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Please use your company letter head

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To : **WM Shipping Agency (H.K.) Limited**  
Unit 9, 11/F, Kodak House 2,  
39 Healthy Street East, North Point, Hong Kong  
Tel : (852) 2232 7121 / 2232 7167

**LETTER OF GUARANTEE**

Dear Sirs,

Date : \_\_\_\_\_

VESSEL: \_\_\_\_\_ VOY. NO.: \_\_\_\_\_ ETA/ARRD.H.K.: \_\_\_\_\_

SHIPPER: \_\_\_\_\_ FROM: \_\_\_\_\_

**SUBJECT TO CARGO ON BOARD UPON VESSEL'S ARRIVAL**

B/L NO.	Marks & Numbers	No. of Pkg.	Description of Packages & Goods	Container No(s)

INDEMNITIES WITH LIMITED GUARANTEES OR BEARING ANY QUALIFYING REMARKS WHATSOEVER CANNOT BE ACCEPTED.

The above cargo was shipped on the above ship by [Shipper] \_\_\_\_\_ and consigned to [Cnee] \_\_\_\_\_, but the bill of lading has not arrived. We hereby request you to deliver the said cargo to \_\_\_\_\_ at \_\_\_\_\_ without production of the original bill of lading covering the same.

- In consideration of your complying with our above request, we, the undersigned, jointly and severally hereby agree as follows:-
- To indemnify you, your servants and agents and to hold all of you harmless in respect of any liability, loss, damage or expense of whatsoever nature which you may sustain by reason of delivering the cargo in accordance with our request.
  - In the event of any proceedings being commenced against you or any of your servants or agents in connection with the delivery of the cargo as aforesaid, to provide you or them on demand with sufficient funds to defend the same.
  - If the place at which we have asked you to make delivery is a bulk liquid or gas terminal or facility, or another ship, lighter or barge, then delivery to such terminal, facility, ship, lighter or barge shall be deemed to be delivery to the party to whom we have requested you to make such delivery.
  - As soon as all original bills of lading for the above cargo shall have come into our possession, to deliver the same to you, or otherwise to cause all original bills of lading to be delivered to you, whereupon our liability hereunder shall cease.
  - The liability of each and every person under this indemnity shall be joint and several and shall not be conditional upon your proceeding first against any person, whether or not such person is party to or liable under this indemnity.
  - This indemnity shall be governed by and construed in accordance with Hong Kong law and each and every person liable under this indemnity shall at your request submit to the jurisdiction of the High Court of Hong Kong SAR.

Yours faithfully,  
For and on behalf of  
[Requestor]

We join in the foregoing Guarantee  
For and on behalf of  
[BANK GUARANTOR]  
[full details of the office to be addressed]

\_\_\_\_\_  
Name and Authorised Signature  
Title:  
Tel No.:

\_\_\_\_\_  
Name and Authorised Signature  
Title:  
Tel No.: