

# SHIPPER'S LETTER OF INSTRUCTION WRITTEN AUTHORIZATION

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name and address)

ZIP CODE

b. USPPI EIN (IRS) OR ID NO.

c. PARTIES TO TRANSACTION

Related  Non-Related

2 a. ULTIMATE CONSIGNEE (Complete name and address)

b. INTERMEDIATE CONSIGNEE (Complete name and address)

**SHADED AREA FOR KING OCEAN SERVICES USE ONLY**

3 a. FORWARDING AGENT (Complete name and address)

b. FORWARDING AGENT'S EIN (IRS) NO.

4. METHOD OF TRANSPORTATION (Specify)

5. EXPORTING CARRIER

6. U.S. AIRPORT OF EXPORT

7. INT'L DESTINATION AIRPORT

8. TRANSPORTATION REFERENCE NO.

9. DATE OF EXPORTATION

DATE SLI PREPARED

SHIPPER'S REFERENCE NO.

**SHIPPER MUST INDICATE**

**FREIGHT CHARGES**  
PREPAID  COLLECT

RATE QUOTE NUMBER

DECLARED VALUE FOR CARRIAGE IN USD

\$ \_\_\_\_\_ (SEE REVERSE FOR DETAILS)

**SHIPPER REQUESTS INSURANCE**

(If neither is checked, shipment is NOT insured)

NO  YES  AMOUNT \$ \_\_\_\_\_

**PICK UP/DELIVERY CHARGES TO KING OCEAN SERVICES**

PREPAID  COLLECT

VIA (CARRIER) \_\_\_\_\_ B/L NO. \_\_\_\_\_ FROM (SUPPLIER) \_\_\_\_\_

**SHIPPER'S INSTRUCTION IN CASE OF INABILITY TO DELIVER AS CONIGNED**

ABANDON  RETURN TO SHIPPER

DELIVER TO: \_\_\_\_\_

10. POINT (STATE) OF ORIGIN OR FTZ NO.

11. COUNTRY OF ULTIMATE DESTINATION

12. CARRIER IDENTIFICATION CODE

13. SHIPMENT REFERENCE NO.

14. ENTRY NUMBER

15. HAZARDOUS MATERIALS

YES  NO

16. IN BOND CODE

17. ROUTED EXPORT TRANSACTION

YES  NO

18. SCHEDULE B DESCRIPTION OF COMMODITIES (Use columns 20-22)

| D/F or M (19) | PLEASE INDICATE SCHEDULE B NUMBER AND COMMODITY DESCRIPTION (20) | QUANTITY - SCHEDULE B UNIT(S) (21) | SHIPPING WEIGHT (Kilograms) (22) | VEHICLE INFORMATION VIN NUMBER / TITLE NUMBER / VEHICLE TYPE (23) | VALUE (U.S. dollars, omit cents) (selling price or cost if not sold) (24) |
|---------------|--|------------------------------------|----------------------------------|---|---|
|---------------|--|------------------------------------|----------------------------------|---|---|

**DOCUMENTS ACCOMPANYING SHIPMENT (Please Indicate)**

| ATTACHED  | PREPARE                  |
|---|--------------------------|
| <input type="checkbox"/> CERTIFICATE OF ORIGIN  | <input type="checkbox"/> |
| <input type="checkbox"/> COMMERCIAL INVOICE     | <input type="checkbox"/> |
| <input type="checkbox"/> CONSULAR INVOICE       | <input type="checkbox"/> |
| <input type="checkbox"/> EXPORT INVOICE         | <input type="checkbox"/> |
| <input type="checkbox"/> HAZMAT DECLARATION     | <input type="checkbox"/> |
| <input type="checkbox"/> LETTER OF CREDIT       | <input type="checkbox"/> |
| <input type="checkbox"/> MSDS SHEET             | <input type="checkbox"/> |
| <input type="checkbox"/> NON-HAZMAT DECLARATION | <input type="checkbox"/> |
| <input type="checkbox"/> PACKING LIST           | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER                  | <input type="checkbox"/> |

**MANDATORY: Shipper (USPPI) MUST SIGN LINE 28 BELOW**

25. LICENSE NO./LICENSE EXCEPTION SYMBOL/ITAR CATAGORY

26. ECCN (When Required)

The U.S.P.P.I. authorizes the Forwarding Agent named above to act as an authorized agent on behalf of the U.S.P.P.I. for export control, Customs and Border Protection, and Census Bureau purposes to transmit export information electronically through the Automated Export System.

27. I/we certify that all statements made, and all information contained herein on this document is true and correct. I/we authorize King Ocean to act as Forwarding Agent for Export Control, U.S. Customs, and Census Bureau purposes to transmit such export information electronically that may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said U.S. Principal party in Interest. The U.S. Principal party in Interest certifies that necessary and proper documentation to accurately transmit the information electronically is and will be provided to the said Authorized Agent above. The U.S. Principal Party in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said authorized agent based upon information or documentation provided by the U.S. Principal Party in Interest to said authorized agent. I/We consent to the screening of this cargo shipment

**AES EEI INFORMATION**

Shipper (USPPI) Filed AES YES  NO

If Yes Insert AES ITN # \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

28. Duly authorized officer/employee of shipper (USPPI)

**Confidential** - Shipper's Export Declarations (or any successor document) wherever located, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest (Title 13, Chapter 6, Section 301 (g)).

Title

Export shipments are subject to inspection by U.S. Customs, King Ocean, and/or Office of Export Enforcement.

Date

29. AUTHENTICATION (When Required)

Telephone No. (Include Area Code)

E-mail address

NOTE: The shipper or his Authorized Agent hereby authorizes King Ocean Services, in his name and on his behalf, to prepare any export documents, to sign and accept any documents relating to said shipment and forward this shipment in accordance with the conditions of carriage and the tariffs of the carriers employed. The shipper guarantees payment of all collect charges in the event the consignee refuses payment. The sole responsibility of King Ocean Services is to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment.

**Written Authorization to Prepare or Transmit  
Shipper's Export Information**

By signature above, I/we (USPPI) authorize King Ocean Services ("King Ocean"), to act as Agent for export control, U.S. Customs, and U.S. Census Bureau to transmit any Electronic Export Information (EEI) that may be required by law or regulation in connection with the exportation or transportation of any merchandise on behalf of said USPPI. The USPPI certifies that necessary and proper documentation to accurately complete with EEI will be provided to King Ocean **two (2) business day\*\* prior to the date of export.**

The USPPI is required to provide King Ocean with the correct required data elements set forth in 15 CFR §§ 30.3(a) and 30.6 (including the Schedule B number, country of origin, and value, etc.), in writing, for the purposes of submitting a complete Electronic Export Information (EEI).

King Ocean may assist in recommending the appropriate data elements based on the information and documentation provided by the USPPI; however, the USPPI is required to review and verify the recommend data elements are accurate and provide confirmation to King Ocean in writing two (2) business days\*\* prior to the date of export. King Ocean will request written verification once, and if not received timely by client, King Ocean will proceed with the recommended data elements in the EEI filing. Should a government agency issue fines or penalties based on the information transmitted with the EEI filing, King Ocean will not be held responsible. The USPPI agrees to indemnify and hold harmless King Ocean, its parent companies, affiliates, and subsidiaries from and against any penalties, fines, charges, claims or other liabilities, that it may incur as a result of said USPPI's failure to provide a timely written verification of the recommended data elements.

If the proper documentation and information is not provided by said USPPI within the required time frame, King Ocean will not be held responsible for U.S. Customs fines or penalties, Ocean Transportation charges, export delays or other liabilities involved as a result of the EEI filing. The USPPI agrees to indemnify and hold harmless King Ocean, its parent companies, affiliates, and subsidiaries from and against any penalties, fines, charges, claims or other liabilities, including consequential damages resulting from export delays, that it may incur as a result of said USPPI's failure to provide accurate and proper documentation to King Ocean for submission to the U.S. Census Bureau and/or U.S. Customs. The USPPI further understands that they may be liable for civil and criminal penalties that may be imposed for making false or fraudulent statements for the violation of any United States laws or regulations on exportation and agrees to be bound by all statements of King Ocean based upon information or documentation provided by the exporter to King Ocean.

I / we certify that all statements made and all information contained herein on this document is true and correct. I / we authorize King Oceanto act as Forwarding Agent for Export Control, U.S. Customs, and Census Bureau purposes to transmit such export information electronically that may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said U.S. Principal party in Interest. The U.S. Principal party in Interest certifies that necessary and proper documentation to accurately transmit the information electronically is and will be provided to the said Authorized Agent above. The U.S. Principal Party in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said authorized agent based upon information or documentation provided by the U.S. Principal Party in Interest to said authorized agent.

Confidential - Shipper's Export Declarations (or any successor document) wherever located, shall be exempt from public disclosure unless the Secretary determines that such exemption would be contrary to the national interest (Title 13, Chapter 6, Section 301 (g)).

King Ocean shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is beyond the reasonable control of a party, materially affects the performance of any of its obligations under this agreement, and could not reasonably have been foreseen or provided against, including strikes, riots, floods, storms, earthquakes, fires, power failures, natural disasters, pandemics, insurrection, acts of God, or for any cause beyond the control of King Ocean.

Export shipments are subject to inspection by U.S. Customs, King Ocean, and/or Office of Export Enforcement.