



Switch Bill of Lading Request

To help us process your Switch Bill of Lading request smoothly and deliver within the service deadline, please use the attached format in your request.

Current Details	Amend to (Switch Party Details)
Name of Shipper	
Name of Consignee	
Notify Party	

Kindly provide required details for above mentioned columns and send it via email to my.export@sealandmaersk.com and mnlqscmccidx@maersk.com

Requirement for Switch Bill of Lading arrangement

- Switch Bill of Lading arrangement is only allowed 4 days prior vessel's arrival at final destination subject to confirmation from Sealand offices.
- Surrender of 3/3 original Bill of Lading issued by load port together with payment of all outstanding freight and surcharges. This is very important as it determines ownership of title and its full accomplishment.
- Letter of instruction to indemnify all risk and liabilities in favour of Maersk Malaysia Sdn Bhd is also needed.

We will only accommodate request if all above conditions are fulfilled. Your cooperation is important to avoid disruption to your shipment.



Other Important Notes

Service Deadline

The aim is to complete Switch Bill of Lading process within 3 working days. This however is subject to completion of all documents, payment as well as approval from load port. Once the process is completed, you should be able to receive a copy of bill of lading for verification and approval

Amendment to Cargo Quantity

According to Clauses on Switch Bill of Lading – Hague Visby Rules, Article III rule 3, we are unable to amend quantity of shipment i.e: volume, measurement and weight while performing Switch Bill of Lading. These are declared by shipper on the first set of Bill of Lading issued at load port.

However, if there is a need for amendment on these items, please approach shipper or your booking party at origin to make the required changes. With instruction and approval from origin office, we will ensure the changes are reflected in Switch Bill of Lading.

Verify Copy of Switch Bill of Lading Amendment

In case there is additional amendment of the verify copy, please send the amendment request to my.export@sealandmaersk.com and mnlqscmccidx@maersk.com. The aim is to complete the amendment and return the amended copy within 5 working hours.

Confirmation of Verify Copy of Switch Bill of Lading

Once verify copy is in order, kindly send confirmation attachment to my.export@sealandmaersk.com and mnlqscmccidx@maersk.com and we will arrange the release of final Bill of Lading

Applicable Charges

MYR300 will be applicable for the processing as well as issuance of document in Malaysia

We thank you for your ongoing and valuable support. Should you have any further enquiries, please contact your local Sealand representatives.