PBTS/EXP/B/APPL/02

To: The Manager
PEOPLE'S BANK
TRADE SERVICES

Date:

We enclose the following draft(s) and documents for ☐ Collection ☐ Purchase/Negotiation

Issuing Bank/Doc. Dispatch Bank :	Drawer/Beneficiary :
Drawee/Applicant :	Our Reference No : Term : Draft Amount :
Merchandise :	LC Number & Issuing Bank :

Shipped on : from : to :

Documents	Drafts	Comm. Invoice	B/L AWB	Ins. Pol/ Cert	Pkg List	Cert. Origin	Insp. Cert.				
1st Mail											
2nd Mail											

Please follow Instructions marked "X". Applicable for Collection (DA/DP) documents only.

	Deliver documents against payment.		Collecting bank's charges are for account of drawees. If refused Waive*/Do not waive*.
	Deliver documents against acceptance.		Protest for non-payment*/non-acceptance*
	Payment may be deferred until the arrival of carrying vessel.		Collecting bank's charges are for our account.
	Acceptance may be deferred until the arrival of the carrying vessel.		Dispatch original Documents by courier*/ Reg. airmail*
	If documents are not taken up on arrival of the carrying vessel arrange for the goods to be stored in bond and insured. Storage and insurance charges are for our account if refused by drawee.		In CASE OF NEED refer to:
	Collect from drawees INTEREST @.....pct. p.a. (please state the interest rate, otherwise the bank's prevailing rate will be stated) from		Please authorize Collecting Bank to deduct ..... From proceeds and pay to .... Being Agent's commission.
	Please convert bill against Exchange Contract No ..... at agreed rate of		Dispatch LC documents on Collection basis ☐ After checking ☐ Special Instructions :

(* Please delete as appropriate)

☐ Debit our account no. ..... for your charges/interest under advice to us.
☐ Credit our account in your books (No .....) and recover Rs. ..... against Pre-Export no .....
☐ Credit our account with ..... Under advice to us.

For queries regarding this bill, please contact Mr./Mrs./Ms ..... (Telephone no. .....)
(Email .....)

Yours faithfully,

Authorized Signature/s & Company Chop

Note : 1. Handling of Documents under Letter of Credit will be subject to UCP 600 and the Collection (DA/DP) documents will be Subject to URC 522
2. Negotiation/Purchase of drafts/documents will be subject to availability of Lines/facilities

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