

06th May 2025

Import B/L Amendment Procedure

Dear Values Customer

For a better understanding and good reference, we would summary for the Import BL amendment guidelines and procedure as following.

- All Import BL amendment supposed to process before vessel arrival or at least 3 (working) days ahead of vessel ETA to Myanmar port.
- ANY amendment request after that will subject to Customs Penalty which is in accordance with country's regulation. In the same time subject to Manifest Correction Fee as "Transport Document Amendment Fee" to carrier.
- Either shipper or consignee can submit the BL amendment request, but the letter of guarantee is compulsory if vessel is import manifested.

How to Apply BL Amendment:

- i. Amendment request at 3 working days ahead of ETA
 - ✓ Provide all required documents and submit to us via email.
 - ✓ Process amendment will subject to 24hrs respond (*permission from shipper is needed*)
 - ✓ Subject to Transport Document Amendment fee at origin (if any)
- ii. Amendment Request lest than 3 working days ahead of ETA
 - ✓ Provide all required documents and submit to us via email.
 - ✓ Process amendment will subject to 24hrs respond (*permission from shipper is needed*)
 - ✓ Subject to Transport Document Amendment -Import and any other surcharge from origin as per local tariff surcharge.
 - ✓ Subject to custom penalty charge (if any-amount will advise by custom at import clearance declaration stage)
- iii. After got permission from shipper BL amendment ready we will confirm amendment completed to requestor and in the same time will communicate to SAD (Shipping Agency Department), hence you can direct check status at SAD or any inquiry please feel free to contact us.



Require Documents:

- ✓ Letter of guarantee from shipper & consignee on their company letterhead with authorized signature

Sample of Letter of guarantee

COMPANY LETTERHEAD

DATE: DD/MM/YYYY

SHIPMENT B/L NUMBER:
 VESSEL VOYAGE:
 PORT OF LOAD:
 PLACE OF DELIVERY:

ATTN TO:

WITH REFERENCE TO THE ABOVE-MENTIONED BILL OF LADING, WE WOULD LIKE TO REQUEST YOU TO APPLY THE CORRECTION MANIFEST FOR FOLLOWING AMENDMENT.

AS IS ON BILL OF LADING

TO BE ON BILL OF LADING

>>>Current data that need to be amend<<<

>>>New Data after amend<<<

AMENDMENT FEE WILL BE INVOICE TO: >>> COMPANY NAME / CONTACT PERSON/ EMAIL/PHONE<<<

WITH THE UNDERSIGNED, DO HEREBY UNDERTAKE TO HOLD ALL RESPONSIBILITIES OF ANY CLAIM THAT MAY ARISE IN CONNECTION WITH ABOVE MENTIONED AMENDMENT(S) AND TO INDEMNIFY YOU AGAINST ALL THE CONSEQUENCES OF YOU ARE SO DOING. ALSO CONFIRM THAT THE B/L STATED CONSIGNEE OR NOTIFY PARTY WILL BEAR THE APPLICABLE CHARGES (CUSTOMS PENALTY AND CORRECTION MANIFEST AMENDMENT FEES) AT THE DELIVERY PORT.

AUTHORIZED SIGNATURE

COMPANY STAMP

- ✓ Return full set of OBL (Negotiable Bill of Lading) to carrier before processing of amendment.
 - o the full set = all sets of transport document (i.e. first original 1/THREE, second original 2/THREE, third original 3/THREE)
 - o If customers hold Sea Waybill (Non-negotiable Waybill), carrier can proceed upon the acceptance of Letter of Guarantee.

Import customer services:

Brand	Email	Phone
Maersk	mm.Import@maersk.com	(+95) 09880441095 (Import Ext. 3)

Thank you for your support. If any further information is required, please feel free to contact us as above mentioned.

Maersk Line Myanmar Ltd.
 Suite No.08/09, 18th Floor, Junction City Office Tower,
 Corner of Bogyoke Aung San Road and 27th Road, Papedan Township, Yangon
www.maersk.com