

(Required on NVOCC original letterhead – for FCL Console Cargo)

Date : .....

To : Import Department,  
RCL AGENCIES INDIA PVT LTD  
608-611, 6th Floor, A Wing, Andheri-Kurla Road,  
Andheri (East), Mumbai 400059

Dear Sir,

Subject : Delivery order  
B/L No. : .....  
IGM/Item No. : .....  
Sub Item Nos. : .....  
Container Nos. : .....  
Vessel/Voyage : .....

---

Ref subject shipment, please note the **original B/L is surrendered at port of loading and the shipment is under telex release.**

Please find enclosed herewith the copy of Original B/L duly endorsed by us and a copy of sub manifest filed by us in customs vide item numbers from ..... to ..... as per our HB/L which is duly endorsed with sign and stamp of customs official.

Kindly issue the delivery order & gang letter in our favor for de-stuffing the cargo.

We will ensure the stamp duty paid by each consignee as per our house B/L manifested in customs for subject shipment and shipping line RCL or their agent **RCL AGENCIES INDIA PVT LTD.** will not be responsible for any stamp duty payment for subject shipment.

We Indemnify Line & their Agents against any Liability, Loss & penalty that may be imposed on you or your Principals. We agree to bear all cost, penalty, fine & claims that may occur for releasing this shipment as per our request.

Thanking you,  
Yours faithfully,

For and on behalf of

---

(Authorized Signatory)