TO BE PRINTED ON CONSIGNEE’S LETTER HEAD

Date: …………………..

To,

Import Department,

Merchant Shipping Services Pvt. Ltd.

101/102, Technopolis Knowledge Park,

Mahakali Caves Road, Chakala, Andheri (E)

Mumbai 400 093.

Dear Sir,

Subject: Delivery order

Original B/L No.: …………………

IGM/Item No.: …...……………...

Vessel/Voyage: ………………….

Consignee Name: ………………..

CHA Name: ……………………..

Ref subject shipment, please note the original B/L is surrendered at port of loading and the shipment is under telex release. Please find enclosed herewith a copy of the original B/L duly endorsed by us and our CHA, kindly issue the delivery order to our authorized CHA …………………..

We Indemnify Line & their Agents against any Liability, Loss & penalty that may be imposed on you or your Principals. We agree to bear all Cost, Penalty, Fine & Claims that may occur for releasing this shipment to the concern as per our instruction.

Thanking you,

Yours faithfully,

For ………………………

Authorized signatory