

**MBL should be consigned to:**

**Transalba International Transport & Foreign Trade Co.Ltd.**

Acibadem Mah. Cecen Sk. Akasya Evleri  
A Blok 25/123 Uskudar, 34660 Istanbul Türkiye  
USKUDAR Tax ID 049 035 1424  
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- MBL should be Prepaid
- Tax ID and the Tax No must written on to MBL

**How to consign a House Bill Lading(HBL) ?**

HBL's must be prepared as per L/C terms (if any) & consigned to ultimate consignee & as per Shipper's Commercial Invoice/Packing List.

- The total number of packages on HBL(s) must match with the MBL
- The total amount of gross weight & volume matching the MBL
- Harmonized system code (HS code)for all items must be mentioned on HBL.
- Tax ID and number of "actual cnee" must be written on to HBL

Its very important to have the confirmation with draft copies to avoid any mistake and penalties.

**Pre-Alert instructions : Ocean**

The pre-alert instruction is very important & necessary for contacting consignee in advance in order to keep them happy or to prepare import documentation in advance to avoid demurrage and detention charges, potential penalties etc. We can even follow up with the carrier with a pre-alert.

Turkish Republic Customs require lodgement of impending arrival of ocean freighted Cargo at least 2-7 days prior to the first Turkish Ports/ Port of Call. Please note that first ECTN Application is doing by shipping line(Not in certain days but usually requested 2-7 days earlier) to custom house and once vessel arrival has done that we will place our ECTN application to custom Office so we strictly suggest that you get final confirmation to your drafts asap once you loaded cargo at your end.

**Pre alerts should send to [sea@albatrans.com.tr](mailto:sea@albatrans.com.tr)**

**Legal requirements with regards to commercial invoices, certificates of origin, etc**

We do need original commercial invoice, packing list and original HBL usually – No copies allowed in Turkish Customs. Plz kindly ask our (client's) confirmation if shipper would not deliver any original documents. We have to inform the final clients in Advance.

PLEASE NOTE that failing to provide us with original documents fulfilling the above requirements in detail may cause customs fines, excess duty assessment and delays with and refusal of customs clearance. Any customs fines and excess duty assessments caused due to incorrect, improper or missing documents will be billed to the respective freight agent/client.

TRANSALBA Uluslararası Nak. & Dis Tic. Ltd. Sti.

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