



## Basic Rules & Instructions on how to Issue the Nomination Letter (Only needed for Ocean Import to Brazil!)

**Before shipping any cargo to Brazil, it is necessary to register your company in the Brazilian Maritime Authorities. Please find below step-by-step instructions:**

1. Please fill out the Nomination Letter below with your company's information and letterhead paper. Please include the responsible person signature and his/her title.

2. After that, the letter must be stamped by a governmental authority that can certificate the veracity of the document. It could be the Chamber of Commerce or Notary's office.

3. You must send us this document and (1) one blank original HBL of your company via courier for the following address:

Fox Cargo do Brasil Eireli  
Rua Cuiabá, 229 – Mooca – São Paulo - Brazil  
Zip Code: 03183-000  
Phone: 55 11 3543 0200 / Fax: 55 11 3543 0210  
Attn: Ms. Dorcas Batista

### Important Details about the Nomination Letter:

- No cargo can be shipped before your registration on the Brazilian Maritime Authorities.
- If the cargo arrives without the registration, the importer will not be able to clear the cargo until we have the registration because Fox Brasil will not be able to manifest the cargo.
- Besides that, there is a fine for late manifest around USD 2900 (depending on the exchange rate between USD/BRL).
- The nomination letter must be from the same company that will be the shipper on the MBL and that will issue the HBL.
- After we receive the documents from your company, Brazilian authorities will take around 7 days for the registration.

### Follow our Full Style for any requirement and to fill the Cnee and Notify on MBL:

Fox Cargo do Brasil Eireli  
Rua Cuiabá, 229 - Mooca  
03183-000 - São Paulo - SP  
Fone: +55 11 3543-0200  
CNPJ: 05.317.708/0001-94

If you have any questions, please kindly advise us so we can support you accordingly.

**Please find below the model of the nomination letter for your easy reference:**



*(your company's letterhead paper)*

**CARTA DE APONTAMENTO/APPOINTMENT LETTER**  
DAY/MONTH/YEAR

Para:

To:

**Secretaria da Receita Federal do Brasil**

Caros Senhores, Dear Sirs,

Vimos por este meio, nomear **FOX CARGO DO BRASIL EIRELI. (CNPJ 05.317.708/0001-94)**, para representar "**YOUR COMPANY NAME**" como nosso agente marítimo no Brasil para serviços gerais de transporte para a seguinte rota: "**COUNTRY OF ORIGIN**" para o BRASIL.

We hereby appoint **FOX CARGO DO BRASIL EIRELI. (CNPJ 05.317.708/0001-94)**, to represent "**YOUR COMPANY NAME**" as our general agent in Brazil for general shipping services for the following trade "**COUNTRY OF ORIGIN**" to BRAZIL.

Esta carta de apontamento é válida por 5 (cinco) anos.  
This appointment is valid for 5 (five) years.

O Bill of Lading anexado da "**YOUR COMPANY NAME**" será usado para cobrir todos os nossos embarques.  
The attached Bill of Lading form of "**YOUR COMPANY NAME**" will be used to cover all our shipments.

Nome da Empresa: **your company name**  
Endereço: **street address of your office**  
Pessoa responsável: **the person in charge of your company**  
Telefone: **the phone number of your company**  
Email: **the e-mail address of the person in charge**

Company: **your company name**  
Address: **street address of your office**  
Main contact: **the person in charge of your company**  
Telephone: **the phone number of your company**  
Email: **the e-mail address of the person in charge**

Sincerely yours,

**(Please mention your company's name, signature and notarized at public notary)**