

Date:

The Manager,
Name & address of remitting bank

Dear Sir,

Sub. : SUBMISSION OF EXPORT DOCUMENTS UNDER *COLLECTION*

We are enclosing here with following documents for collection:

	<u>Originals</u>	<u>Copies</u>
1. Bill of Exchange	1	1
2. Invoice	3	3
3. Packing list	3	3
4. Bills of lading / Airway bill	3	3
5. Certificate of origin	2	1
6. Original SDF form exchange control copy	1	1

(If you have facility and would like your bank to purchase than mention following sentence) Kindly purchase above document and credit proceeds to our EPC/PCFC on FIFO basis or C/A (as applicable).

Kindly forward documents to collecting bank name and address as below:

(Name, address, SWIFT code of collecting bank. Account, contact and fax number, email address of buyer, if available)

Please incorporate following instructions to collecting bank:

1. This collection document is subject to URC 522
2. Deliver documents against payment/acceptance
3. All bank charges of collecting bank are on account of drawee. Charges may/may not be waived.
4. Interest for late payment to be collected from drawee @(...% pa. to be calculated at 360 days) from date of presentation till date of payment. Interest may/may not be waived.
5. Reimbursement charges are on account of drawee. Charges may not be waived.
6. Advice non-payment/non-acceptance by SWIFT within 10 days from date of presenting to drawee with the reason.
7. In case of non-payment/non-acceptance arrange for storage and insurance of goods. The charges for the same will be collected from drawee. In case ultimate non-payment/non-acceptance, the same will be on account of principal.

Please acknowledge receipt

Thanking you.

Yours faithfully,

For (name of exporter's company)

(Seal and authorized signature)