



TG LOGISTICS (BD) LTD.

STANDARD OPERATING PROCEDURES FOR SEA EXPORT TO BANGLADESH

A) MBL :

1. SHIPPER : OVERSEAS AGENT NAME & FULL ADDRESS
2. CONSIGNEE: IF DESTINATION CHATTOGRAM (CGP)

TG LOGISTICS (BD) LTD. (AIN # 301150431)
M F TOWER, 57/60, AGRABAD C/A, CHATTAGRAM-4100, BANGLADESH.
TEL# +88 02 333330025, +88 01709 915145, +88 01790000078
ATTN: MR.SAIF/SHISHIR, E-mail: sea@tgl-bd.com; tglctg@gmail.com

B) HBL :

1. SHIPPER : ACTUAL SHIPPER OR AS PER OUR SHIPPING INSTRUCTIONS
2. CONSIGNEE: ACTUAL CONSIGNEE OR AS PER OUR SHIPPING INSTRUCTIONS

**** If Shipment under Letter of Credit: Consignee will be Bank & Notify will be Actual Consignee ****

*****BIN (Business Identification Number) Requirements:**

1. **MUST mention BIN # for both Consignee & Notify separately with details.**
2. **For Bank Consignee, need to mention Bank BIN # in Consignee column & Ultimate Cnee BIN # in Notify Column.**

C) MB/L should freight prepaid & HB/L can be Freight prepaid/Collect.

If we need to collect the freight from Consignee, please provide us debit note in order to collect same from consignee before issue D/O.

D) Must insert container number, seal number, on board date in both B/L.

E) Must provide draft HB/L & MB/L copy before finalization.

F) Must provide us pre-alert documents within three days after vessel sailing.

G) Must mention HS code for the commodity.

Send all shipping docs / Pre-alert to our ctg team e-mail: sea@tgl-bd.com; tglctg@gmail.com