



25F, Gopher Centre,
No. 757, Mengzi Road,
Huangpu District,
Shanghai

+86 2306 1201

www.sealandmaersk.com.sg

Required Customer Information: Email Address, Phone Number, and Tax Reference

Dear Customer,

We are constantly looking for ways to improve in serving you better. Your business is important to us and we would like you to have a pleasant experience with us from booking to invoicing. One of the enablers to this is ensuring our records have your complete information.

Effective April 1, 2019, besides company name and address, the following information are re-quired in the **Shipping Instructions**:

- Email Address
- Phone Number
- Tax Reference (per country request)

Having this mandatory information in our records will enable the accurate and timely delivery of your documentation, shipment, and invoicing. In addition, updating you about products and ser-vices that can benefit you will be easier and more efficient.

If you don't want above required information (email, phone number, tax refer-ence) print on transport document, please specify it in "remark" when you submit shipment instruction.

With this new requirement, please note there will be instances where your Shipping Instruction will be on hold for processing until complete information is received. **We highly encourage you to share this advisory with your counterpart shipment parties.**

Should you have any questions to the above, please do not hesitate to contact your local Sealand-A Maersk Company Asia representative.

We want to thank you for your business and look forward to continuously serving your global transportation needs.

Yours sincerely,
Sealand-A Maersk Company Asia

This text has also been translated into Chinese. In the event of any conflict or discrepancy between the Chinese and English versions, the English version shall prevail.



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关于样单中提交客户必需信息的公告

尊敬的客户，

您好！

Sealand-A Maersk Company Asia一直在探索如何为您提供更好的服务。您的业务对我们很重要，我们希望您从订舱到账单接收都享有愉快的客户体验。其中一个促成因素是确保我们的记录包含您的完整信息。

由此，自2019年4月1日起，在公司名称和地址基础之上，您在提交样单时还需提供如下信息：

- 公司邮箱
- 公司联系电话
- 公司税号（以进口国要求为准）

我们将记录这些必需信息以便准确，及时的将单证，装运信息及账单信息提供给您。同时，介绍可以使您受益的产品和服务，让您的业务更加简便，高效。

如果您不希望在运输单据上显示上述必需信息（邮箱，电话，税号），请在提交装运说明时详细注明在备注处。

基于这项新要求，我们提请您注意，上述必需信息的缺失将会对您的样单生成造成延误。我们强烈建议您将此公告分享给您的业务合作伙伴。

如果您对上述内容有任何疑问，请随时联系您当地的Sealand-A Maersk Company Asia
代表。

感谢您对Sealand-A Maersk Company Asia的一贯支持，并期待不断满足您的全球运输
需求。

顺颂商祺！

Sealand-A Maersk Company Asia

2019 年3 月15日

注：本通知原文以英文签发，为方便客户理解，翻译成以上中文文本，如两种语言文本之间存在任何不一致之处，请以英文文本
为准，谢谢合作！