



CÔNG TY TNHH THƯƠNG MẠI VÀ DỊCH VỤ HÀNG HẢI TẤN ĐẠT
TAN DAT TRADING AND MARINE SERVICES COMPANY LTD.

H.O: 342/1 Huynh Tan Phat Street, W6, Nha Be Town, Nha Be District, Ho Chi Minh City, VietNam
Tel: ++84-8-38739762, 38739764 | Fax: ++84-8-38739765
Transaction Office: 404 Hoang Dieu Street, Ward 5, District 4, Ho Chi Minh City, Viet Nam
Tel: ++84.8.38262524, 38265513 | Fax: ++84.8.38268078
Email: operations@tandattrading-marine.com - Web: www.tandattrading-marine.com

DATE: 18-May-11

OUR DOCUMENT NO.: OP/001

SHIPPING INSTRUCTION

HOW TO MAKE BILL OF LADING BY YOU

AA. EXPORT CONSIGNMENT BY SEA TO ANY PORTS OF VIETNAM:

❖ **HOUSE BILL OF LADING:**

● **SHIPPER:**

NAME / ADDRESS OF THE PEOPLE OR COMPANY TO SEND THE GOODS
AT THE PORTS OR PLACES OF LOADING.

● **CONSIGNEE:**

NAME / ADDRESS/TELEPHONE OF THE PEOPLE OR COMPANY TO RECEIVE THE GOODS
AT THE PORTS OR PLACES OF DESTINATION

● **NOTIFY PARTY:**

NAME / ADDRESS OF THE PEOPLE OR COMPANY TO RECEIVE THE GOODS
AT THE PORTS OR PLACES OF DESTINATION

● **DELIVERY AGENT:**

TAN DAT TRADING AND MARINE SERVICES CO.,LTD
342/1 Huynh Tan Phat Street, Ward 6, Nha Be Town,
Nha Be District, HCM City, Vietnam
Tel: ++84.8.38262524, 38265513 - Fax: ++84.8.38268078
PIC: MR PHAN THANH TUYEN / GENERAL MANAGER

❖ **MASTER BILL OF LADING**

● **SHIPPER:**

NAME / ADDRESS OF YOUR COMPANY

● **CONSIGNEE:**

TAN DAT TRADING AND MARINE SERVICES CO.,LTD
342/1 Huynh Tan Phat Street, Ward 6, Nha Be Town,
Nha Be District, HCM City, Vietnam
Tel: ++84.8.38262524, 38265513 - Fax: ++84.8.38268078
PIC: MR PHAN THANH TUYEN / GENERAL MANAGER

● **NOTIFY PARTY:**

TAN DAT TRADING AND MARINE SERVICES CO.,LTD
342/1 Huynh Tan Phat Street, Ward 6, Nha Be Town,

Nha Be District, HCM City, Vietnam
Tel: ++84.8.38262524, 38265513 - Fax: ++84.8.38268078
PIC: MR PHAN THANH TUYEN / GENERAL MANAGER

BB. EXPORT CONSIGNMENT BY AIR INTO AIRPORTS OF VIETNAM:

❖ **HOUSE AIRWAY BILL**

● **SHIPPER:**

NAME / ADDRESS OF THE PEOPLE OR COMPANY TO SEND THE GOODS
AT THE AIRPORTS OF LOADING.

● **CONSIGNEE:**

NAME / ADDRESS/TELEPHONE OF THE PEOPLE OR COMPANY TO RECEIVE THE GOODS
AT THE AIRPORTS OF DESTINATION.

❖ **MASTER'S AIRWAYBILL**

● **SHIPPER:**

NAME / ADDRESS OF YOUR COMPANY

● **CONSIGNEE:**

TAN DAT TRADING AND MARINE SERVICES CO.,LTD
342/1 Huynh Tan Phat Street, Ward 6, Nha Be Town,
Nha Be District, HCM City, Vietnam
Tel: ++84.8.38262524, 38265513 - Fax: ++84.8.38268078
PIC: MR PHAN THANH TUYEN / GENERAL MANAGER

24 HOURS CARGO MANIFEST

❖ **PRE-ALERT SHIPMENTS:**

**Please send your shipping documents to Tan Dat Trading And Marine Services Co.,Ltd at
Ho Chi Minh HQ only regardless discharging ports in VietNam because we have to coordinate
all cargo movements for local agents.□**

AS PER VIETNAMESE GOVERNMENT REGULATIONS, SHIPOWNER/SHIPAGENT SHALL
SUBMIT ALL CARGO MANIFESTS ON BOARD TO THE BORDER CUSTOMS OFFICE NOT
LATER 02 HOURS AFTER VESSEL BERTHED AT VIETNAMESE PORTS, HOWEVER THE
SHIPPING LINES DEADLINE TO ACCEPT OUR HBL(S) 24 HOURS PRIOR TO VESSEL ARRIVAL.

ACCORDINGLY, PLS ASSURE TO ARRANGE TO FAX TO OUR OFFICE (OUR FAX:
84.8.38268078) OR EMAIL: **OPERATIONS@TANDATTRADING-MARINE.COM**
/ **INBOUND@TANDATTRADING-MARINE.COM** THE FOLLOWING DOCUMENTS RIGHT
UPON CARGO LADEN ON BOARD OR LATEST UPON VESSEL DEPARTURE:

- 1/ ALERT SHIPPING ADVICE**
- 2/ MASTER BILL OF LADING**
- 3/ HOUSE BILL OF LADING**
- 4/ CONSOLIDATED CARGO MANIFEST (IF ANY)**

IN CASE THE CONSIGNMENTS ON THE VESSEL ARRIVAL AT PORTS OF VIETNAM ON
MONDAY, THE AFORE-SAID DOCUMENTS SHOULD BE SENT US BOFORE 09:00HRS
(LOCAL TIME) ON SATURDAY.

FAILURE TO DO THE ABOVE-MENTIONED INSTRUCTION, **THE SURCHARGE** OF USD100.00 SHOULD BE FOR YOUR ACCOUNT FOR THE HOUSE B/L LATE SUBMITTED OR CARGO MANIFEST AMENDED.

PLS NOTE THAT IT SHALL TAKE AT LEAST 08 WORKING HOURS TO HAVE THE OFFICIAL APPROVAL BY GENERAL BORDER CUSTOMS OFFICE FOR SUCH SUPPLEMENTED HBL OR ANY AMENDMENTS.

SURRENDERED MASTER BILL OF LADING:

MOST IMPORTANT THINGS IS TO SERVE THE CONSIGNEE SATISFACTORILY. WE HAVE RECEIVED COMPLAINTS AND CLAIMS FROM CONSIGNEES SOMETIMES AND EVEN WE LOST THEM AFTER ONE DELAYS.

**PLS CONTACT OUR OFFICE IF ANY DISCREPANCIES OR UNCLEAR MATTERS
BY TELEPHONE: +84.903332529 OR EMAIL: OPERATIONS@TANDATTRADING-MARINE.COM**