



October 19, 2018

Export Documentation New Telex Release Procedure

Dear Valued Customer,

In order to improve our service level, please be advised that we will implement a New Telex Release procedure, which will be considered for all shipments with payment executed as from October 29th.

You can find below summary about our new procedure:

- 1) When be requested Telex Released on SI, the customer should send us to e-mail doc.exp@coscoshipping.com.br the letter <https://coscoshipping.com.br/wp-content/uploads/2018/10/Letter-1-BL-Not-Issued.doc> one day after the payment in order to enable us update the Telex Release in our system.
- 2) When the OBL was released and the customer need change to Telex Release, the customer should delivery us the letter <https://coscoshipping.com.br/wp-content/uploads/2018/10/Letter-2-BL-Issued.doc> together with the full set of OBL in order to enable us update the Telex Release in our system.
- 3) When the customer need to cancel the Telex Release, the customer should send us to e-mail doc.exp@coscoshipping.com.br the letter <https://coscoshipping.com.br/wp-content/uploads/2018/10/Letter-3-Cancel-Telex-Release.doc> in order to enable us update the Telex Release in our system.

Important: We would like to take the opportunity to highlighted that **it's not allowed** Telex Release for B/Ls where the consignee was informed as **"TO ORDER"**.

Yours sincerely,
COSCO Shipping Lines (Brazil)