

VGM FORM



HOW TO COMPLETE THIS FORM:

- Do not make any changes to cell format. Do not add or delete any cell/row/column/sheet.
- * indicates mandatory fields.
- One submission for one booking only. Please do not include multiple bookings in one file. Do not include multiple attachments in one email.
- If one booking/BL has multiple containers, you can submit up to 20 containers in one email. For more than 20 containers, submit additional form in a separate email.
- If one container has multiple booking/BL numbers i.e. split BL, you can submit VGM under any of the booking/BL number, but do not split the weight.
- Send the completed form as an attachment to apl_vgm@apl.com, with subject line in the format of "VGM_<Booking No.>_<2-Letter Country Code>". E.g. 'VGM_APLU123456789_US' (last two letters representing ISO code of the origin country of the booking)
- See completed example below for your reference.

Booking/BL Number *	Date of Declaration	Authorized Person Name/Signatory *
APLU123456789	2016/05/20	ISSAC NEWTON

Container Number *	VGM Weight *	Unit of Measure KGS/LBS *	Method of weighing 1/2
APZU1234567	18000	KGS	1