



德 翔 海 運 有 限 公 司

T.S. LINES LTD.

預約轉單 / Appointment for exchanging D/O : (星期一至五: 09:00-17:00 / 星期六 除外)

為方便客戶，避免換單等候時間太長，我司現推行 “預約轉單” 程序：

貴 司可於安排前來辦理換單手續前，先行把有關資料如：支票副本及有關公司擔保書及負責人聯絡資料；以電郵(E-mail: counter@tslines.com.hk) 到我司，由我司進口文件同事先行處理，再行通知取單櫃台及牌號，確保減省貴 司辦單時間。

主旨欄請註明：【預約轉單：(航次號碼) / (提單號碼)】OR/或 【APPOINTMENT OF EXCHANGE D/O: (VOY NO.) + (B/L NO.)】

一般程序為上午收到文件副本(約於 11 時開始辦理),下午取單;下午收到文件副本(約於 4 時開始辦理),則為隔日上午取單。

To shortage the waiting time during exchange D/O, our company is to promote new procedure of "Appointment of Exchange D/O":

Your good company could sent the Letter of Guarantee / Original BL copy along with the Cheque's copy & Import Licenses (if any) via our Mail : counter@tslines.com.hk, our colleagues will check & prepare in advance, mail confirmation to your good company for the Card number & Assigned Counter for collection.

** Please key-in subject : "Appointment of Exchange D/O : (Voyage no.) + (BL no.)

General procedure : D/O can be collected at afternoon subject to mail receive at the morning time- Normal start to process at around 11:00AM

D/O collection by the next day when receive mail in the afternoon. - Normal start to process at around 16:00PM

(Monday to Friday : 09:00 ~ 17:30, Saturday & Public Holiday will be stopped)