

(Please use your company's letterhead)

To: The Manager,
Counter Department,
Customer Service,
Maersk Hong Kong Limited

Date:

Dear Sir,

Subject: late import licence submission

Vessel / voyage: _____ Arrival date: _____

Bill of lading number: _____

Cargo description (with number of packages): _____

Licence number: _____

Due to above mentioned original import licence(s) is (are) still on the hands of the ultimate consignee, we can only provide copy of subject shipment's import licence today.

As the consignment is very urgent and we would like to pick up the shipment as soon as possible, please release the Import Release Order (IRO) to our company first and we will be fully responsible for the return of related original import licence(s) in three working days from today.

We hereby undertake to indemnify you and your company against any claims, losses, costs, charges, damages and expenses arising from or in consequence of any late or no submission of mentioned import licence(s).

Yours truly,

Company name with chop & signature