**Procedure for Missing of Original Bill of Lading**

When the merchant (including but not limited to shipper, holder of B/L and consignee) lost the original B/L, for difference situations, please handle it as per below procedure:

**A For the Straight B/L issued by HLS:**

1. The shipper, consignee of the B/L (the “Shipper” “Consignee”) shall apply HLS for re-issuance of another set of original B/L in written, and the Shipper, Consignee shall sign the LOI for Re-issuance of B/L at Annex 1 and produce the original to HLS or HLS’s agent.
2. The Shipper shall declare an announcement of the missing of B/L as Annex 2 at least last three (3) days in a mainstream local newspaper agreed by HLS at port of loading; and shall provide HLS or HLS’s agent with the original copies of aforesaid newspaper with such announcement.
3. If the Shipper or the Consignee reported the loss of the B/L to the Police Office, (such as missing due to steal), the Shipper or the Consignee shall produce the original record issued by the Police Office to HLS or HLS’s agent.
4. HLS will arrange to re-issue another set of B/L if the above requirements at Paragraphs 1-3 are met if the B/L is missing due to steal; if it’s missing due to other reasons, HLS will arrange to re-issue another set of B/L if the above requirements at Paragraphs 1-2 are met.
5. If the merchant chose to release cargo to the Consignee rather than request HLS to re-issue another set of B/L, the Shipper shall, as per Paragraph 2, declare the announcement of the loss of B/L and produce the original copies of the newspaper to HLS or HLS’s agent; both the Shipper and the Consignee shall respectively in written apply HLS for release the cargo to the Consignee without re-issuance of another set of B/L, and shall respectively sign the LOI for Release Cargo at Annex 3 and produce the original to HLS or HLS’s agent; and further both the shipper and the consignee shall respectively sign the LOI for cargo telex releasing and produce the original to HLS or HLS’s agent.
6. Once the missed Original B/L was located, the Merchant shall present the whole set B/L to HLS or HLS’s agent for cancelation.

**B For the To Order or Blank B/L issued by HLS**

1. The Shipper shall apply HLS for re-issuance of another set of original B/L in written, and the Shipper shall sign the LOI for Re-issuance of B/L at Annex 4 and produce the original to HLS or HLS’s agent.
2. The Shipper shall declare an announcement of the loss of B/Las Annex 2 at least last three (3) days in a mainstream local newspaper agreed by HLS at port of loading; and shall provide HLS or HLS’s agent with the original copies of aforesaid newspaper with such announcement.
3. If B/L was lost during the control of holder other than Shipper (including the final consignee, the “Holder of B/L”), the Holder of B/L shall apply HLS for re-issuance for another set of original B/L in written (the content shall be same with Shipper’s application at Paragraph 8), and the Holder of B/L shall sign LOI for Re-issuance of B/L at Annex 1 and produce the original to HLS or HLS’s agent; further the Holder of the B/L shall declare an announcement of the loss of B/Las Annex 2 at least last three (3) days in a mainstream local newspaper agreed by HLS at port of loading; and shall provide HLS or HLS’s agent with the original copies of aforesaid newspaper with such announcement.
4. Whereas the "收货人/Consignee" of B/L was recorded as “TO ORDER OF SOMEBODY”, the “Somebody” shall confirm in written to HLS that it knows and agrees with the Shippers request for another set of B/L, and it shall hall sign LOI for Re-issuance of B/L at Annex 4 and produce the original to HLS or HLS’s agent.
5. The Shipper or Holder of B/L shall additionally pay a cash deposit to HLS equivalent to 110% of the cargo value of the cargo under B/L; and the Shipper or Holder of B/L shall sign LOI for Re-issuance of B/L at Annex 4 and in this LOI it should confirm that HLS has rights to return the cash deposit to the provider of the cash deposit without interest after the cargo was taken delivery over than one year and further no claim, no action or arbitration was lodged against HLS, HLS’s agent or the actual carrier, sub-contractor, owner of the vessel, bareboat charterer, ship manager and charterer of the vessel who are in connection with the transport of the cargo under B/L.
6. If the Shipper or the Holder of B/L reported the loss of the B/L to the Police Office, (such as lost due to steal), the Shipper or the Consignee shall produce the original record issued by the Police Office to HLS or HLS’s agent.
7. HLS will arrange to re-issue another set of B/L if the above requirements at Paragraphs 7-12 are met if the B/L is missing due to steal; if it’s missing due to other reasons, HLS will arrange to re-issue another set of B/L if the above requirements at Paragraphs 7-11 are met.
8. Once the missed Original B/L was located, the Merchant shall present the whole set B/L to HLS or HLS’s agent for cancelation.

**C. For the original B/L is not issued by HLS:**

1. The merchant may contact issuer of the B/L (carrier) directly or via HLS for the detailed procedure; the detailed procedure shall follow the requirements of issuer of the B/L (carrier).

Annexes: 4(FOUR) copies