

*** MSC SHENZHEN 电放操作指南 ***

1.取单

- 请自行到中外运取单
- 无法自行取单的客户，请委托快递公司到中外运取正本提单(需带取单委托书)

2.正本提单背书

- 整套正本提单的背面盖提单shipper公章，签名
- 注： a) Shipper为 **A O/B B**，盖**B**公司公章
- b) Consignee是银行的不接受电放

3.电放保函

- 保函加盖Shipper公章，签名
- 电放完成后，电放确认邮件会自动发送给补料邮箱
- 注：一份保函对应一套提单

4.支付电放费

- 电放费人民币**300.00**/票

5.提交资料原件

- 将整套已背书提单和电放保函原件交给中外运，MSC电放组会在收到正确电放资料**24**工作小时内完成
- 注：我司不接受客户先提交资料然后要求我司等通知再做电放，或电放完成后要求我司等通知再放货；否则由此产生的所有责任和额外费用将由贵司自行承担

如需查询费用交付事宜请电中外运

电放联系人：

刘小姐 0755-82300251 潘小姐 0755-82300256

银行账单联系人：

林先生 0755-82300257 罗小姐 0755-82219206

邮箱地址：lhcsr@sinotrans.com 0755-82300273/317

如需查询电放事宜请电

请直接联系 [MSC Local Office 的文件组](#)（点击获得）。

❖ 注：电放部截止接收电放申请时间

每周一到周五 下午 16:30

如需寄电放资料，请寄如下地址：

深圳市人民南路 2008 号深圳嘉里中心 34 楼

邮编：518001

联系人：刘小姐 TEL：0755-8230 0251

潘小姐 TEL：0755-8230 0256



不接受电放的港口与国家

Not allowed T/R		
POD:	COUNTRY	Remark
CORINTO,MANAGUA	NICARAGUA	Effect From: Aug 7th, 2023
PUERTO QUETZAL, PUERTO SANTO TOMAS DE CASTILLA...	GUATEMALA	Effect From: Feb 14th, 2019
Buenaventura, Cartagena, Turbo	Colombia	Effect from: Sep,18th, 2018
Guaira,Caracas,Puerto Cabello	Venezuela	Effect From:November 6th,2014
Lattakia,Tartous	Syria	
Luanda, Lobito, Cabinda,	Angola	
Bandar Abbas, Bushehr, Imam, Khorramshahr,	IRAN	
) Puerto Caldera/Limon	COSTA RICA	
Johannesburg	cnee: Pahad Shipping	bad payer
All German POD	Consignee: BIS BEYOGLU INTERNATIONALE SPEDITION GMBH DE-20537 HAMBURG	

附件一

MSC 电放的公章要求

- 如提单上的 **SHIPPER** 是中国大陆注册的,正规的公章如下图所示:



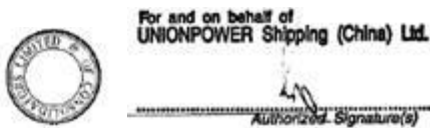
特殊说明, 如公司是中国华北地区的, 以下类型的章也是接受的 (圆形的中英文章, 里面是中文, 外面是英文), 如下图所示:



- 如提单上的 **SHIPPER** 是中国台湾地区注册的, 正规的公章是大小签名章, 如下图所示:



- 如提单上 **SHIPPER** 是中国香港地区注册的, 正规的公章是小圆章或条形章, 如下图所示:



- 如提单上的 **SHIPPER** 是中国香港地区注册的, 但地址是中国大陆的, **SHIPPER** 可以盖香港地区的公章, 但需提供公司有效的香港注册登记证明复印件。
- 如提单上的 **SHIPPER** 是国外 (非中国) 注册的, 我们可以接受跟 **SHIPPER** 的名字一致的章, 并且要求要在电放 **LOI** 上盖上 **booking client** 的章。

电放保函范例 (FOR STRAIGHT BILL/记名提单用)

[To be printed on requestor's letterhead] / 提单发货人公司抬头

Combined Letter of Indemnity and Instruction for "Telex Release" of consignments carried under straight consigned Bills of Lading

To :	MSC Mediterranean Shipping Company S.A., its agents and affiliates ("MSC") and the Owners of the <i>[insert name of ship]</i> / 船名
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Dear Sirs,

Ship :	<i>[insert name of ship and voyage number]</i> / 船名 航次
POL / POD:	<i>[insert load/discharge port, as stated in the Bill of Lading]</i> / 起运港 / 卸货港
Cargo :	<i>[insert description of cargo]</i> / 货物品名
Bill(s) of Lading :	<i>[insert identification number, date & place of issue]</i> / 提单号码, 出单日, 出单地
Container number(s)	<i>[insert the container numbers]</i> / 柜号

The above cargo was shipped on the above vessel by *[insert name of shipper]* / 提单发货人公司名 and consigned to *[insert name of consignee of record]* / 提单收货人公司名 for delivery at *[insert name of discharge port or place of delivery as stated in the Bill of Lading]* / 卸货港或最终目的地.

For Our convenience, We the Undersigned *[insert name of shipper]* / 提单发货人公司名 as shipper of record, hereby request you to instruct your agent at the place of destination to deliver the consignment to:

[insert name and full contact details of party to whom the cargo shall be delivered at destination] / 提单收货人的资料 (需与正本提单收货人内容完全一致),

against surrender to MSC by Ourselves of the full set of Original Bills of Lading.

We hereby confirm that *[insert name of party to whom the cargo shall be delivered at destination]* / 提单收货人公司名 are the lawful Consignee, and that We acknowledge and accept without reserve the MSC Terms and Conditions of carriage.

In consideration of Your complying with Our above request, We hereby confirm that We hold You free of any and all liabilities and that we shall keep You harmless against any and all losses whatsoever that You may suffer as a consequence of Your complying with our request.

Yours faithfully,

For and on behalf of
[insert name of shipper] / 提单发货人公司名

Authorised signature..... / 请盖提单发货人的公章并签名

Name: 申请人
Position: 申请人职位
Date: 申请日期
Stamp/seal

电放保函范例 (FOR TO ORDER BILL/不记名提单用)

[To be printed on requestor's letterhead] / 提单发货人公司抬头

Combined Letter of Indemnity and Instruction for "Telex Release" of consignments carried under Bills of Lading issued "to order"

To :	MSC Mediterranean Shipping Company S.A., its agents and affiliates ("MSC") and the Owners of the <i>[insert name of ship]</i> / 船名
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Dear Sirs,

Ship :	<i>[insert name of ship and voyage number]</i> / 船名 航次
POL / POD:	<i>[insert load/discharge port, as stated in the Bill of Lading]</i> / 起运港 / 卸货港
Cargo :	<i>[insert description of cargo]</i> / 货物品名
Bill(s) of Lading :	<i>[insert identification number, date & place of issue]</i> / 提单号码, 出单日, 出单地
Container number(s)	<i>[insert the container numbers]</i> / 柜号

The above cargo was shipped on the above vessel by *[insert name of shipper]* / 提单发货人公司名 and consigned "to order" *[or "to order of [insert name of whose order the Bill of Lading is made out]" / 如提单收货人是 "TO ORDER OF 公司名"*, 请填写该公司名; 如提单收货人是 "TO ORDER" 或 "TO ORDER OF SHIPPER" 则留空此项 for delivery at *[insert name of discharge port or place of delivery as stated in the Bill of Lading]* / 卸货港或最终目的地.

For Our convenience, We the Undersigned *[insert name of shipper]* / 提单发货人公司名 as shipper, hereby request you to instruct your agent at the place of destination to deliver the consignment to:

[insert name and full contact details of party to whom the cargo shall be delivered at destination] / 最终收货人的完整资料,

against surrender to MSC by Ourselves of the full set of Original Bills of Lading.

We hereby confirm that the Bills of Lading shall be deemed having been endorsed by Ourselves in favour of *[insert name of party to whom the cargo shall be delivered at destination]* / 最终收货人公司名 who are the lawful Consignees, and that We acknowledge and accept without reserve the MSC Terms and Conditions of carriage.

In consideration of Your complying with Our above request, We hereby confirm that We hold You free of any and all liabilities and that we shall keep You harmless against any and all losses whatsoever that You may suffer as a consequence of our request.

Yours faithfully,
For and on behalf of

[insert name of shipper] / 提单发货人公司名

Authorised signature..... / 请盖提单发货人的公章并签名

Name: 申请人

Position: 申请人职位

Date: 申请日期

Stamp/seal