

Documentation Requirements

Country	Line	Items	HL legal aspects (MTD Group comments)	Special add. Country Requirements	Comments
Australia	1	B/L Type		SWB or OB/L	
Australia	2	Date of Issue Requirements	Place where and when the Bill of Lading is issued and date thereof. The date can only be a date after the goods have been received.	Yes	A Date of Issue MUST be printed on all MTDs. Later Date of Issue is acceptable but the SOB clause must never be later than the Date of Issue.
Australia	3	Shipper Details	Full name and postal address incl. country of the party with whom the contract of carriage has been concluded by the carrier. It may show the actual shipper or the shipper's freight forwarder.	Full Name and Address, POBox alone is NOT allowed	
Australia	4	Consignee Details	This box must be completed either with the name and full address of the consignee or the words "to order".	Full Name and Address - Australian Address only. POBox alone is NOT allowed.	We require Company ABN (Australian Business Number) to be included in every new customer matchcode setup in FIS. As well, Customer phone & email contact details are mandatory, to facilitate correct & timely distribution of documentation and invoices.
Australia	5	"To order" Bill of lading		Yes	

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Australia	6	Notify Details	The name of the party with full postal address, to whom, in applicable trades and places, the arrival notice might be sent.	Full Name and Address, POBox alone is NOT allowed	We require Company ABN (Australian Business Number) to be included in every new customer matchcode setup in FIS. As well, Customer phone & email contact details are mandatory, to facilitate correct & timely distribution of documentation and invoices.
Australia	7	Tax ID		not applicable. Incorrect. We require Tax File Number for all shipments of Personal Effects	
Australia	8	Packaging		Inner and Outer packaging with exact number of packages on pallets (if used) with complete cargo description required.	<ul style="list-style-type: none"> • Areas must show the complete number of packages (inner and outer packaging) with description of goods. • If goods are also packed on pallets, the number of pallets must also show • If goods are not packed on pallets, just the complete number of packages (inner and outer packaging) with description of goods will suffice. • Showing the packaging material as pallets only is not acceptable.
Australia	9	Cargo Description	Description of cargo as submitted by the shipper required for commercial purposes. As the shipper is responsible for the accuracy, HLAG accepts no responsibility.	Yes, mandatory.	
Australia	10	Harmonized Codes		not applicable	
Australia	11	Marks & Numbers		Marks & numbers not mandatory.	

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Australia	12	DG Cargo		All DG details mandatory for DG approval today (per DG guidelines in HIP) MUST be on MTD and Manifest. As well, we should have local 24hours emergency contact details clearly shown in FIS.	
Australia	13	Reefer Cargo	All remarks in the B/L must be limited to what Hapag-Lloyd can control which is limited to providing a functional reefer within the specified capabilities of the respective reefer container. Any remark beyond that increases Hapag-Lloyd's liability and reduces our defence against a claim. *It is strongly recommended, not to mention any ventilation instruction on the B/L in an express form, as there are no records for it produced during the shipment or transit/voyage. Therefore we will not be able to provide evidence for the successful execution of these instructions in accordance with the B/L. Instruction should be limited to initial vent setting		
Australia	14	Tare Weight		Yes,It is not required to shown on mtd	
Australia	15	Cargo Weight		Kgs	
Australia	16	Cargo Gross Volume		-	
Australia	17	For SSH B/L: Indication of original B/L Number / Vessel Voyage		Original MTD no./Vessel Voyage to be referenced on MTD and printed on Manifest too	

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Australia	18	Container Seal		Yes, seal number (s) must be on MTDs and manifested and related documents (eg. Quarantine Certificates) for Customs clearance.	Complete seal no. with Carrier's code is mandatory e.g. HLA1234567. Reporting of only number eg. 1234567 is not acceptable by Customs
Australia	19	Freight Details		optional to incl charges	
Australia	20	Payment terms		Please refer to Asia: General Payment Terms	Please refer to Asia: General Payment Terms
Australia	21	Part Load Bs/L	FCL shipments with more than one B/L and different consignees, the B/L must be claused as follows: "Container to be delivered only if Bill of Lading No..... is presented together with this Bill of Lading. Otherwise Container to be stripped on the Pier for account of cargo"	Yes	Note that it is NOT possible to arrange stripping on terminals in AU If no stripping of containers is allowed, then the clause suggested by the MTD-group is not working in Australia and should not be printed on B/L.
Australia	22	Print B/L at Destination	Regarding "Remote Printing" - please refer to section 7.3 of the Documentation Manual	Prohibited	
Australia	23	Transit cargo (cargo has been discharged in Country "A" and arrives by land transport at Country "B" (final destination): Place/Country of final delivery		Documenting of Mainline OR Feeder POD is to be in accordance to the Documentation manual in HIP.	N/A for Australia What does this mean? Are transit cargo and transshipment generally not allowed in Australia? Response : Australia has no cross border transit cargo (i.e. via road / rail) Australia does course have plenty of both export (AU origin for overseas destn) & import (overseas origin for AU destn) transshipment cargo

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Australia	24	Transshipment (cargo has been discharged in Country "A" and arrives by feeder/different main liner at Country "B": Place/Country of final delivery			
Australia	25	Bill of Lading clauses		No specials	
Australia	26	Place of Delivery		Final Place of Delivery mandatory. Not necessarily so if Port to Port WRONG: if port-port, then NEVER PLR!	
Australia	27	EBL Acceptance		EBL accepted	

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USA	1	B/L Type		SWB or OB/L	
USA	2	Date of Issue Requirements	Place where and when the Bill of Lading is issued and date thereof. The date can only be a date after the goods have been received.	Yes	The norm is to have the same as sailing but later is not a problem if special circumstances dictate otherwise RFS(rec. for shp) allowed
USA	3	Shipper Details	Full name and postal address incl. country of the party with whom the contract of carriage has been concluded by the carrier. It may show the actual shipper or the shipper's freight forwarder.	True shipper required	Full addresses is requested, but will accept P.O. Box
USA	4	Consignee Details	This box must be completed either with the name and full address of the consignee or the words "to order".	True consignee required	Full addresses is requested, but will accept P.O. Box
USA	5	"To order" Bill of lading		Yes	Full U.S. Address
USA	6	Notify Details	The name of the party with full postal address, to whom, in applicable trades and places, the arrival notice might be sent.	If straight BL, notify is optional. If order BL, notify should be actual consignee.	Full addresses is requested, but will accept P.O. Box
USA	7	Tax ID		no requirement	
USA	8	Packaging		Pallets are not sufficient.	

Country	Line	Items	HL legal aspects (MTD Group comments)	Special add. Country Requirements	Comments
USA	9	Cargo Description	Description of cargo as submitted by the shipper required for commercial purposes. As the shipper is responsible for the accuracy, HLAG accepts no responsibility.	Vague descriptions are not acceptable.	See link to AMS manual: http://hip.hlcl.com/wps/myportal/Information/Company?rdePathInfo=xchg/hip/hs.xsl/manual_580195_581695.html#sn
USA	10	Harmonized Codes		required.	
USA	11	Marks & Numbers		not required.	
USA	12	DG Cargo		optional	
USA	13	Reefer Cargo	All remarks in the B/L must be limited to what Hapag-Lloyd can control which is limited to providing a functional reefer within the specified capabilities of the respective reefer container. Any remark beyond that increases Hapag-Lloyd's liability and reduces our defence against a claim. *It is strongly recommended, not to mention any ventilation instruction on the B/L in an express form, as there are no records for it produced during the shipment or transit/voyage. Therefore we will not be able to provide evidence for the successful execution of these instructions in accordance with the B/L. Instruction should be limited to initial vent setting		
USA	14	Tare Weight		no	
USA	15	Cargo Weight		Kilos or LBS acceptable.	
USA	16	Cargo Gross Volume		not required.	

Country	Line	Items	HL legal aspects (MTD Group comments)	Special add. Country Requirements	Comments
USA	17	For SSH B/L: Indication of original B/L Number / Vessel Voyage		no specific requirement. As per standard HL DOCS guidelines.	
USA	18	Container Seal		required, more than one is acceptable	
USA	19	Freight Details		optional to incl charges	Norm is no freight but OK if Origin Country requires it.
USA	20	Payment terms		no restrictions on collect charges	
USA	21	Part Load Bs/L	FCL shipments with more than one B/L and different consignees, the B/L must be claused as follows: "Container to be delivered only if Bill of Lading No..... is presented together with this Bill of Lading. Otherwise Container to be stripped on the Pier for account of cargo"	FCL partload BLs are acceptable but must have a common Consignee or Notify Party 1. Freight can be split if required. Part Load Bs/L are not allowed for Personal Effects or Household Goods.	
USA	22	Print B/L at Destination	Regarding "Remote Printing" - please refer to section 7.3 of the Documentation Manual	Acceptable	with approval

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USA	23	Transit cargo (cargo has been discharged in Country "A" and arrives by land transport at Country "B" (final destination): Place/Country of final delivery		no specific requirement. As per standard HL DOCS guidelines. In case of M/H at port of country A we need to insert on the B/L and on the manifest the following clause: SHIPPER DECLARES CARGO IN TRANSIT TO xxxxxxxx UNDER MERCHANT/CONSIGNEE SOLE RISK, ACCOUNT AND RESPONSIBILITY. CARRIER RESPONSIBILITY/LIABILITY CEASES AT PORT OF DISCHARGE xxxxxx.	
USA	24	Transshipment (cargo has been discharged in Country "A" and arrives by feeder/different main liner at Country "B": Place/Country of final delivery		no specific requirement. As per standard HL DOCS guidelines.	
USA	25	Bill of Lading clauses		No	
USA	26	Language		English	