



# ANNEX 2 – MASTER’S LETTER OF AUTHORITY TO AGENTS TO ISSUE & SIGN BILLS OF LADING

To: [specify whether shipowner’s or charterer’s agent]

Vessel Name:

Port of Loading:

Dear Sirs

By this letter, I hereby authorise you to issue and sign Bills of Lading for cargo loaded at the above named port. This authorisation is subject to the following instructions:

1. You will sign legibly and you will print both the full name of the person signing and the full name of the agency they are employed by.
2. You will state next to your signature that you are signing 'As agent for the Master'.
3. You will only issue and sign Bills of Lading which are strictly in accordance with the Mate's Receipts in that they clearly and accurately state the cargo quantity and condition as noted in the Mate's Receipts and the cargo surveyor’s ‘As Shipped Cargo Condition/Exceptions List’ referred to in those documents.
4. You will ensure that for each parcel of cargo for which a separate Bill of Lading is required by the shipper, the correct date of completion of loading of that parcel is shown on the Bill of Lading.
5. You will provide, immediately after signing, a scanned (both sides) copy of each signed Bill of Lading to the ship and to the shipowner by e-mail at the e-mail addresses.....
6. If the Bills of Lading contain any reference to the incorporation of Charterparty terms, then it is important that the details and date of the relevant Charterparty (either the Time Charter or Voyage Charter, as agreed by both the shipper and shipowner) be entered on the Bill of Lading.
7. This authority to issue and sign Bills of Lading may not be sub-delegated to any other party without the undersigned’s or shipowner’s written consent.

Your authority to issue and sign Bills of Lading is conditional upon full compliance with all of the above instructions.

Yours faithfully,

Capt ..... , Master

Full name: .....

Date: .....