

June 1, 2021

Customer Advisory Direct payment in Habib Bank (HBL)

Dear Valued Customer,

Thankyou for your continued support to ONE.

In order to continuously improve our customer service to our valued customers, Ocean Network Express Pakistan (Pvt) Ltd (ONE Pakistan) has implemented a direct payment deposit facility at HBL branches.

The Standard Operating Procedure (SOP) for the Direct Deposit Facility is as under.

PROCESS FLOW:

Step 1 - Customer will collect Special Deposit Slip (SDS) from ONE Pakistan office counter.

Step 2 - Customer will fill the SDS and deposit the payment in ONE’s HBL bank account.
SDS can be deposited in any branch of HBL (all over Pakistan)

Step 3 - HBL will send an email alert with BL number information to ONE for receipting.

Step 4 - Customer will approach ONE Pakistan office counter along with the documents for BL / DO issuance.

Step 5 - ONE Pakistan counter staff will process BL / DO issuance and provide payment receipt along with the documents.

IMPORTANT INSTRUCTIONS:

Export BL / Delivery Order Issuance	ONE Line will only issue Export BL / Import Delivery Order after confirmation of bank payment in ONE Line’s bank account.
Cheque Deposit	Payment through <u>Cheque is not acceptable</u> in Import’s payment. In case of cheque deposit, DO will be released after payment clearance in the bank account which will take at least two working days.
Special Deposit Slip (SDS)	HBL’s Special Deposit Slip will be placed at ONE counter for customers for direct deposits. It is mandatory to mention the BL number / Customer Name on SDS

	to update the receipt in ONE Pakistan’s system.
Online Transfers	Online transfers are only acceptable incase of short / partial payments.
Payment Evidence	Customers are required to submit the paid SDS along with the Pay Order copies at the time Delivery order issuance at the counter.
Third Party Payment	Payment from <u>Third party bank accounts are STRICTLY not allowed.</u> Whereas, if third party payment is already transferred to ONE’s account then it will be considered as payment from the Actual Consignee (as per BL)
Cash Payments	Cash Payments are STRICTLY not allowed.
Email address for communication	Please send your payment evidence or queries to email: pk.onlinepayment@one-line.com

BANK ACCOUNT DETAILS:

Title	Ocean Network Express Pakistan (Pvt.) Ltd
Bank Name	Habib Bank Limited
Account #	0042-79920910-03
IBAN #	PK07HABB0000427992091003
Swift Code	HABBPCCA

Note: Steps to fill the Specialized Deposit Slip (SDS) is described below

Steps to fill the Sepcialized Deposit Slip (SDS)

ONE OCEAN NETWORK EXPRESS PAKISTAN (PVT) LTD **HBL** **HABIB BANK**
CASH MANAGEMENT DIVISION
SPECIALIZED DEPOSIT SLIP

For The Credit of: **OCEAN NETWORK EXPRESS PAKISTAN (PVT) LTD**
 Collection Account Number: **0042-79920910-03**

Deposit Slip #: _____ Date: _____

Type of Payment	Freight <input type="checkbox"/>	Advance Rent <input checked="" type="checkbox"/>	Security Deposit <input checked="" type="checkbox"/>	Delivery Order <input type="checkbox"/>	Detention <input type="checkbox"/>	Others <input type="checkbox"/>
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Instructions:
X = For Advance Rent / Security Deposit payment type please enter BL# in the section below.
+ = Customer Name field is mandatory and must be filled for all transactions.

Instrument	Instrument/Drawn on Bank (if instrument)	Instrument/Drawn on Bank (if instrument)	Customer	Amount
PO CHQ				
PO CHQ				
PO CHQ				
PO CHQ				
PO CHQ				
Amount In Words (PKR)				Total:

Depositor Name: _____
 CNIC #: _____
 Mobile #: _____

I/We agree to be bound by the Terms and Conditions relating to the Local Cheque Deposit / Local Clearing as per Performa currently in vogue with Habib Bank Limited, Pakistan.

Signature: _____ Bank Stamp & Signature: _____

NOTE: For payment like Delivery Order, Advance Rent, Security Deposit, Detention only Cash/Pay Order should be accepted.

White : Bank's Copy Blue : Company's Copy Yellow : Depositor's Copy

1. Fill the date
2. Tick type of payment mode.
3. Tick Instrument mode Cheque or Pay order
4. Instrument date
5. Instrument bank name
6. Write Master B/L number
7. Input Payer Name
8. Pay order Amount
9. Pay order Amount in words
10. Depositor Name with CNIC and mobile #
11. Sign the form