


Account No. 

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Date: .....

<b>Drawer / Consignor (Name and Address):</b>  Fax No.: _____ Tel No.: _____	<b>Present the documents through:</b>  
<b>Drawee / Consignee (Name and Address):</b>  Fax No.: _____ Tel No.: _____	<b>Please mark Number of Documents Attached:</b> Drafts _____ Non-Negotiable Bills of Lading _____ Commercial Invoice _____ Other Documents: _____ Certificate of Origin _____ Packing / Weight List _____ Insurance Policy / Certificate _____ Air Waybill _____ Signed Bills of Lading _____
<b>CCY &amp; Amount :</b> .....	
<b>Tenor of Bill of Exchange:</b> Sight _____ ..... Days after ..... Others (specify) .....	<b>Insurance Coverage:</b> No _____ Yes _____ If yes, copy of Insurance policy required.
<b>INSTRUCTIONS</b> Please follow as marked:  Release Documents against Payment Drawee's Acceptance of Drafts Drawee's Promissory Notes  Non-Payment and/or Non-Acceptance By Swift By Airmail  ACCEPTANCE/PAYMENT may/may not await arrival of carrying vessel If Unpaid/Unaccepted, store and insure Goods	Collect overseas charges from the Drawee  Your charges are for Our Account _____ Drawee _____  Collection charges if refused Waive _____ Do Not Waive _____  Non-Payment and/or Non-Acceptance Protest _____ Do Not Protest _____  <b>NOTE:</b> If no instructions are given regarding protest the Bank will assume that protest is not required.
<b>Brief description of Goods:</b>	<b>Other Instructions:</b>
<b>Proceeds Disposal</b> Please follow as marked: Credit our Account No. .... Pay us by Manager's Cheque.	
<b>Indemnity For Documentary Bills Under Collection:</b> I/We request you to forward the document(s) listed above on collection basis and credit the proceeds upon realization to my/our account after deduction of all charges. I/We agree that the Bank acts only as my/our collecting agent and assumes no responsibility for realization of such items and in not liable for any loss, damage or delay however caused. I/We hereby agree that the above - mentioned collection documents will be handled in terms of International Chamber of Commerce Publication No. 522 Uniform Rules for Collections (1995 Revision). I/We hereby agree to pay an amount in respect of any applicable Value Added Tax or any other similar sales tax (VAT).	
Yours faithfully,   Duly authorized for and behalf of	 Signature Verified <b>For Bank Use Only</b>