**Your company letter head**

Date:

To: PENANSHIN SHIPPING PTE LTD

Subject: To onforward personal effects & house goods without payment of all destination local

charges and customs clearance cost at port of loading.

(Storage, duties, tax and custom inspection on cost and account of consignee)

We hereby instruct your office to have all our personal effects / household goods to be on forward to final destination without prepayment of destination local collections and custom clearance fee payable

by our office.

We hereby undertake and agree to fully indemnify Penanshin Shipping Pte Ltd against all consequences and/or liabilities of any kind whatsoever directly or indirectly arising from or relating to the all our personal effects/house hold goods for above arrangements. Including destination local collections, demurrage charges, storage charges, abandon cost and any other related cost, if consignee does not have delivery order and physical cargo collected within 14 days of container unpacking and remains uncollected for 30 days of vessel arrival into port of discharge.

In carrying out this request, we hereby hold Penanshin Shipping Pte Ltd harmless for any responsibility and liability.

Yours sincerely,

Name / Company stamp and Singapore