



# 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 Brazilian Maritime Authorities. Please find below step by step instructions:

1. Please complete the information of the Nomination letter below, in letterhead paper of your company and your company's details with the signature of the responsible person and position in the company.
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 below address:

Fox Cargo do Brasil Ltda  
Rua Cuiaba, 229 – Mooca – São Paulo - Brazil  
Zip Code: 03183-000  
Phone : 55 11 3543 0200 / Fax : 55 11 3543 0210  
Attn: Ms. Milena Araujo

#### **Important Details about the Nomination Letter:**

- No cargo can be shipped before your registration on Marine Authorities in Brazil.
- If the cargo arrives without the registration, the importer won't be able to clear the cargo until we don't have the registration because Fox Brasil won't 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 of 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 Ltda  
Rua Cuiabá, 229 - Mooca  
03183-000 - São Paulo - SP  
Fone: +55 11 3543-0200  
CNPJ: 05.317.708/0001-94

If you have any doubt please kindly advise us so that we can support you accordingly.

**Please find bellow model of nomination letter for your easy referenc**

[www.foxbrasil.com](http://www.foxbrasil.com)

Rua Cuiabá, 229 - São Paulo / SP - Brasil | +55 11 3543-0200  
foxbrasil@foxbrasil.com



(your letterhead paper)

## NOMINATION LETTER

Day / Month /Year

To: DMM  
MARINE MERCHANT DEPARTMENT  
DEPARTAMENTO DE MARINHA MERCANTE  
BRAZIL

We hereby we nominate FOX CARGO DO BRASIL LTDA, as **"Your company's complete name"** appointed agent in Brazil to handle sea freight shipments (on FCL and LCL Basis) from **"The name of your country or countries that you have offices"** to Brazil.

Letter valid from **day/month/2012** to **day/month/2022**.

Your kind attention and acknowledgement are highly appreciated.

Sincerely yours,

---

**(Pls Mention Your Companies Name, Signature and Notarized at Public Notary)**

[www.foxbrasil.com](http://www.foxbrasil.com)

Rua Cuiabá, 229 - São Paulo / SP - Brasil | +55 11 3543-0200  
foxbrasil@foxbrasil.com