

PROCEDURE TO EXCHANGE IMPORT D/O (DELIVERY ORDER) AT SITC INDONESIA

1. Provide Original B/L (if B/L status is Original) or Copy B/L (if B/L status Surrendered, Telex Release Or Sea WayBill)
Memberikan B/L asli (Jika status B/L adalah Original atau B/L asli) atau Copy B/L (Jika status B/L adalah Surrendered or Telex Release atau Sea WayBill)
2. B/L must be duly endorsed or chop by company stamp by the related parties (if B/L status is " TO ORDER " endorsed by Shipper & Consignee or Nominate Bank if B/L status is " TO ORDER OF BANK ")
B/L harus endorsed atau di stamp perusahaan oleh pihak yang terkait (Jika status B/L adalah "TO ORDER" harus diendorse oleh Shipper & Consignee atau If status B/L adalah TO ORDER OF BANK, Bank yang ditunjuk harus mengendorse B/L tersebut)
3. If B/L status is SURRENDERED, TELEX RELEASE or WAYBILL must submit a letter " RELEASE APPLICATION WITHOUT PRESENTATION ORIGINAL B/L
Status B/L SURRENDERED, TELEX RELEASE atau WAYBILL harus menyerahkan surat " PERMOHONAN RELEASE D/O TANPA ORIGINAL B/L"
4. Original Covering letter issued by a Freight Forwarding Company, if Notify Party indicated SITC's B/L is a Freight Forwarding company
Surat Pengantar asli dari perusahaan Freight Forwarding jika nama Notify Party yang disebutkan dalam B/L SITC adalah Freight Forwarding
5. Attorney Letter issued by Consignee or Cargo owner (Upon stamp duty 6000)
Surat Kuasa asli dari pihak consignee atau pemilik barang (diatas materai 6000)
6. Assignment Letter issued by endorsee
Surat Tugas dari yang menerima kuasa
7. Loan Container application Letter (Triple 3, 1 sheet Original upon stamp duty 6000 & 2 sheets copy)
Surat Peminjaman Container (Rangkap 3, 1 Lembar Asli diatas materai 6000 & 2 Lembar copy)
8. Copy ID card (KTP/SIM/PASSPORT)
Copy Identitas diri (KTP/SIM/PASSPORT)