SHIPPER'S LETTER OF INSTRUCTIONS

DATE:_____

GST INVOICE NO.:_____

SHIPPER NAME:_____

CONSIGNEE NAME:_____

IE CODE NO (10 DIGIT):_____

PAN NUMBER:_____   **GSTIN NUMBER:**_____

IGST PAYMENT STATUS: ☐ **A) NOT APPLICABLE**   ☐ **B) EXPORT UNDER BOND / LUT**   ☐ **C) EXPORT AGAINST PAYMENT**
(TICK THE ONE APPLICABLE)

IF B, COPY OF UNDERTAKING OR BOND PROVIDED?: ☐ **YES** ☐ **NO**   **IF C, MENTION THE TAXABLE & IGST AMOUNT:**_____

END USE CODE (REFER TO PAGE NO. 3 TO IDENTIFY YOUR APPROPRIATE CODE)**:**_____

DBK SERIAL NUMBER (REFER TO DRAWBACK ANNEXURE ON PAGE NO. 4)**:**_____   **MEIS:** ☐ YES ☐ NO

BANK AD CODE:_____

CURRENCY OF INVOICE:_____

INCOTERMS:_____

NATURE OF PAYMENT*: ☐ DP ☐ DA ☐ AP ☐ OTHERS (IF OTHER PLEASE SPECIFY):_____

DETAILS TO BE DECLARED FOR PREPARATION OF SHIPPING BILL

FOB VALUE:_____

FREIGHT (IF ANY):_____

INSURANCE (IF ANY):_____

COMMISSION (IF ANY):_____

DISCOUNT (IF ANY):_____

DESCRIPTION OF GOODS TO BE DECLARED ON SHIPPING BILL

_____   NO. OF PKGS.:_____

_____   NET WT.:_____

_____   GROSS WT.:_____

                                    VOLUME WT.:_____

DESCRIPTION OF GOODS TO BE DECLARED ON AWB   DIMENSION (IN CMS) OF EACH PKG.

_____   _____

_____   _____

                                   L X B X H

SPECIAL INSTRUCTON, IF ANY

_____

_____

*LC (LETTER OF CREDIT) SHIPMENTS ARE NOT HANDLED BY DHL

TYPE OF SHIPPING BILL	TICK (as applicable)	BELOW DOCUMENTS / DECLARATIONS REQUIRED WITH SHIPMENT
a) FREE TRADE SAMPLE (NON-COMM)	☐	FREE TRADE SAMPLE - VALUE FOR CUSTOMS - NOT FOR SALE
b) DUTY FREE COMMERCIAL	☐	APPLICABLE PAPER WORK
c) EOU SHIPPING BILL	☐	ANNEX C1
d) DUTY DRAWBACK	☐	DRAWBACK SERIAL NO., ANNEX I, II, III (LEATHER DECLARATION)
e) DUTIABLE SHIPPING BILL	☐	RATE OF CESS/DUTY TO BE PAID AT CUSTOMS
f) DFIA	☐	DFIA LIC/RECEIPT NO., CONSUMPTION SHEET, SION NO.
g) EPCG SHIPPING BILL	☐	REGN NO. & DT OF EPCG LIC, COPY OF EPCG LIC/REGN COPY
h) ADVANCE LICENCE SHIPPING BILL	☐	REGN NO. & DT OF ADV LIC, COPY OF LIC/REGN COPY, CONSUMPTION SHEET
i) REPAIR & RETURN	☐	ORIGINAL B/E, IMP INV/PKG LIST/GR WAIVER ON GR FORM, CHARTERED ENGG CERTIFICATE, EXPORT INVOICE/PKG LIST
j) OTHER (IF OTHER PLEASE SPECIFY)	☐	

PLEASE TICK THE LIST OF PAPER WORK BELOW, HANDED OVER ALONG WITH THE SHIPMENT:

1. INVOICE (4 COPIES)	☐	6. LAB ANALYSIS REPORT	☐	11. ANNEXURE 1	☐
2. PACKING LIST (4 COPIES)	☐	7. MSDS	☐	12. LETTER TO DC	☐
3. NON-DG DECLARATION	☐	8. PHYTOSANITARY CERT.	☐	13. PATMENT ADVICE	☐
4. PURCHASE ORDER COPY	☐	9. GSP CERTIFICATE	☐	14. _____	☐
5. GR FORM/GR WAIVER	☐	10. APPENDIX III	☐	15. _____	☐

PLEASE INDICATE API (AS PER INVOICE) IF ANY DETAIL IS MENTIONED IN THE INVOICE. WE HEREBY CONFIRM THAT THE ABOVE DETAILS DECLARED ARE TRUE AND CORRECT. WE CONFIRM THAT OUR COMPANY'S IEC & BANK AD CODE DETAILS ARE REGISTERED WITH EDI SYSTEM OF AIR CARGO WHERE THE CLEARANCE IS BEING DONE.

_____
SIGNATURE OF EXPORTER/STAMP

End Use Code	End Use Descriptions
DCA100	For Veterinary Medical Use as a Non-Food Product under Controlled Distribution (Trading)
DCH100	For Human Medical Use as a Non-Food Product under Controlled Distribution (Trading)
DCH300	For Human Medical Use as a Transplanted Organ, Tissue, or Fluid
DCH400	For Human Medical Use as a Non-Food Product under Controlled Distribution
DCH800	For Research use a human medicine
DCX200	For manufacture/processing as a human or veterinary medicine (Manufacture/Actual Use)
DCX900	For personal consumption
FSA100	For Animal Food or Feed (Trading/ commercial distribution)
FSA200	For manufacture/processing as a Animal Food/Feed (Manufacture/Actual Use)
FSA800	For use research use as animal Food
FSA900	For Personal use
FSH100	For Consumer use under commercial distribution (Trading)- Retail or wholsale
FSH200	For manufacture/ commercial Processing (Manufacture/Actual Use)
FSH700	For Internal use in Hotels-Restaurant
FSH700	For Public Display or Exhibition
FSH750	For use in International Sports Events
FSH800	For Research Use
FSH900	For personal consumption
FSH910	For distribution in a natural disaster (if received gratis)
FSH920	For Charitable Use
FSH930	For use in a Diplomatic Establishment
GNX100	For Consumer use under commercial distribution (for Trading - wholesale or retail)
GNX200	For Commercial Assembly or processing (For Manufacture/Actual use)
GNX300	For use as Fertilizers or soil promoters
GNX600	For Repair or Refurbishing as defective or second hand goods
GNX650	For Recycling or Recovery
GNX680	For Disposal as waste
GNX700	For Public Display or Exhibition
GNX810	For Research & Development (note: other than Biomedical Research)
GNX815	For Medical or Biomedical Research
GNX915	For display as a Trophy (hunting or other trophy)
LVA100	For Breeding in Captivity or Artificial Propagation
LVA200	For Grow-Out or Increase
LVA300	For re-introduction into the wild
LVA400	For Immediate Slaughter
LVA500	For use as Fertilizers or soil promoters
LVA710	For display in Zoo
LVA760	For Circus or Travelling Exhibition or games or show
LVA800	For Research Purposes
LVA900	For Personal use
LVA950	For Re Export
LVP100	For Propagation
LVP400	For Germplasm
LVP500	For use as Fertilizers or soil promoters
LVP730	For a display in a Botanical Garden

DRAWBACK ANNEXURE

A new declaration is being added for the exporter to certify that no input tax credit of CGST/IGST has been availed for any of the inputs or input services used in the manufacture of the export goods, or that no refund of IGST paid on export goods shall be claimed. For the transition period, i.e. till the exporters continue to have used inputs on which CENVAT was paid, there will be 3 declarations:

DBK001

"I declare that no input tax credit of the Central Goods and Services Tax or of the Integrated Goods and Services Tax has been Availed for any of the inputs or input services used in the manufacture of the export goods."

DBK002

"I declare that no refund of Integrated Goods and Services Tax paid on export goods shall be claimed."

DBK003

"I declare that CENVAT credit on the inputs or input Services used in the manufacture of the export goods has not been Carried forward in terms of the Central Goods and Services Tax Act, 2017."

For Every Item where DBK claimed is suffix as A or C, an exporter is required to declare two codes only, i.e. (1) DBK001 or DBK002 and (2) DBK003