষে) সংগ্রহ করতে পারবে।

ঙ) নতুন বিল অফ লেডিং-টি (প্রয়োজন সাপেক্ষে) **অবশ্যই** সংশ্লিষ্ট সকল পার্টি (ব্যাংক, ইমপোর্টার, কাস্টমস ব্রোকার এজেন্ট /সি-এন্ড-এফ এজেন্ট) কর্তৃক যথাযথ অনুমোদন (endorsement) করা থাকতে হবে।

চ) কনসাইনী/ ইমপোর্টার-কে সংশোধিত এবং অনুমোদিত (endorsed) বিল অফ লেডিং (বিএল) এর এক সেট ফটোকপি মার্সক বাংলাদেশ অফিস এ জমা দিতে হবে।



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তৃতীয় ধাপঃ

নতুন বিল অফ লেডিং (প্রয়োজন সাপেক্ষে) ইস্যু করার পরবর্তীতে – মার্সক বাংলাদেশ নিম্নোক্ত উদ্যোগ গ্রহণ করবেঃ

ক) মার্সক বাংলাদেশ কনসাইনী/ ইমপোর্টারের স্বপক্ষে কাস্টমস কর্তৃপক্ষের নিকট এমেন্ডমেন্টের আবেদন পত্র ইস্যু করবে।

খ) মার্সক বাংলাদেশ এমেন্ডমেন্টের আবেদন পত্রটি কনসাইনী বা কনসাইনীর নিয়োগকৃত কাস্টমস ব্রোকার এজেন্ট /সি-এন্ড-এফ এজেন্টকে প্রদান করবে।

গ) কনসাইনী বা কনসাইনীর নিয়োগকৃত কাস্টমস ব্রোকার এজেন্ট /সি-এন্ড-এফ এজেন্ট নিজ দায়িত্বে কাস্টমস কর্তৃপক্ষের নিকট থেকে সংশোধনের অনুমতি সংগ্রহ করবে।

যে কোন ধরনের সংশোধন (amendment) শুধুমাত্র কাস্টমস কর্তৃপক্ষের অনুমতি সাপেক্ষে সম্পন্ন করা হবে।

চতুর্থ ধাপঃ

ক) কাস্টমস কর্তৃপক্ষের অনুমতি পাওয়া মাত্রই কনসাইনী/ ইমপোর্টার-কে অনুমোদনের ফটোকপি মার্সক অফিসে জমা দিতে হবে।

খ) কনসাইনী/ ইমপোর্টারকে নিম্নোক্ত খরচ বহন করতে হবেঃ


- কাস্টমস কর্তৃপক্ষের কর্তৃক ধার্যকৃত সংশোধনের জরিমানা
- বিল অফ লেডিং (বিএল) সংশোধন ফি (ইউএসডি ৭০)
- নতুন বিল অফ লেডিং (বিএল) ইস্যুএন্স ফি (ইউএসডি ৩০)

গ) সকল পেমেন্ট সম্পন্ন এবং বিএল সারেভার করার পর - ডেলিভারি অর্ডার (ডিও) প্রদান করা হবে।



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Different amendments in Bill of Lading (BL):

		BILL OF LADING FOR OCEAN TRANSPORT OR MULTIMODAL TRANSPORT		SCAC Code: MOPU B/L No. XXXXXXXXXXXX	
Shipper XXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX, China		Booking No. XXXXXXXXXXXX		Svc Contract XXXXXXXXXXXX	
Export reference XXXXXXXXXXXX		Onward inland routing (Not part of Carriage as defined in clause 1. For account and risk of Merchant)			
Notify Party (see clause 22) BIN NO. 123456789 XXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX, Chittaqong, Bangladesh		Place of Receipt, Applicable only when document used as Multimodal Transport B/L (see clause 1)			
Vessel (see clause 1 + 19) RUNFACHANGHONG		Voyage No. 7051		Place of Delivery, Applicable only when document used as Multimodal Transport B/L (see clause 1)	
Port of Loading ZHANGJIAGANG, PORT OF CHINA		Port of Discharge CHITTAGONG, BANGLADESH			
PARTICULARS FURNISHED BY SHIPPER - CARRIER NOT RESPONSIBLE					
Kind of Packages; Description of goods; Marks and Numbers; Container No./Seal No. 1 Container Said to Contain 43 PACKAGES PASSENGER LIFT-(630KG/8F/8S) PASSENGER LIFT-(450KG/9F/9S) XXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX) 18141072226 XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX) CHINA XXXXXXXXXXXX XXXXXXXXXXXX) BANGLADESH		Gross Weight 9740.000 KGS		Measurement 25.0000 CBM	
Above particulars as declared by Shipper, but without responsibility of or representation by Carrier (see clause 14)		Freight & Charges Rate Unit Currency Prepaid Collect			
Carrier's receipt (see clause 1 and 14) Total number of containers or packages received by Carrier: 1 container		Place of Issue of B/L Nanjing		Signed for the Carrier MCC Transport Singapore Pte. Ltd.	
Number & Sequence of Original B(s)/L THREE/3		Date of Issue of B/L 2017-08-07		_____ Maersk (China) Shipping Co., Ltd As Agent(s)	
Declared Value (see clause 7.3)		Shipped on Board Date (Local Time) 2017-06-27			

BIN change
Consignee name change

Notify party name change

Quantity change
Gross Weight change

BL description change

COPY



Format no. 1:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to add BIN/VAT number in Consignee/Notify Party under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier missed out to mention BIN/VAT number in the Consignee/Notify Party field of subject B/L. As a result, import general manifest has been declared without mentioning BIN/VAT number in respective field by your office. Hence, we cannot release the cargo from concern authorities without amending the manifest.

Considering the above, we need your kind assistance to add BIN/VAT number in Consignee/Notify Party column in B/L. Also, requesting you to issue customs manifest amendment form to us as below:

Consignee/Notify Party Now Read:	Consignee/Notify Party Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 2:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend BIN/VAT number in Consignee/Notify Party under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier has mentioned BIN/VAT number in subject b/l as **(Wrong BIN)** & accordingly import customs manifest has been submitted by your office. As per Asycuda system this BIN/VAT number belongs to **(Wrong Consignee/Notify party name)** though carrier B/L mentioned Consignee/notify party name & address is correct. Kindly note that our actual BIN/VAT number is **(Correct Consignee/Notify party BIN)**. Hence, we cannot release the cargo from concern authorities without taking amendment against BIN/VAT number in original bill of lading as well as import manifest. We importer ensure that, there is no involvement of manifest declared Consignee/Notify party **"(Wrong Consignee/notify party name)"** with this consignment. Herewith have attached the NOC from the manifested Consignee/Notify party.

Considering this, we need your kind assistance to amend BIN/VAT number in Consignee/Notify Party column in subject B/L. Also, requesting you to issue customs manifest amendment form to us as below:

Consignee/Notify Party Now Read:	Consignee/Notify Party Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 3:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend BIN/VAT number in Consignee/Notify Party in customs manifest under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our BIN/VAT number is **(Manifested BIN)** and accordingly import customs manifest has been submitted by your office. But we failed to entry our BIN/VAT number in NBR and Asycuda system before manifest declaration. As a result in Asycuda manifest showing Consignee/Notify party name and address as NULL. Later on we have registered our BIN/VAT number in NBR and Asycuda system.

Would like to draw your attention that we cannot release the cargo from concern authorities without taking approval from customs for the activation of Consignee/Notify party BIN/VAT number. Considering this, we need your kind assistance to issue customs manifest amendment form to us as below:

Consignee/Notify Party Now Read:	Consignee/Notify Party Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 4:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to change Consignee/ bank name under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier mentioned consignee name in bill of lading, import general manifest has been declared in favor of **(Wrong Consignee/bank)**. Kindly note that as per our import related documents it should be in favor of **(Correct Consignee/bank)**. We ensure that against this consignment no L/C has been opened in **(Wrong Consignee/bank)**. Herewith have attached the NOC from the manifested consignee.

We cannot release the cargo from concern authorities without taking amendment in original bill of lading and import customs manifest. Considering this, we need your kind assistance to amend consignee in B/L. Also, requesting you to issue customs manifest amendment form to us as below:

Consignee/Bank Now Read:	Consignee/Bank Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 5:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend cargo description under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier wrongly declared cargo description in bill of lading and accordingly import general manifest has been declared by your office. As per in receipt of our import related documents, correct cargo description should read as below.

Hence we cannot release the cargo from concern authorities without taking amendment in original bill of lading and import customs manifest. Considering this, we need your kind assistance to re-issue new sets of OBL with correct cargo description. Also, requesting you to issue customs manifest amendment form to us as below:

Cargo description Now Read:	Cargo description Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 6:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend quantity under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier mentioned quantity as **(Wrong quantity)** in bill of lading, import general manifest has been declared. As per in receipt of our import related documents, we ensure that quantity should read as **(Correct quantity)**.

We cannot release the cargo from concern authorities without taking amendment in original bill of lading and import customs manifest. Considering this, we need your kind assistance to amend quantity in OBL. Also, requesting you to issue customs manifest amendment form to us as below:

Quantity Now Read:	Quantity Should Read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 7:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend Gross Weight under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that as per our supplier declared gross weight as **(Wrong gross weight)** in bill of lading, import general manifest has been declared. But as per in receipt of import related documents, gross weight read as **(Correct gross weight)**.

We cannot release the cargo from concern authorities without taking amendment in original bill of lading and import customs manifest. Considering this, we need your kind assistance to amend in OBL with correct gross weight. Also requesting you to issue customs manifest amendment form to us as below:

Container Number:	
Gross Weight Now Read:	Gross Weight Should read:
Total Gross Weight Now Read:	Total Gross Weight Should read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Format no. 8:

[IMPORTER'S LETTER PAD]

Date:

To
Import Customer Service Manager,
Maersk Bangladesh Ltd.
Aziz Court (6th and 7th Floor)
88-90 Agrabad CA
Chattogram – 4100

Sub: Request to amend Notify Party, Cargo description, Quantity & Gross Weight under b/l no. xxxxxxxxxx.

Dear Sir,

We would like to inform you that our supplier declared wrong Notify Party, Cargo description, Quantity & Gross Weight in Bill of Lading. Accordingly import general manifest has been declared.

Hence we cannot release the cargo from concern authorities without taking amendment for the these information in original bill of lading and import customs manifest. Considering this, we need your kind assistance to amend as per our import related documents. Also requesting you to issue customs manifest amendment form to us as below:

Consignee/Notify Party Now Read:	Consignee/Notify Party Should Read:
Cargo description Now Read:	Cargo description Should Read:
Quantity Now Read:	Quantity Should Read:
Container Number:	
Gross Weight Now Read:	Gross Weight Should read:
Total Gross Weight Now Read:	Total Gross Weight Should read:

Customs formalities for above amendment will be processed by our appointed customs house broker. We will take full responsibilities in case any concern is raised by the Custom Authority and will settle all expenses related to this amendment prior releasing the delivery order from you.

As this error occurred from our side, if customs/local concern raise any claim/impose fine penalties or issue show-cause notice after releasing the cargo, we will be accountable for all risk and liabilities until resolution.

We do hereby this undertaking with the consent that we shall also abide by all rules and regulations compliance of country law in this regard.

Thanking you for your necessary action on this regard.

.....
Seal and Signature
For *[Consignee's Name]*
[Consignee's address]
[Consignee's Mobile No]

Contact number of our Nominated C&F:

Thank you!