



中远海运集运(巴基斯坦)有限公司
COSCO SHIPPING Lines Pakistan (Pvt) Ltd.
(Formerly) COSCO SAEED KARACHI (PVT) LTD.
Ship Agents, Charterers, Operators & Logistics Services

Dated: 03.04.2020

Customer Advisory for Online Delivery Order Issuance.

Dear Valued Customers,

With the existing situation, we are trying our utmost to help and facilitate our clients to keep the workflow smooth.

Starting from 06.04.2020, we will be issuing the delivery order for Telex Release and Seaway BLs online, as per below SOP.

For Original Bill of lading, delivery order issuance, we request you to please visit our office to obtain the D.O as per standard practice.

Our office counter timing is 10:00AM to 01:00PM Monday to Friday.

SOP FOR ISSUANCE OF THE DELIVERY ORDER FOR TELEX/SEAWAY BILL OF LADING DUE TO COVID 2019 LOCK DOWN.

Customer to send email on csdimport@coscon.com for delivery order issuance.

The subject of the email should consist of the BL number.

One email should have one document details to avoid confusion, customer must mention their contact details.

STEP1

For Seaway bills and Telex release:

Once the customer sends us an email for the online D.O, we will check our system, if the BLs is telex released or sea way, if the BL status is updated the customer can send the below scan documents to obtain the delivery order:

Documents needed besides OBL/SEAWAY/TELEX:

- SEAWAY/TELEX B/L copy with endorsement, front and back pages required.
- Commercial invoice
- Packing list
- LOI / undertaking as per our format.
- Online transfer payment reference. (System screen shot)

Head Office:

Clifton Diamond Building, 8th Floor,
Block-4, Clifton, Karachi Pakistan.
Tel: +92-21-35180630-34 Fax: +92-21-35180643
Web: www.coscon.com

Lahore Office:

Al Hafeez Business Centre, 89-B / III,
7th Floor, Gulberg-III, Lahore, Pakistan.

Faisalabad Office:

Office # 3, 7th Floor, Meezan
Executive Tower, Civil lines, Faisalabad.



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STEP2

Payment to be made online in below bank accounts:

- For DO and other local Charges:
 - Account Number: 0102866124
 - Branch Code: 0101
 - IBAN NO: PK31MEZN0001010102866124
 - Bank Name: Meezan Bank Limited
 - Branch Name: PNSC Branch
 - Branch Address: 37-A, Lalazar Area, Off M. T Khan Road, Karachi.
 - Swift code: MEZNPKKA
- For Security Deposit:
 - Account Number: 0102866143
 - Branch Code: 0101
 - IBAN NO: PK03MEZN0001010102866143
 - Bank Name: Meezan Bank Limited
 - Branch Name: PNSC Branch
 - Branch Address: 37-A, Lalazar Area, Off M. T Khan Road, Karachi.
 - Swift code: MEZNPKKA



STEP3

Once the payment is confirmed our Accounts team, will issue payment receipt via email and Import team will issue DO from local system via email.

We will email the DO to the terminal, we will inform all terminals to release cargo based on email DO.

When the customer applies for refund, they have to bring all original documents (LOI, packing list, commercial invoice) for submission at our end to process their case.

Thankyou



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