



## **FACT SHEET Number 2/2007**

**August 2007**

To be submitted on Consignee's Letterhead

To: (insert Shipping company Name)  
(insert shipping company address)

Date: .....

### **Letter of Authority for Shipping Company to deal with named Agent**

Dear Sir,

Please be informed that this company has appointed [insert name of agent] (hereinafter "the agent"), whose contact details appear below, to act as our agent and that we have authorised the agent to take delivery of goods consigned to or endorsed to this company that have been shipped to Australia with [insert name of shipping company] (hereinafter "the shipping company").

In respect to such consignments of goods, this letter specifies the terms upon which we have granted authority to the agent -

1. The agent to request to receive Arrival Notices if issued by the shipping company.
2. The agent to request delivery from the shipping company of goods consigned or endorsed to this company under original bills of lading, and consigned to this company under sea waybills.
3. We expressly authorise and instruct the shipping company to release our goods to the agent upon presentation of an original bill of lading, or identification against a sea waybill of lading, unless we have given prior notice to the contrary to the shipping company in writing.
4. We expressly warrant the authority of and the authenticity of any identification presented to take delivery in the name of the agent on our behalf.
5. We expressly authorise the agent to request Import charges from the shipping company.
6. The agent to receive invoices for and arrange payment for container repair and/or container cleaning if the container is not returned in a cargo worthy condition.

The validity of this letter of authority will continue subject to 30 days written notice of termination or presentation of a new Letter of Authority by us to the shipping company.

If you have any queries, please do not hesitate to contact us.

Yours faithfully,

Signed (authorised company representative

Title \_\_\_\_\_  
[company name]

Contact Details of abovementioned agent -

Full name of agent: .....  
ABN: .....  
Street Address .....  
Postal Address: .....  
Contact Name: .....  
Phone number: .....  
Fax number: .....