

MSC AGENCY (INDIA) PRIVATE LIMITED
Export/Import procedure during COVID-19 lock down period

In view of complete lockdown situation in various places where we are not able to attend the BL counter and import DO counters, pls closely go thru MSC GVA guidance below as far as facilitating the delivery to customers.

EXPORT:

1. **OBLs are in our system and have not been printed/remitted to the shipper yet**
 - a. POL agency to send to the Shipper (or its booking agent) a copy of the OBLs by email
 - b. On the same thread of exchanges, Shipper (or its booking agent) to confirm to POL agent
 1. its acceptance of the mentions of the OBLs as issued
 2. its release instructions at destination
 - c. POL agent to send the release instructions to POD agent using the usual "Telex Release Form – 14092017" (attached)
 - d. The consignee (or its agent) to confirm by way usual LOA (or exceptionally, email) its formal and irrevocable acceptance of the MSC Terms and Conditions of Carriage, as found under www.msc.com
 - e. Since the whole documentation is under MSC control, no LOI is required

2. **OBLs have been printed and remitted to the shipper but cannot be returned to MSC due to curfew**
 - a. In consideration of the very specific situation we are crossing, MSC will accept good quality mobile phone pictures of the Bills of Lading as sufficient evidence.
Scanned copies remain the preferred option but not all customers will have a scan available if confined at home.
 - b. No release will be allowed unless and until scanned copy / photo of the full set (usually 3/3) of OBLs has been received by MSC (POL, POD or any other agent).
Each side of each page of the full set must wear the mention "Accomplished" + signature, date (and stamp when possible).
 - c. Once received, MSC agent must carefully check that they have received a copy of each page and that they are all crossed/barred.
 - d. The Shipper (or its booking agent) must then confirm formally to MSC
 - Whether the original are still in its possession or have been transferred to the consignee (or its agent)
 - That he agrees to have the cargo delivered as per Bill of Lading requirements

- e. The consignee (or its agent) must confirm by way of LOA (or exceptionally, email) its formal and irrevocable acceptance of the MSC Terms and Conditions of Carriage, as found under www.msc.com
- f. The party sending scan / photos of the Bills of Lading must commit to return to MSC the originals personally as soon as feasible.
- g. 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. MSC agents 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.

From there

- In case of straight/named BL with a release instruction to the named consignee, no LOI is required.
- In case of to Order BL, the release is subject to both the Shipper and the Consignee (or their respective agents) signing the LOI attached

IMPORTANT As an interim measure, shall POL not be in position to confirm freights payments, freights will be collected at POD (whether BI is issued PREPAID or COLLECT). Once POL agent has confirmed that the freight was duly cashed, MSC will naturally refund same to the consignee

Finally and subject to the fulfilment of the above, shall the Consignee need an original at destination for customs purpose a "Duplicate original BL issued for customs purposes only" can be issued.

IMPORT:

SEAWAY BLS INVOLVED - STRAIGHT BL WITH NAMED CONSIGNEE

The consignee can scan the seaway bl copies, seaway LOI and Letter of Authorisation over their authorised email for release of cargo.

OBLs have been fully discharged and retired from shipper or bank but not able to surrender to MSC due to curfew

- The consignee has to scan copy / photo of the full set (usually 3/3) of OBLs has been received by them fully endorsed and
- Each side of each page of the full set must wear the mention "Accomplished" + signature, date (and stamp when possible).
- In case they wish to deliver the shipment to a customer broker then they have to sign the letter of authorisation separately.
- They also need to send their commitment to arrange the original copies as soon as possible or the curfew lifted by authorities.
- The email has to come from their official email id.
- MSC office receiving such scanned copies need to thoroughly examine all ORIGINALS and endorsements to identify the ultimate
- And legitimate owners of cargo before release of delivery order.