

Dear Customer

As we move closure to the company's strategy of digitalization in the customer experiences we have decided to close down our manual counter function office at Uttar Pradesh location with effect from 01st August 2024. We have already established a digitalized counter with far lesser human intervention at our Delhi office to ensure seamless delivery of our services in a digital way.

With this we would be surrendering Hapag Lloyd AG Uttar Pradesh GST registration certificate (09AAACH0979G1ZH) from 01st August 2024 and onwards. We would not be raising any new invoices/credit notes from the Uttar Pradesh location. All the invoices / credit notes will be raised from Hapag Lloyd AG Delhi GST registration certificate (07AAACH0979G1ZL), therefore Considering this, it is important to ensure that the compliances are adhered and complied with.

- In this connection, we request you to please review all the invoices or debit notes or credit notes as raised by us from Uttar Pradesh location (GSTIN 09AAACH0979G1ZH) from April 2023 and onwards. In case you **come** across any invoice or debit note or credit note which requires any changes or amendments apparent from the face of invoice, for instance GSTIN, address, value, HSN etc. you are requested to raise a dispute through our HL website "[Invoice Dispute | Hapag-Lloyd](#)" clearly highlighting the issue.,
- In case any invoice or debit note or credit note as issued by us from Uttar Pradesh location is not appearing in your Form GSTR-2B or there is any mismatch with the details reported and auto-populating in Form GSTR-2B which requires amendments or reporting from our end, you are requested to send an email to india.tax@hlag.com clearly highlighting the issue.

We request you to provide your inputs on the above points before 15th July 2024 so that we can take appropriate action at our end well before the surrender of Uttar Pradesh GSTIN. Please note that in case we do not receive any inputs from your side with respect to the invoices or debit note or credit note as raised by us to you, Hapag Lloyd AG will not be responsible for any loss arising on account of the same to you.

Our services to our customers with closure of counter function office at Uttar Pradesh will not impact our business relations with you.

Request you take a note of the above deadlines to deliver our best services to you.

Thanks
Hapag-Lloyd