



.....BRANCH

**EXPORT BILL COVERING LETTER**

<u>Drawer:</u>	<u>Consignee/Drawee (if not consignee)</u>	<u>Documents to be sent to:</u>
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LC No.	LC issuing bank name & address	<b>We hand you draft and/or documents as under for disposal in accordance with the following instruction and to the terms and conditional overleaf for:</b> ___ COLLECTION ___ PURCHASE ___ Advance ___ NEGOTIATION under LC ___ Direct
ICC Incoterms (e.g. FOB, CIF etc.)		

Departure /on board date	B/L, AWB or PO receipts no	Bill amount & currency :
		Tenor

Shipping/ airlines company	If advance payment received Date of receipt amt.:	Bank details
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Vessel/ flight no.	Port of loading / Airport of departure	FIRC No.	FIRC Amt.
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Port of discharge	Final destination if on carriage	<b>Short Payment if received (attached document / mention reason) :-</b>
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INSTRUCTION for bills not under LC		Please mark number of documents attached	
Release documents against PAYMENT		Bill of exchange	Custom/ consular advice
Release documents against ACCEPTANCE		Commercial invoice	Certificate of origin
ACCEPTANCE/ PAYMENT may await arrival of carrier		Packing/ weight list	Insurance policy
CABLE/ AIRMAIL advice for non payment / non acceptance		Signed bill of lading	Parcel post receipt
PROTEST for non payment / non acceptance		Air way bill	GSP form A
DO NOT PROTEST		GR/ SDF & Shipping Bill	Certificate of analysis
If unpaid/ unaccepted, store & insure goods		Other documents	
Collect overseas charges for Drawee			
Deduct charges from proceeds			

**PROCEEDS DISPOSAL Instruction**

Deduct INR for packaging credit advance	PC Number	Credit our EEFC/INR A/c no.
		Under exchange contract No.
Pay	Charges to be taken from INR A/c No. .... With	

**GR/ Shipping Bill details**

Invoice No.	Invoice Amt.	GR No.	Customs No.	S/B No.	S/B Date	FOB Amt.	Comm.	Freight	GR Amt.

For use of RBL Bank	
Date & time of receipt	
Input by	
Name of courier	Consignment no.

**TERMS & CONDITIONS**

1. We agree to accept the DISCOUNTING / PURCHASE rate of Interest ruling on the day that the documents are approved by your authorized office and undertake to agree to any consequent adjustment if the proceeds have been credited/paid to us
2. In case of any discrepancy/discrepancies noticed by the Bank, please treat the documents on collection basis/return the documents to us.
3. Negotiations are undertaken on the understanding that the Bank retains recourse to its customers, not only for the due payment of the bills at the original maturity date as stated in the bills but also for any loss which may be incurred due to non-payment by Bank / drawee of the bills. Moreover, negotiations are undertaken only on the terms that the Bank is not liable for loss, damage, or delay however cause, which is not directly due to the negligence or default of its own officers or servants.
4. If the bill which has been purchased/discounted remains unpaid/unaccepted, the amount due on the bills together with interest and other charges may be debited to my/our account or otherwise recovered from me/us.
5. We authorize the Bank to take delivery and also to do all other acts necessary for the safety, preservation and storage of the merchandise relative to the accompanying this bill, or otherwise coming into your possession towards the realization of any dues, costs or expenses incurred by the Bank or otherwise outstanding against us at any time on this or any other account, and that the account of sale and of your expenses shall be accepted by us as correct and conclusive.
6. We agree that the Bank shall not be responsible for:
  - a) Any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or subagent or
  - b) For any delay in remittance or loss in exchange during transmission or in the course of collection.
  - c) For loss of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub-agent.
7. Unless otherwise specified, this collection is subject to the Uniform Rules for the Collections ICC publication No. 522 and / or Uniform rules for documentary credit ICC publication No. 600
8. We also undertake and agree to pay to the Bank and hereby Authorize the Bank to reimburse itself for all commission and collection charges and expenses are not paid by the drawee
9. We hereby waive notice of dishonor of non-acceptance and non-payment in respect of the same and undertake to reimburse the bill amount, if returned unpaid/not realized, as per Bank rules, with prevailing penal interest and other charges.

**Please mention delay reason if any :-**.....

**FEMA Declaration:-**

I/We hereby declare that the transaction the details of which are specifically mentioned in the Schedule hereunder does not involve, and to the best of our knowledge and belief is not designed/intended or will result in any contravention or evasion of the provisions of the aforesaid Act or of any rule, regulation, notification, direction or order made thereunder.

I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration.

I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the Bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.

\*I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

Date:

Place:

Authorized Signatory  
(Seal and Signature)

**Signature Verified**

**Branch Head / Authorized Signatory**