SINOKOR
長錦商船株式會社
Sinokor Merchant Marine Co., Ltd.

ООО «Синокор Рус»
Проспект Красного Знамени 3, 9 этаж, офис 10
г. Владивосток, 69010

Title : Update to Document(упд) Submission Policy concerned with Compensation (Based on Sending Date)

Dear Valued Customer,

We are writing to inform you of an important change to our document**(упд)** submission process concerned with Compensation, effective February 2025 and for all subsequent months.

For the Feb 2025, since the 4th of Feb 2025 has already passed, any documents**(упд)** sent after 4th will require reissuance.

Key Points of the New Policy:

1. Documents**(упд)** Sent by the 4th:

Any documents**(упд)** that you send on or before the 4th day of the month will be processed as part of the previous month's records.

2. Documents**(упд)** Sent on or After the 5th:

Documents**(упд)** sent on or after the 5th day of the month will be treated as belonging to the current month. Accordingly, please ensure that the issuance date on these documents is updated to reflect the current month.

We appreciate your attention to this change and thank you for your continued cooperation. If you have any questions or need further clarification, please do not hesitate to contact us.

Best regards,

Mr. Patrick Yoon

Director of SINOKOR RUS

11 February 2025