



Date : 15<sup>th</sup> January 2018

To : Our Valued Customer

Subject : Timely & Complete Shipping Instruction

Dear Sir / Madam,

Please be informed:

Shipping Instruction Cut-Off = 2 working days at 3:00PM prior to vessel ETA Singapore.

Failure to submit Shipping Instruction timely or Late SI received after cut off time = Do Not Load.

ETA	SI CUT OFF	TIME
Monday	Thursday	3:00pm
Tuesday	Friday	3:00pm
Wednesday	Monday	3:00pm
Thursday	Tuesday	3:00pm
Friday	Wednesday	3:00pm
Saturday	Thursday	3:00pm
Sunday	Thursday	3:00pm

Container would not be loaded on board intended Vessel / Voyage for Shipping Instruction received after Cut off time and ALL additional charges incurred due to LATE SI submission will be charged back to Booking Party / Shipper.

- 1) SHUT OUT – SGD 150/20' , SGD 225/40'
- 2) RENOM – SGD 50/20' , SGD 75/40'
- 3) STORE RENT – SGD 12/20' , SGD 24/40' PER DAY PER CNTR
- 4) Container Detention / Demurrage as per local tariff available in our website : [www.cma-cgm.com.sg](http://www.cma-cgm.com.sg)
- 5) Custom Penalty (if applicable)

The risk for late SI will be:

1. Container Shut Out at origin, charges will be bill back to Booking Party or Shipper.
2. In case container has been loaded, Retain On Board charges will be bill back to Booking Party or Shipper.
3. There will be no time for BL amendment as manifest might be submitted to Custom at Destination (as per Country regulation) which result in Custom Amendment Penalty and charges will be borne by Booking Party or Shipper.



Following information is mandatory for ALL Shipping Instruction.

We require Shipping Instruction in **a copy paste format**, you can contact our Documentation Team if You need sample of SI template.

1. Booking Number
2. Shipper
3. Consignee
4. Port Of Receipt / Port Of Loading
5. Port Of Delivery / Final Place Of Delivery
6. Container Number and Seal Number
7. Number of Packages and Packaging Type
8. Cargo Description
9. Gross Weight; Volume (breakdown per container)
10. Tare Weight of Container (For SOC Container)
11. Freight Payment Terms (Prepaid or Collect)
12. Place Of Payment
13. B/L Type : Negotiable or Waybill
14. Split or Combine BL (Please send in Batch)

For shipment to US, if you are issuing House BL and filing directly to US Custom, please mention (AUTOMATED) in the Shipping Instruction, we will declare it as Automated NVOCC.

For E-SI submission, please send through  
CMA CGM Website : [www.cma-cgm.com](http://www.cma-cgm.com) or INTRTRA Website : [www.intra.com](http://www.intra.com)

For manual SI, please send shipping instruction to [ssc.sgexportdocs@cma-cgm.com](mailto:ssc.sgexportdocs@cma-cgm.com) cc [sij.exportbl@cma-cgm.com](mailto:sij.exportbl@cma-cgm.com)

Should you require further information or assistance pertaining to SI submission, please contact our Export Documentation Team : Ms Rosnah (Tel : +65 64991125) / Ms Su Yin (Tel : +65 64991126) or email : [sij.exportbl@cma-cgm.com](mailto:sij.exportbl@cma-cgm.com)

Yours Faithfully,  
For CMA CGM & ANL (SINGAPORE) PTE LTD  
Customer Care Department