

NVOCC Agent Opening Brief

Status-only opening particulars for an appointed overseas NVOCC principal. Complete commercial documents, rates and security values move through the confirmed business channel.

1. Appointment and Reporting

- Appointing company, role and appointment basis.
- Trade direction and Bangladesh handling route.
- Report recipients, reporting frequency, cost approver and payer/paymaster.
- Immediate deadline, exception or account reference.

2. Shipment and Document Status

- Booking, HBL, and MBL references and status.
- Manifest filer and carrier/line status.
- Original B/L, surrender or release status where relevant.
- Importer/exporter, consignee/shipper and nominated C&F status.
- Declared deadline/cut-off time basis.

3. Unit and Movement Status

- Container list or complete-list status.
- Laden, discharged, delivered, empty-return or depot-in position.
- Terminal, ICD, depot or CFS route.
- Free-time basis from the carrier, terminal, or depot, and developing cost exposure.

NVOCC Agent Opening Brief — Continued

Use this page for supporting status, secure routing and close-out.

4. Import File

- D/O readiness and responsible release dependency.
- Customs/goods-declaration status through importer/exporter and nominated C&F.;
- Delivery, gate-out, empty-return point and depot/interchange evidence.
- Unresolved damage, deposit, detention/demurrage/storage or account item.

5. Export and Connection File

- Booking, equipment release, stuffing/VGM status and gate-in evidence.
- Manifest/filing status, slot or feeder connection, rollover or changed sailing.
- Actual loading/sailing evidence and destination notification.

6. Account and Security Close-Out

- Operational SOA or reference, invoice or credit status, and payer.
- Deposit, guarantee or security-release status without publishing the value.
- Final outbound inventory, evidence request, and remaining open items.
- CPA follows status and evidence; carriers, terminals, depots, C&F agents and Customs retain their decisions.

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[Open the relevant CPA service page](#)

This checklist is an opening guide. Confirm the authority, carrier, facility, provider, and vessel requirements for the actual case.