

CMA CGM SHIPPING AGENCIES UKRAINE

Documentation Procedures

Import procedures and documents:

To obtain Delivery Order for import container following documents are to be submitted to CMA CGM Shipping Agencies Ukraine office:

*Full set of CMA CGM bills of lading endorsed by the shipper and accomplished by the consignee's stamp. (If one of the a/m condition is not fulfilled please contact import department to specify additional documents to be submitted to take Delivery Order);

*Original Power of attorney issued by final consignee in favor of forwarding company;

*Insurance policy for equipment (List of insurance companies to be specified with import department oda.docimport@cma-cgm.com);

* Letter of instruction issued by consignee, mentioned on CMA CGM bill of lading in favor of actual final consignee of the cargo (model of LOI "Letter of instructions" enclosed).

At the time of application to CMA CGM Shipping Agencies Ukraine office for Delivery Order a contract between forwarding company and CMA CGM Shipping Agencies Ukraine should be concluded and invoices for freight and local services should be paid.

Export procedures and documents:

The deadline for submission of Loading Order with customs stamp, booked:

- on BEX service – Friday, 10.00 a.m.;
- on FAS service – 24 hours prior of vessel's arrival in Odessa port. In case of vessel arrival during weekend Loading Order should be presented not later than Friday, 17.00 p.m.

The hard copy of loading Order should be accompanied with English version of loading order as per attached file that should be sent to the address oda.docexport@cma-cgm.com (model of English version of Loading Order "CMA CGM. LO DETAILS" is enclosed).

In case of failure of Loading Order and English electronic version of loading order submission in a specific time frame, your shipment will not be loaded on booked vessel, with all cost incurred charged to the client.

Shipping Instructions are accepted only online via [CMA CGM Group eBusiness portal](#)

The deadline for Shipping Instructions submission is 48 hours before vessel's estimated time of arrival.

Failure to submit SI timely will involve late SI submission fee as per below:

- SI submission later than 48 hours before vessel's ETA - USD 48;
- SI submission after vessel's arrival to port of loading - USD 72.

In case Sea Way Bill is required, a letter of indemnity issued by the shipper is to be submitted to CMA CGM Shipping Agencies Ukraine office (model of LOI "Express release" is enclosed).

If necessary the cargo can be released without original bills of lading presentation at the port of discharge (against telex release request) , in such case letter of indemnity issued by shipper is to be submitted as per model enclosed (model of LOI "Sea Way Bill request form" is enclosed).

Regarding procedure of correction of bill of lading and possible additional surcharges related to this procedure, please contact documentation department (oda.docimport@cma-cgm.com; oda.docexport@cma-cgm.com).