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

**OCEAN NETWORK EXPRESS PHILIPPINES, INC.**

U 1101-1105 11/F ASEANA BLDG. SHOP 10 ASEANA I BDLG.

BRADCO AVE TAMBO, PARANAQUE CITY

**Dear Sir / Madam:**

**BL No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Consignee Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OPUS Receipt No. / ACKR No. : \_\_\_\_\_(e.g. RECMNLBBXXXXXXXXXXX)**

**Amount : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check Refund Payable to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please deposit to Acct No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Under Account Holder Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Name & Branch Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notify Email Address on Refund : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

With reference to above captioned shipment, we would like to request for the refund of our container deposit.

Kindly make it payable and deposit our check refund to the above-mentioned bank account.

We authorized **OCEAN NETWORK EXPRESS PHILIPPINES INC.** (ONEPH) to deduct other charges such as detention, damage and any other applicable charges, if any and we will hold ONEPH free from any liabilities that may arise therein.

Should there be any question, you may contact us at Tel# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and email add\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and signature of Authorized Manager**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**

**Pease send PDF Copy of documents in the FOLLOWING ORDER:**

1. Fully accomplished Customer Registration Form
2. Scanned file of Acknowledgement Receipt (BIR ACKR) or OPUS receipt
3. Scanned Letter of Request for Refund from Consignee stating the Authorized Payee of the Refund (Broker or Company Representative)
4. **CLEAR** scanned copy of Equipment Interchange Receipt (EIR)
5. Scanned copy of Company ID of the signatory with Managerial Position/Head of the Dept.
6. Scanned copy of BIR 2303 of the payee of the check refund (if not yet registered, one time-submission only)

**Note: Please provide one letter of request for every *Acknowledgement or OPUS Receipt*. Thank you.**