

Document covering letter cum Declaration from exporter

LETTER TO BANK FOR COLLECTION/PURCHASE/NEGOTIATION OF DOCUMENTS

Drawer (Exporter)	Invoice No. & Date	Exporters Ref:																																																
	Buyer's Order no. and Date																																																	
	RBI Code No.	IE Code																																																
Drawee (Consignee)	Drawee (if other than consignee)																																																	
Bank	ECGC Policy No. & Date																																																	
<p align="center">Please Receive the following documents for disposal as per instructions:</p> <table border="0"> <thead> <tr> <th><u>Documents</u></th> <th><u>Number</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>1. Draft No. & Date</td> <td>Sight</td> <td>Usance</td> </tr> <tr> <td>Amount FCY_____</td> <td></td> <td></td> </tr> <tr> <td>2. Invoice No./Date</td> <td>Commercial</td> <td>-----</td> </tr> <tr> <td>--</td> <td>Consular</td> <td>-----</td> </tr> <tr> <td>--</td> <td>Customs</td> <td>-----</td> </tr> <tr> <td>--</td> <td></td> <td></td> </tr> <tr> <td>3. Packing List No. & Date</td> <td></td> <td></td> </tr> <tr> <td>4. Bill of lading No. & Date/ CTD No. & Date</td> <td>Original</td> <td></td> </tr> <tr> <td></td> <td>Non Negotiable</td> <td></td> </tr> <tr> <td>Air Way Bill No./Date</td> <td></td> <td></td> </tr> <tr> <td>Post Parcel Receipt No & Date</td> <td></td> <td></td> </tr> <tr> <td>5. Certificate of Origin No. & Date</td> <td></td> <td></td> </tr> <tr> <td>6. GSP Certificate of Origin No. & Date</td> <td></td> <td></td> </tr> <tr> <td>7. Inspection Certificate No. & Date</td> <td></td> <td></td> </tr> <tr> <td>8. Insurance Policy/Certificate No. & Date</td> <td></td> <td></td> </tr> </tbody> </table>	<u>Documents</u>	<u>Number</u>		1. Draft No. & Date	Sight	Usance	Amount FCY_____			2. Invoice No./Date	Commercial	-----	--	Consular	-----	--	Customs	-----	--			3. Packing List No. & Date			4. Bill of lading No. & Date/ CTD No. & Date	Original			Non Negotiable		Air Way Bill No./Date			Post Parcel Receipt No & Date			5. Certificate of Origin No. & Date			6. GSP Certificate of Origin No. & Date			7. Inspection Certificate No. & Date			8. Insurance Policy/Certificate No. & Date			<p>Instructions (Pleas tick as required)</p> <ol style="list-style-type: none"> Collect Purchase/Discount Despatch documents by registered air mail/ courier Release documents against payment/acceptance Cable advice of non payment/non acceptance In case of non payment/non acceptance, protest/do not protest Negotiate documents drawn under LC No. _____ issued by _____ Credit our A/c No. _____ on realisation of payment. Advice payment by Telex/Cable/Fax/SWIFT. Deduct charges/collect charges from _____ Do not waive charges/ Interest recoverable from drawee. Collect interest @ _____ p.a. from _____ _____ till _____ Adjust our packing credit A/C and/or credit the proceeds to cash credit/current account. 	
<u>Documents</u>	<u>Number</u>																																																	
1. Draft No. & Date	Sight	Usance																																																
Amount FCY_____																																																		
2. Invoice No./Date	Commercial	-----																																																
--	Consular	-----																																																
--	Customs	-----																																																
--																																																		
3. Packing List No. & Date																																																		
4. Bill of lading No. & Date/ CTD No. & Date	Original																																																	
	Non Negotiable																																																	
Air Way Bill No./Date																																																		
Post Parcel Receipt No & Date																																																		
5. Certificate of Origin No. & Date																																																		
6. GSP Certificate of Origin No. & Date																																																		
7. Inspection Certificate No. & Date																																																		
8. Insurance Policy/Certificate No. & Date																																																		

9. Letter of Credit	Amount	Expiry Date	14. In Case of need, refer to _____
10. Gr No. & Date			
11. Bank Certificate			
12. Copy of Declaration to ECGC regarding Shipment			
13. Any Other Document (Specify)			
			15. Return _____ Copies of bank certificates and _____ Copies of commercial invoices duly certified by you.
			16. Any other instruction (Specify)
			DECLARATION: I/We declare that the particulars given herein are true and correct and that I/We accept the bank's conditions printed overleaf
			Date:
			Signature with seal

TERMS & CONDITIONS

1. We agree to accept the rate of exchange ruling on the day that the documents are approved by your authorised office and undertake to agree to any consequent adjustment in the rupee equivalent if the proceeds have been credited/paid to us. However in case of the bills being covered by a specified forward contract shall be binding on us.
2. In case of any discrepancy/discrepancies noticed by the Bank, please treat the documents on collection basis/return the documents to us.
3. Negotiations are undertaken on the understanding that the Bank retains recourse to its customers, not only for the due payment of the bills at the original maturity date as stated in the bills but also for any loss which may be incurred owing to a moratorium or currency restrictions imposed, or to be imposed, in the country of payment. Moreover, negotiations are undertaken only on the terms that the Bank is not liable for loss, damage, or delay however cause, which is not directly due to the negligence or default of its own officers or servants.
4. If the bill which has been purchased/discounted remains unpaid/unaccepted, the amount due on the bills together with interest and other charges may be debited to my/our account or otherwise recovered from me/us.
5. We authorise the Bank to take delivery and also to do all other acts necessary for the safety, preservation and storage of the merchandise relative to the accompanying this bill, or otherwise coming into your possession towards the realisation of any dues, costs or expenses incurred by the Bank or otherwise outstanding against us at any time on this or any other account, and that the account of sale and of your expenses shall be accepted by us as correct and conclusive.

6. We agree that the Bank shall not be responsible for:
 - a) Any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or subagent or
 - b) For any delay in remittance or loss in exchange during transmission or in the course of collection.
 - c) For loss of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub-agent.
7. Unless otherwise specified, this collection is subject to the Uniform Rules for the Collections of Commercial paper, International
8. Chamber of Commerce Brochure No. 522 (Unless otherwise specified I/We also undertake and agree to pay to the Bank and hereby Authorise the Bank to reimburse itself for all commission and collection charges and expenses are not paid by the drawee)
9. We hereby waive notice of dishonour of non-acceptance and non payment in respect of the same and undertake to reimburse the bill amount, if returned unpaid/not realised, as per Bank rules, with prevailing penal interest and other charges.
10. As per paragraph C-16 of A. P. (DIR series) circular no.12 dated 9th September, 2000 of RBI, You are advised to ensure that the said shipment has been adequately induced against all risks of loss or damage during the entire course of transit & that such insurance cover incorporates seller's clause in the relative policy, permitting claims to be paid to you in India before passage of ownership of goods to the said buyer.

Date:

Place:

(Seal and Signature)

Signature Verified

Branch Head / Head Ops

