

**REQUEST LETTER FOR PROCESSING OF EXPORT BILL FOR COLLECTION /
DISCOUNTING / LODGEMENT.**

Date:

Sub: Submission of Export documents for Invoice No:

Please find enclosed following Export Documents under ~~Collection~~ / Letter of Credit:

Letter of Credit No:

Dated:

Letter of Credit Amount:

Issuing Bank:

Drawee / Buyer:

Buyer's Bank:

Currency:

Bill Amount:

Tenor/Documents to be delivered against :

Please utilize the below Forward Contract for disbursal:

Forward Cover No & Date	Forward Cover Rate	Amount to be utilized for this transaction.	Due Date of the Contract

Number of documents submitted in THREE sets for Collection

Documents	Drafts	Invoice	Transport Doc. (B/L /AWB/ LR)	Packing List	Insurance	C.O.O	Others	GR / Shipping Bill Copy / Softex No

[] We hereby request bank to discount the bill by way of Earmarking/ Using Interchangeability of available Limit _____.

[] **We request you to send the documents on approval basis with discrepancies.**

Please forward the documents in one lot by courier at our cost, risk and responsibility to:

Buyer Name / Bank Name

Address

BANK SWIFT CODE*

(Mandatory in case the documents are being sent to a bank)

GR / Shipping Bill / Softex No	Date	Port Code	AD Code	Shipment Date

If the above mentioned documents are being submitted after expiry of 21 days from date of shipment, than please briefly describe the reason for delay in submission of document.

Debit all charges for processing of above-mentioned documents from account no.

In case of any queries please contact us on Tel.No _____ or email us at exports2@kksk.in.

We hereby confirm that we have not availed any Packing Credit against the related PO / LC from any Bank and will not avail the same in future.

We authorize you to debit our account and recover the loan amount in case of non-realization of export bill.

PROCEEDS DISPOSAL INSTRUCTIONS

Upon realization of funds, please credit proceeds to ***(Please tick any one)***.

[] 100% to be converted and credited to Current account / CC Account

[] 100% to be credited to EEFC account no.

and balance to be converted and credited to Current account / CC Account

[] PCFC / EPC to be adjusted (PCFC/EPC # _____)

We further agree to the following terms and conditions:

* Upon negotiation / finance of clean documents by the Bank under a confirmed Letter of Credit or payment made by the bank on the due date under a confirmed DC, we will co-operate fully with the Bank and render the Bank all assistance it requires in collection of any outstanding and the enforcement of payment thereof, whether by legal proceedings or otherwise, including the provision of evidence and witnesses, and the execution of further documents required to perfect title to the debt.

* The Bank shall have the right of recourse to us under its confirmation in case nonpayment by the Letter of Credit issuing /confirming bank for any reason.

We are eligible to export the above-mentioned goods under the current Foreign Trade policy in place. And our Importer Exporter Code is:

I / We hereby declare that the above transaction does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the FEMA 1999 or of any rule, regulation, notification, direction or order made thereunder. I/ We also hereby agree and undertake to give such information/ documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/ We also undertake that if I/ We refuse to comply with any such requirements or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention /evasion is contemplated by me /us report the matter to Reserve Bank of India. *I / We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

Disclaimers:

- The Bank handling this collection document shall not be held responsible for any act, commission, default suspension, insolvency of the Overseas Buyer and or that of Overseas Bank of the buyer. (As applicable)
- The bank handling this collection document shall not be held liable for any delay in receipt of payment, exchange loss, or any other matter with respect to handling of these documents. (As applicable)
- We are aware of the Crystallisation process of the Bank and we hereby agree to repay the Rupee Equivalent of the Foreign Currency Bill Amount so arrived at together with interest thereon as per record of the Bank. (As applicable)
- We are aware that Export Document backed by Letter of Credit is governed by the Provisions of UCPDC 600 / Non-LC Export Document is governed by the Provisions of URC 522 (As applicable)

Authorised Signatory