Please prepare the B/L as per the below instruction for your ready reference and send us the draft for approval.

B/L INSTRUCTIONS FOR SEA IMPORT SHIPMENT

1. MOBL copy should read as

Shipper:
Your company name & address

Consignee:
ROUND THE CLOCK LOGISTICS PVT.LTD.
1203 AT BY AGM, NEAR AHURA CENTER
OPPOSITE PINNACLE BUSINESS PARK, MAHAKALI CAVES
ROAD, ANDHERI EAST, MUMBAI - 400093
TEL :(+91)-022-4243 3000
GST NO : 27AADCR4639J1Z2
PAN : AADCR4639J
EMAIL : prashant.shete@rtclogistics.in

Notify Party/Address:
Same As Above

2. HOBL should read as….

Shipper:
Actual shipper

Consignee:
Actual consignee

3. Copies of HOBL, MOBL, SHIPPERS' INVOICE PACKING LIST & DEBIT /CREDIT NOTE should be sent by mail .

4. Please do not mention the rates on B/L. It should show **RATE "AS AGREED**". This is to avoid competition.

5. **MARKING & LABELLING** of MOBL & HOBL No. should be there on all boxes.

6. PRE-ALERT DOCS. (MOBL, HOBL, Shipper's Invoice & Packing List) has to be forwarded via e-mail to Mr. Prashant Shete at **prashant.shete@rtclogistics.in** or can be faxed on before the shipment departs so that we can submit the copies of HOBL & MOBL to the shipping agent along with our request letter for filing the manifest with the local customs.

7. The Pre alert documents must be provided to us well in advance to enable the **filing of IGM** with Indian Customs to avoid penalty