

## TPF BILL OF LADING PROGRAM

### INSTRUCTIONS

#### PHILOSOPHY

The TPF Bill of Lading Program:

- Allows TPF companies to present themselves to customers and suppliers as a member of a cohesive global network.
- Positions TPF as a global freight movement organization.
- Offers TPF members a tool for joint sales development.
- Enables some members to offer NVOCC services not accessible otherwise.
- Increases recognition of the TPF name and logo.
- Provides a useful statistical tool to follow up and help develop TPF business.

#### REQUIREMENTS

- Members wishing to participate in the Bill of Lading (BL)/NVOCC Program must be in **good standing** with the Association - good payment story, good attendance record and sufficient Association participation.
- Members enrolling in the program must demonstrate **insurance coverage of cargo liability** and for **errors & omissions** for use of the B/L and the policy must be approved by TPF.
  - To demonstrate proof of sufficient coverage, documents submitted must include the following:
    - × Name of insurance underwriter
    - × Type of coverage, limits and deductibles
    - × Mention to any special conditions
    - × Term of insurance coverage/effective date
    - × Copy of rider naming TPF Association Inc. as co-insured or additional insured
  - The Board of Directors will review documents submitted as proof of insurance. Written notification of approval will be issued to Members with sufficient coverage.
  - Members may negotiate the policy for this purpose with their own broker or insurance company, or with an insurance provider recommended by TPF.
  - Special arrangements will need to be made for moves restricted under any insurance policy.



- **A US \$ 2,000 security deposit** is required from members to use the TPF B/L.
- Members must sign an **Indemnity Agreement** indemnifying TPF Association.
- Members must sign the **TPF Bill of Lading Program Agreement**
- **Members issuing TPF B/L** must be a TPF member approved to use the TPF B/L. **Delivery agent** can be any TPF member.
- **B/L format** must be approved by TPF.
  - Standard format is 8<sup>1</sup>/<sub>2</sub>" x 11" single page or multi-ply version on laser printer paper. For model, please visit our website.
  - TPF Bill of Lading includes **"COGSA" Terms and Conditions** on the back of the B/L, specially stylized for TPF members' use.
  - The B/L form is a standard format with a few adaptations for TPF control purposes. The legal name on the Federal Maritime Commission Tariff is TPF ASSOCIATION, INC. TPF holds two DBAs: TPF FORWARDING NETWORK and TPF NETWORK. TPF FORWARDING NETWORK is the operating name. TPF NETWORK is available in cases where including "FORWARDING" creates difficulties with securing a letter of credit.
  - All TPF B/L **must bear a TPF serial number** to be valid. Serial numbers may be ordered through the management office and they will be issued once all the requirements are fulfilled. Serial numbers are to correspond with the Bill of Lading numbers. One unique serial number per unique Bill of Lading number.
  - As individual members may have specific needs, the TPF management office will work with members to create additional formats. Individualised **formats must include:**
    - × a consistent presentation of the TPF name and logo
    - × features to accommodate the Terms and Conditions
    - × control measures (i.e. serial number)
  - **Custom-made B/Ls must be reviewed and approved** by the TPF Board of Directors before use. Send either a proposed B/L sample or a standard TPF format with requested changes. The member will receive notification of TPF approval of the custom-made B/L. Members must have written approval prior to printing custom-made B/Ls. TPF serial numbers will not be issued until members using custom formats have submitted a final sample and it has been approved.



- Members issuing TPF B/L must submit a **monthly report** to the TPF management office re-capping all the TPF B/Ls issued during the previous month. This information will be submitted in the TPF Bill of Lading Monthly Report Form **by the 10<sup>th</sup>** day of the following month. Alternative formats are acceptable if it is easier for members to generate their own reports as long as the same information is included.
- TPF Association Inc. has a **tariff filed** and a **bond in place** with the United States Federal Maritime Commission (**FMC**). To comply with the US Shipping Act Reform, TPF members moving goods to or from the US must submit rates. TPF is currently working with a Tariff Service Provider. For further information, please contact TPF management office.

#### REMOVAL FROM THE BILL OF LADING PROGRAM

- Companies terminating their TPF membership will be required to return or destroy any un-issued TPF B/Ls. Any unaccounted for serial numbers will be voided. Any TPF B/L bearing a void serial number is invalid and will be considered misused and/or unauthorized.
  - Companies terminating their TPF membership remain liable for fees owed prior to termination. Each member leaving the TPF Association shall lose all rights to use any TPF property, including the TPF Association Bills of Lading, names, and/or logo.
  - TPF and members recognize that TPF may suffer financial losses if a member that is no longer in good standing with TPF uses TPF's B/L. Accordingly, TPF and members agree that members shall compensate TPF with the sum of US \$ 5,000 for the misuse and/or unauthorized use of each B/L as liquidated damages. This obligation of members survives termination of membership.
  - Pending approval by the Board of Directors, and following confirmation that all accounts owed to TPF are paid in full and that no future claims or expenses may arise, the security deposit of US \$ 2,000 will be returned.
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