**AFFIX COMPANY LETTER HEAD**

**Letter of Authority for Import Cargo**

**Import Delivery Order (EIDO), Tax Invoice, and Arrival Notice**

Electronic Import Delivery Orders (EIDOs) allow containers to be collected from the discharge port terminal by using a unique PIN. Once all commercial requirements have been completed and payment has been received into our bank account for any charges owing, we will generate the EIDO or ‘authority to deliver’ message to 1-Stop, who will then forward the authority to the discharge port terminal. To take delivery, the transport operator will need to enter the PIN shown on the EIDO into the Vehicle Booking System.

We, the named consignee

|  |  |
| --- | --- |
| Consignee Name: |  |
| Authorised officer Name: |  |
| Signature of Authorised officer: |  |
| Contact Email: |  |
| Contact Telephone Number: |  |

Hereby advise that as of [INSERT DATE] we have appointed:

|  |
| --- |
| **Australian Managed Servicing Pty Ltd** |

*AGENT’S COMPANY NAME in full*

to act on our company's behalf in relation to cargo shipped with Ocean Network Express where our company is the named consignee or endorsee on bills of lading or sea waybills. We authorise our appointed agent to present to you original bills of lading or appropriate identification in relation to sea waybills, and to request and receive:

* cargo Arrival Notices,
* Tax Invoices,
* Electronic Import Delivery Orders (EIDOs)

|  |  |
| --- | --- |
| Email address of Company or Agent to receive EIDO | [transport@ausmanagementservice.com](mailto:transport@ausmanagementservice.com) |
|  |  |
| Email address of Company or Agent to receive Arrival Notice | [brendan@ausmanagementservice.com](mailto:brendan@ausmanagementservice.com) |
| (If different to above) |  |
| Email address of Company or Agent to receive Tax Invoice | [brendan@ausmanagementservice.com](mailto:brendan@ausmanagementservice.com) |
| (If different to above) |  |

Please note:

* Ocean Network Express (Australia) Pty Ltd will release EIDOs upon receipt of payment into our bank account. Please ensure payments are made in a timely manner and that the Bill of Lading number is clearly marked on your payment remittance advice. Ocean Network Express (Australia) Pty Ltd will not accept any responsibility for delays in releasing EIDOs that are caused by payments not being received into our bank account or which are not clearly identifiable. For payments in foreign currency please ensure all bank fees, including intermediary bank fees, are covered, as ONE will not absorb any fees and/or additional charges.
* Cheque payment processing and other documentary service fees may apply. Please contact your local ONE Australia office for details.
* Ocean Network Express (Australia) Pty Ltd will continue to pursue the company where the company is the named consignee or endorsee under bills of lading or sea waybills for container(s) not returned to Carrier within the specified time and in the condition as when packed, with no residue from packaging materials and odour.
* **Ocean Network Express (Australia) Pty Ltd will continue to release the EIDO / Documents to the appointed agent until we receive written notification of any changes.**

# (Must have company stamp affixed here, if available)