

(Please follow the instructions marked 'X')

Documents to be sent on collection basis to importers bank	Documents under LC for negotiation/payment/acceptance by CBI
Documents to be sent for avalization by importers bank	Documents under LC to be sent to rectricted bank for negotiation/ payment/ acceptance

We hand you drafts and/or documents as under for disposal in accordance with the instructions mentioned herein, subject to the terms and conditions \* as agreed and signed by us.

Drawer/Beneficiary	LC No. or Collection Ref.
	Bill Currency & Amount
Drawee (For Collection Documents only)	Tenor
	Due Date
Present to Bank (For Collection Documents only)	Brief Description of Goods

Documents enclosed (please indicate the number of originals and copies)

	Original	Copies		Original	Copies		Original	Copies	
Drafts			Cert. of Origin			Inspection Cert.			Original LC
Invoices			Insurance			Beneficiary's Cert.			Amendment
B/L or AWB			Packing List			TCN/TWB			
Shipment Advise			Weight List						

For Collection Documents Only	Payment	Acceptance	For Documents Drawn Under L/c Only
Release documents against			Check documents and advise discrepancies to us for correction
Collect your charges from	Us	Drawee	Request restricted bank to forward documents to the issuing bank for acceptance/payment
Collect drawee bank charges from	Us	Drawee	Send documents to issuing bank without checking on approval basis.
Charges	May be waived	May not be waived	Obtain issuing bank's approval for any discrepancies before forwarding documents to them for acceptance/payment.
For non payment/non acceptance	Protest	Do not protest	
Collect interest @ _____ % from _____ until date of payment			

In case of need please contact on Tel: _____ Mob: _____	_____ Authorised Signatory & Company Stamp
Fax No.: _____	
Please credit proceeds to A/C No.: _____	

**\*Terms & Conditions :**

- Unless the bill is drawn and/or documents are presented under an Irrevocable Credit issued or confirmed by CBI ("The Bank), we agree that :
  - Not withstanding my/our instructions not to protest the bill The Bank retains recourse on me/us in the event of dishonor.
  - The bank shall not be responsible for any act, omission, default, suspension, insolvency and bankruptcy of any correspondent, agent or sub agent.
  - The bank shall not be responsible for any delay in remittance or loss in exchange during transmission or in course of collection.
  - The bank shall not be responsible for loss or delay of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub agent.
- Collections are subject to Uniform Rules for Collection, International Chamber of Commerce Publication No. 522.
- Drawings under Letter of Credits are subject to Uniform Customs and Practice (UCP 600) for Documentary Credit, International Chamber of Commerce Publication No. 600.