

Date \_\_\_\_\_

To the Manager,  
OCEAN NETWORK EXPRESS Pte. Ltd. or Their Agents

**REQUEST FOR TREATMENT AS “SURRENDERED BILLS OF LADING”**

Dear Sirs,

Vessel \_\_\_\_\_  
B/L No. \_\_\_\_\_  
From \_\_\_\_\_  
Shipper \_\_\_\_\_

Voy. No. \_\_\_\_\_  
Booking No. \_\_\_\_\_  
To \_\_\_\_\_

With reference to the above-mentioned Bill(s) of Lading, we would like to surrender full set of its original at [.....] (ONE BL issue Office) and request you to deliver the goods at the destination to the named consignee without production of original bill(s) of lading.

Yours faithfully,

Person in charge

\_\_\_\_\_

E-mail address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_