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

**Complete Bank Account No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Name of Account Holder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Bank Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Branch Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Complete Branch Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Swift Code**  **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Routing Symbol Transit Number (BRSTN) /**

**Local Bank Code** : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**

**Proceed to upload/submit the following documents (PDF or JPEG) separately:**

* 1. Customer/Vendor Registration Form (e.g., RECMNLBB20013100456 – ABC Company-Customer) – for new customers/vendors **(Please see updated form – Philippines> Shipping Forms>Customer Registration Form)**
	2. OPUS receipt no. and/or BIR Acknowledgement receipt (e.g., RECMNLBB20013100456 – ABC Company-AR)
	3. Letter of Request for Refund from Consignee stating the authorized Payee (Broker or Consignee) (e.g. RECMNLBB20013100456 – ABC Company-Letter of Request) **(Please see updated template – Philippines>Shipping Forms>Standard Request Letter for Container Deposit)**
	4. **CLEAR** copy of Equipment Interchange Receipt (EIR) (e.g., RECMNLBB20013100456 – ABC Company-EIR)
	5. Company ID of the signatory with a managerial position (e.g., RECMNLBB20013100456 – ABC Company-Company ID)
	6. **CLEAR** copy of BIR 2303 of the Payee of the Refund – for new customers/vendors (e.g., RECMNLBB20013100456 – ABC Company-BIR 2303)
	7. **Clear copy of Bank Certification indicating therein the following – for new customers/vendors (e.g., RECMNLBB20013100456 – ABC Company-Bank Cert.)**
		1. **Complete Name of Account Holder**
		2. **Complete Bank Name**
		3. **Complete Bank Address**
		4. **Complete Branch Name**
		5. **Complete Account No.**
		6. **Swift Code**
		7. **Bank Routing Symbol Transit Number (BRSTN) / Local Bank Code**

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