



To: The Manager  
PEOPLE'S BANK  
TRADE SERVICES

PBTS/EXP/B/APPL/02

Date:

We enclose the following draft(s) and documents for <input type="checkbox"/> Collection <input type="checkbox"/> 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.				
1 <sup>st</sup> Mail											
2 <sup>nd</sup> Mail											

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

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