

For any port agent attending a North Sea Tankers agency appointment.

From: North Sea Tankers / Operations

#### NST STANDARD AGENCY APPOINTMENT

Please make sure you read through the separate *NST Voyage Orders* and follow up on same. Kindly also go over the below mentioned NST Agency Instructions and follow up on same strictly. Further instructions, which to be followed are in the North Sea Tankers Agency Procedure and other relevant documents which all available on this webpage: <https://www.northseatankeers.com/agency-instructions/>.

Vessel particulars are available in the fleet section of the North Sea Tankers website <https://www.northseatankeers.com/fleet/>. E-mail address of the vessel can be found in the message containing the voyage orders.

#### NST Agency Instructions

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##### Prospects

- Agents are required to send an update on prospects and/or port times every day (incl weekends/holiday/etc) prior 09:00HRS CET and second update prior 16.30hrs (CET). In case the situated outside Europe, then we are to receive updated prospects / port times every day (Incl holidays/weekends/etc) on opening prior closing of local business hours.
- On all correspondence the subject of the e-mail is to read as follows: M.T. <Ship> – Voy <2022-NR> – <PORT>

##### Statement of Facts

- Agents are required to issue their own statement of facts on their company paper. Same is to be presented to the master prior departure and by the terminal/shippers/receivers.

##### Pro Forma D/A & Final D/A

- Agent are to provide us with your Pro Forma D/A, using the NST Pro Forma D/A sheet, with the agreed all in lump sum agency fee. Agency and banking details are to be included.
- As per company policy, we will remit 80% of the pro forma d/a as advance payment and the balance amount (if any) will be remitted asap, after having received your final d/a supported by the original vouchers.
- Please note that it is required to use the NST Final D/A sheet, when issuing your Final D/A. We do not require the Final D/A to be sent by courier, wherefore we do not accept any courier charges for this. The same applies for port documents, a digital copy is sufficient for us but please ensure that original port documents are archived, if required we will request you to send us original documents.

##### Bill('s) of Lading

- Load Ports
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**In case shippers/charterers request agent to issue and courier bill('s) of lading on their behalf, then the costs for this are to be invoiced to and settled with directly with the shippers/charterers.**

**As soon as drafts bill('s) of lading are available, you are to send same to the operator for approval. Only after having received the written confirmation from the operator, agent is allowed to present the bill('s) of lading to the master for signing.**

**With one original B/L onboard (in the ship's bag), please ensure that the following remark is stated on all original B/Ls:  
"ONE ORIGINAL BILL OF LADING RETAINED ON BOARD, AGAINST WHICH BILL DELIVERY OF CARGO MAY PROPERLY BE MADE ON INSTRUCTIONS RECEIVED FROM SHIPPER/CHARTERER."**

**When more than one B/L is issued on a parcel, or if you load commingled parcels the following clause should be included:**

**"THIS SHIPMENT WAS LOADED ONBOARD THE SHIP AS PART OF ONE ORIGINAL LOT OF \_\_\_\_\_ METRIC TONS WITH NO SEGREGATION AS TO PARCELS. NEITHER THE SHIP, NOR THE OWNERS ASSUME ANY RESPONSIBILITIES FOR ANY CONSEQUENCES OF SUCH COMMINGLING, NOR FOR THE SEPARATION THERE OF, AT THE TIME OF DELIVERY"**.

- **Loading ports**

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**Agent to verify with the terminal the commodity and quantity the terminal is expecting to give to the vessel. Same should be inline with notices send to broker.**

- **Discharge ports**

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**Agent is to advice if/when they are in receipt of the original endorsed bill('s) of lading. This then to be notified to NST operations department and same to be presented to the master on vessel's arrival, against which master is allowed to discharge the relevant cargo. The master will sign a letter of receipt for same.**

**In case the original Bill('s) of lading is not expected to be available, agent is to advice us as soon as known. This in order for us to ask charterers for a letter of indemnity (LOI) for discharge without presentation the original bill of lading.**

If not done yet please confirm your attendance and that you agree on the above nomination and conditions.

Thanks in advance.

Sincerely.

North Sea Tankers  
Operations Department.