



Dear Valued Customer,

Seaboard Marine is always willing to cooperate and support in the best possible way when noble and reputable charitable organizations request assistance. We try to help with the proper authorization of legally exporting these types of relief cargoes and the benefit of a donated freight rate.

Any effort to proceed with your request requires the following information to authorize the exporting of any donated cargo. Please make sure you comply with all of the information in writing. Otherwise, we will be unable to assist you.

All donated cargo must be reviewed and approved by our charitable committee. Your request letter must be emailed to the attention of Lisette Franqui ([Lisette.Franqui@seaboardmarine.com](mailto:Lisette.Franqui@seaboardmarine.com)) and include, at a minimum, the following information:

- The complete name of your organization
- Contact name
- Contact phone and email
- Point of origin, departure port, and actual destination of the cargo (port or country inland city)
- Name of the consignee (**organization receiving the cargo/address/phone no./email**)
- Written acknowledgement or confirmation that the consignee intends to immediately receive and return our empty cargo container once the cargo has been delivered at destination. **Please note if the container exceeds the allotted approved free-time days, charges will apply.**
- Verification that the shipped items have no commercial value and will not be sold for profit by the receiving organization.

Please submit your written request on your organization's letterhead, along with a list of specific donated items that will be exported. To avoid any issues with Customs at the destination, please ensure the proper forms are filed with the appropriate authorities to prevent any delay with the cargo being released to the consignee. Also, please be aware that your detailed information is necessary to restrict shipments containing material, even if innocuous, that might be deemed hazardous.

The instructions above apply to both full container load and less than container load cargo. Please keep in mind that all paperwork and authorization must be completed and submitted before the relief cargo is shipped. Otherwise, the cargo, even if desperately needed, will be placed on hold by local authorities and demurrage or storage charges will apply. Being compliant allows your donated cargo to be discharged and released at its destination and received faster by those in need while allowing Seaboard Marine to promptly accept the returned empty container at the foreign port.

If you have any questions, kindly advise.

Thank you,

Lisette Franqui  
Marketing Coordinator  
Ph: 305-863-4455