

SHIPPER'S LETTER OF INSTRUCTIONS									
Shipper Name:				Date:					
Consignee Name:				Invoice No.					
IE CODE NO (10 DIGIT) :									
BANK AD CODE # (PART I & II) :									
CURRENCY OF INVOICE									
INCOTERMS : F O B / C & F / C & I / C I F :									
NATURE OF PAYMENT * : D P / D A / A P / OTHERS									
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									
TYPE OF SHIPPING BILL ( CIRCLE YES or NO)				BELOW DETAILS REQUIRED TO BE DECLARED ON INVOICE					
a) FREE TRADE SAMPLE (NON-COMM)		YES / NO	FREE TRADE SAMPLE - VALUE FOR CUSTOMS - NOT FOR SALE						
b) DUTY FREE COMMERCIAL		YES / NO	NOTHING SPECIFIC						
c) EOU SHIPPING BILL		YES / NO	GOODS MANUFACTURED BY EOU & GREEN CARD NUMBER OF EOU						
d) DUTY DRAWBACK		YES / NO	DRAWBACK SL. NO & RATE, PRESENT MARKET VALUE (PMV) OF SHPT						
e) DUTIABLE SHIPPING BILL		YES / NO	RATE OF CESS/ DUTY TO BE PAID AT CUSTOMS						
f) DEPB SHIPPING BILL		YES / NO	DEPB SL NO., RATE, PRODUCT GROUP CODE, SION ( STANDARD INPUT OUTPUT NORMS) SERIAL NO.						
g) DFRC SHIPPING BILL		YES / NO	DFRC PRODUCT GROUP CODE, SION SL. NO						
h) EPCG SHIPPING BILL		YES / NO	EPCG LICENCE NUMBER & DATE						
i) DEEC SHIPPING BILL		YES / NO	DEEC REGISTRATION NUMBER AT AIR CARGO, SL. NO. IN PART (E) AND PART (C) IN DEEC BOOK, QUANTITY						
j) REPAIR & RETURN		YES / NO	GOODS BEING EXPORTED ON REPAIR AND RETURN BASIS						
k) DUTY DRAWBACK (SECTION 74)		YES / NO	GOODS BEING EXPORTED UNDER SECTION 74 ( DUTY DRAWBACK) , IMPORT BILL OF ENTRY AND IMPORT INVOICE NOS.						
Please TICK & LIST the documents provided to DHL with the shipment :									
1. INVOICE (4 COPIES)			7. ARE-1 FORM IN DUPLICATE			13 _____			
2. PACKING LIST (4 COPIES)			8. VISA/AEPC ENDORSEMENT			14 _____			
3. SDF FORM IN DUPLICATE			9. LAB ANALYSIS REPORT			15 _____			
4. NON-DG DECLARATION			10. MSDS			16 _____			
5. PURCHASE ORDER COPY			11. PHYTOSANITARY CERT			17 _____			
6. GR FORM/GR WAIVER			12. GSP CERTIFICATE			18 _____			
<p>Please indicate API (As per Invoice) if any detail is mentioned in the Invoice.</p> <p>We hereby confirm that the above details declared are true and correct.</p> <p>We confirm that our company's IEC &amp; Bank AD Code Details are registered with EDI System of Air Cargo - Mumbai</p> <p>* LC (Letter of Credit) Shipments are not handled by DHL.</p>									
SIGNATURE OF EXPORTER/STAMP									