**INSTRUCTIONS:**

**(How to complete the Letter of Authority)**

1. Complete the Letter of Authority Form using the Consignee’s Company Letterhead (you may use the header field to insert the Consignee’s Company Letterhead).

 1.1 Should there be no Consignee’s Company Letterhead available, submit a copy of ABN Registration.

1. Fill out the [Address of local agents] = Company address of Freight Forwarder / Clearing Agent
2. Fill out the [Name of Forwarder/Agent] **=** Company name of your Freight Forwarder / Clearing Agent
3. To be filled out by the **CONSIGNEE (ONLY)**:

 (Consignee’s Signature)

Full Name:

Company Title:

Date:

1. Ticked box that applies the Validity of the Letter of Authority and fill out the required date, bill number if applicable =

 from [Enter Date] until the expiry [Enter Date];

 For all future shipment;

 One off transaction – for [Enter Bill Number )

1. Please send to AU.IMPORT@MAERSK.COM once completed.

**IMPORTANT NOTE:**

* The existing Letter of Authority filed in our system for the Consignee and other Freight Forwarder will be replaced with this NEW Letter of Authority.
* This is a Legal document and therefore if it is not adequately actioned then we will not be able to release the Delivery Orders.

**FREIGHT FORWARDERS/AGENTS:**

**DRAFT LETTER OF AUTHORITY FROM SHIPPER/CONSIGNEE**

To: A.P. Møller – Mærsk A/S, trading as Maersk Line

 C/o 496 Victoria Street, Wetherill Park NSW 2164

Dear Sirs

**Freight Forwarders/AGENTS – Australian Managed Servicing Pty Ltd**

We have appointed Australian Managed Servicing Pty Ltd to act as our freight forwarder. When a cargo is booked pursuant to their appointment, either Australian Managed Servicing Pty Ltd or we will tell you no later than at the time of booking that it is made pursuant to that appointment.

So far as it may be needed, Australian Managed Servicing Pty Ltd’s authority includes (but is not limited to) doing the following on our behalf and, if we are not the owner of the goods then also on behalf of the owner, in relation to cargo booked pursuant to their appointment:

 (a) receiving transport documents (including but not limited to bills of lading, waybills and delivery orders) and invoices;

(b) in the case of bills of lading, endorsing and/or surrendering the relevant bills;

(c) taking delivery of any cargo covered by the relevant transport document(s).

If we pay to Australian Managed Servicing Pty Ltd any sums which are due to you, then Australian Managed Servicing Pty Ltd will receive them as our agent and under no circumstances will such a payment to [Forwarder] constitute a payment to you or your agents.

You or your agents may give Australian Managed Servicing Pty Ltd access to any data, whether or not in electronic form, held in connection with our business relationship with you or your agents or which relates to any matters covered by this authority.

In consideration of your agreeing to act on the basis of this authority, and procuring that your agents will do so, we (i) will indemnify and hold you and your agents harmless against all claims, losses, costs and liabilities which you or they may incur as a result of acting on the basis of this authority and (ii) confirm that you and your agents are not obliged to make any further enquiry as to Australian Managed Servicing Pty Ltd’s authority and will not be deemed to have notice of any matters affecting it except as expressly notified by us or Australian Managed Servicing Pty Ltd to you or your agents in writing.

Your agents may enforce in their own name the rights conferred on them by this agreement.

This authority remains valid:

 from [Enter Date] until the expiry [Enter Date];

For all future shipment;

One off transaction – for [Enter Bill Number )

(or less, at your or your agents’ absolute discretion) after you or your agents have received notice from us in writing that it has been varied or revoked stating the extent of such variation or revocation.

You or your agents may at your / their absolute discretion cease to accept this authority on giving written notice to us or to Australian Managed Servicing Pty Ltd at any time.

This agreement is governed by English law and is subject to the exclusive jurisdiction of the High Court of Justice in London.

Yours faithfully,

[Duly executed on behalf of consignee]

(Consignee’s Signature)

Full Name:

Company Title:

Date: