



EVERGREEN LINE

ANNOUNCEMENT (REF-ECS-2020-001)

For Container Deposit Refund Request;

1. Container deposit refund request can now be send to our office by email at the below address;

Email address : refund-evergreen@evergreen-shipping.com.ph

Subject: APPLICATION FOR REFUND: CONSIGNEE'S NAME
(AS SEEN IN CR) / BL NUMBER

2. Required Documents; in PDF form
 - Request Letter of refund from **Consignee**.
(Please indicate if the payee is not the Consignee).
 - Collection Receipt w/ Deposit Details.
 - Proof of Empty Return Gate IN (EIR)
3. Time Line less than 30 calendar days (except for those with outstanding unsettled cases).

Note:

- a) FOR INQUIRY/Follow up –please email to also to refund-evergreen@evergreen-shipping.com.ph
 - Please put in an excel file if more than 5 BL's for inquiry.
- b) **For Check Pick up**, please don't forget to bring the following Documents;
 - **Original** request Letter of refund from Consignee
 - **Original** Collection Receipt (CR) with details or Original Bank deposit Slip.
 - Photo copy of ID(check payee).
 - FOR RELEASING OF CHEQUE M-W-F (8:30AM-3:00 PM ONLY)
- c) Cut off time in sending refund request is up to 3PM, and if after 3pm the date of receipt will be following working day.

Issued this 7th day of August, 2020 at Makati City.

Logistic Department/Equipment Control Section

HEAD OFFICE:
6/F BDO Equitable Tower Condominium
8751 Paseo de Roxas
Makati City, Philippines 1226
Tel.: (632) 886-0258, 728-1234
Fax: (632) 886-0697, 886-6266
EMAIL ADD: mnl@evergreen-shipping.com.ph
WEBSITE: www.evergreen-shipping.com.ph

MANILA (PIER) OFFICE:
301 D Myers Bldg., Velco Center
R.S. Oca cor. Delgado St.,
South Harbor, Port Area, Manila
Tel. Nos.: (632) 245-2215, 960-2844
(632) 242-7085, 243-0327
Fax: (632) 245-2235

CEBU OFFICE:
Unit 201 Cebu International Finance Corp.
Towers (CIFIC), J. Luna Ave. cor.
J. L. Briones Ave., North Reclamation Area
Cebu City, Philippines 6000
Tel. Nos.: (6332) 232-5011 to 15
Fax: (6332) 231-4070

DAVAO OFFICE:
Damosa Business Center
Unit 7 Damosa Complex
J.P. Laurel Avenue,
Lanang, Davao City
Tel.: (6382) 305-1554, 305-3727
Fax: (6382) 305-5053

GENERAL SANTOS OFFICE:
Rostrel Bldg., National Highway,
Brgy. Calumpang, General Santos City
Mobile Nos.: 0966-7835508
0917-5653604
0949-9586592

CAGAYAN DE ORO OFFICE:
7th Floor, Gateway Tower,
Limketkai Center, Lapasan National Highway
Cagayan de Oro City,
Misamis Oriental, Philippines, 9000
Telephone : (6388) 231-3542
Fax Number : (6388) 231-3980