



April 30<sup>th</sup>, 2019

## NOTICE

### Documentation / Counter Restructuring

Dear Customer,

We are pleased to announce relevant changes in the structure of our Documentation team.

As from May 6<sup>th</sup> 2019, Documentation / Counter will be responsible for activities below, therefore, please note email groups which you should send your messages regarding:

- ✓ **Inbound Documentation:**
  - Amend process;
  - Receive all Dangerous Cargo documents as per current IMO and Brazilian Authorities rules;
  - Arrival Notice information.  
E-mail: [docimp.br@coscoshipping.com.br](mailto:docimp.br@coscoshipping.com.br)
  
- ✓ **Outbound Documentation (Brazil team):**
  - VGM information;
  - Load Confirmation after vessel departure;
  - DUE and RUC issues;
  - Issue/Release Certificates.  
E-mail: [docexp.br@coscoshipping.com.br](mailto:docexp.br@coscoshipping.com.br)
  
- ✓ **Outbound Documentation (Dalian team):**
  - Process SI and B/L Proforma send;
  - Process SI amend request (including Split and Combined B/L) and correct Proforma or Copy Non Negotiable send;  
E-mail: [doc\\_bra@coscon.com](mailto:doc_bra@coscon.com)
  
- ✓ **Counter:**
  - Receive necessary documentation to unblock CE in Siscomex Carga;
  - Unblock CE in Siscarga System;
  - Release OBL, Copies Non Negotiable and Sea Waybill;
  - Receive Telex Release letter;
  - Issue Telex Release and Sea waybill instruction;  
E-mail: [counter.br@coscoshipping.com.br](mailto:counter.br@coscoshipping.com.br)

The e-mail groups [doc.imp@coscoshipping.com.br](mailto:doc.imp@coscoshipping.com.br) / [doc.exp@coscoshipping.com.br](mailto:doc.exp@coscoshipping.com.br) will no longer be used, so, please send your future messages to the addresses above, considering your specific request and we also request you to disclose this notice to your staff and involved parties.

For more information about our new structure, please [click here](#).

Best Regards,  
COSCO Shipping Lines (Brasil)