

4th May, 2020

To: Trucking Companies

[Got to Collect DOs on Consignee's behalf?? You Need to Sign Up as "Consignee Agent".](#)

Being a trucking company, you may need to handle import release documents on behalf of your customers. In this case, you are also required to sign up as a "Consignee Agent" and obtain authorization from your consignee customers. Simply follow these steps to complete the procedure:

1. Pass on enclosed "Authorization to Entrust eRO Agent" form to your consignee customers

Pass on the attached authorization form to your consignee for the purpose of authorizing you as his agent to handle import release documents and related matters on his behalf. Remind your consignee to sign and stamp on the form. Advise him to send the original copy, together with a copy of business registration, to you or directly to Registration Team, OnePort Limited, 9/F, Warehouse Building, Phase 1, Berth 1, Kwai Chung, HK.

2. Contact OnePort to obtain pre-filled "Registration Form for Consignee Agents"

For your convenience, we have prepared a pre-filled "Registration Form for Consignee Agents" based on your customer profile stored at OnePort system. Please call 3669-1407 to obtain the form.

For other information on eRO, please check out the following links:

- Frequently Asked Questions: https://www.oneport.com/ero/faq_e.html
- List of Liners Currently Using eRO: http://www.oneport.com/eng/shipreg_enquiry.htm
- List of Registered Freight Forwarders & Trucking Companies: <https://www.oneport.com/eroff.html>
- Enquiry of eRO Registered Company: http://www.oneport.com/eng/comreg_enquiry.htm
- eRO Service Fees: http://www.oneport.com/eng/popup_terms_service_ero_pricing.htm
- Customer Experience: <https://www.oneport.com/ero/custexp.html>

For further enquiries, please call our eRO hotline at 3669-1407.

OnePort Limited

The form should be filled out by consignees for the purpose of authorizing trucking companies as their eRO agents.

Authorization to Entrust eRO Agent

Kwai Tsing container terminals have fully implemented electronic release of import containers in Hong Kong. Consignees are required to fill this form if they wish to authorize their eRO agents to handle import release documents and related matters on their behalf.

- I. Send this form together with a copy of Business Registration to register@oneport.com or 3102-9005.
- II. Send this original copy by post to **Registration Team, OnePort Limited, 9/F, Warehouse Bldg, Phase 1, Berth 1, Kwai Chung, HK.**

1. Consignee Company Information								
Company Name	(English)							
	(Chinese)							
Company Address <small>(as on Business Registration)</small>								
Correspondence Address	<input type="checkbox"/> same <input type="checkbox"/> different:							
Business Registration No.	<input type="checkbox"/> HK: _____ - ____ <input type="checkbox"/> Overseas: _____ Date of Expiry: _____							
2. Consignee Contact Information								
Name		Post	Tel					
Fax	Email							
3. Authorization Granted to Following Agent								
We, hereby, authorize the following company to handle import release documents and/or related information released by liners and/or forwarders, pertaining to our containers to be handled at Kwai Tsing containers terminals and/or other terminal locations, on electronic Release Order (eRO) platform. We authorize the following company to arrange laden pickup and/or empty return. We accept full responsibility for all actions taken by the following company. This authorization is valid with immediate effect, until further notice in writing.								
<u>Agent Information:</u>								
Agent Name: _____								
Agent's Company ID to be assigned:		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>		7				
7								
Please fill in OnePort's Company ID of your trucking company (a 5-digit number which may include "0" as the first digit if applicable).								
Contact Person: _____		Tel: _____ Email: _____						

We authorize OnePort to use data on our company for the purpose of facilitating information exchanges with the terminals and other port community users. Information exchanges include, but are not limited to, arrival notices, information on laden-in containers and similar exchanges.

X

Signature & Chop

Name:

Post:

Date:



Please clearly affix your company chop (round or oval shape only) within the box given on the right. The image of your company chop will be further scanned and saved in the eRO system only for your agent to handle your containers in the system.