

Export Bill for Collection

Sr. No.	Particular of Documents	Mandatory (M) / Optional (O)	Page No
1.	Request Letter	M	2-4
2.	Original GR / Shipping Bill / Softex Form	M	
3.	Transport Documents (Bill of Lading / AWB / LRTR etc.)	M	6
4.	Customs Invoice	M	5

Additional documents: for Export Bill for Collection under LC

5.	Bill of Exchange (if called for in LC)	M	8
6.	Packing List (if called for in LC)	M	7
7.	Phytosanitary Certificate (if called for in LC)	M	
8.	Certificate of Origin (if called for in LC)	M	
9.	Insurance Cover Note / Certificate (if delivery term is CIF)	M	
10.	Original LC and Amendment of LC (if any)	M	
11.	Any other documents called for as per LC	M	

Pre Checks

1. Tenure of Usance Bill should be within 270 days from the date of shipment.
2. Bill value should not be greater than GR Value.
3. Bill to be submitted within 21 days from the date of Shipment / as per LC Terms within Expiry of the LC.
4. If payment against exports to be made by other than buyer or consignee, such third party name should be mentioned in GR and Invoice.
5. Bill drawn involving any counterparties/countries /shipping lines /ship flags /ports /shore listed under OFAC/UN sanctions would not be handled by us.
6. RBI/FEMA guideline will be applicable from time to time.
7. Depending on the nature of transaction ICICI Bank may ask for additional documents as and when required.

Request Letter for Processing of Export Bill

To
 The Branch Manager,
 ICICI Bank Ltd.,
 ----- Branch

Export Documents for Purchase / Negotiation / Discounting / Collection / Rupee Advance / against Advance Payment / INR discounting / Dollar Discounting

Dear Sir/Madam,
 Negotiation / Discounting / Purchase:
 With Recourse / Without Recourse
 We enclose herewith the following export documents:
 Bill amount - _____ Tenure _____
 Our I. E. Code No. _____

Documents	Drafts	Invoice	Transport Doc. B/L / AWB / LR	Pkg. List	Insurance policy	Cert. Of Origin	Test Cert	Others	GR
No. of documents given by the customer									
Original									
Duplicate									
No. of documents to be sent to foreign bank / As per export L/C if applicable									
Original									
Duplicate									

Other documents enclosed:

- Original L/C No. _____ dated _____ of _____ <Issuing Bank> along with all amendments (No. of amendments) and advising letters duly stamped with revenue stamp on the reverse.
- GR/SDF form Nos. _____

Kindly note our following instructions: (mark X wherever applicable)

1.	Documents to be delivered against <i>PAYMENT / ACCEPTANCE**</i>	
2.	All banking charges outside India are for our / their (drawee) A/C	
3.	<i>PROTEST / DO NOT PROTEST**</i> for non-payment / non acceptance	
4.	If unpaid / unaccepted, store and insure goods	
5.	Debit all charges including charges in connection with items 3) & 4) to our Account No. _____ with yourselves.	
6.	Please forward the documents in one lot by <i>COURIER / REDG. AIR MAIL**</i> at our cost, risk and responsibility to name & address of bank (bank name and address to be mentioned)	

7.	INSTRUCTIONS TO NEGOTIATE. (mark X wherever applicable)	
	In case of LC confirmed by ICICI Bank a) Negotiate credit complied documents without recourse <input type="checkbox"/> b) Send discrepant docs on approval basis and post-acceptance negotiate without recourse <input type="checkbox"/> In case of LC not confirmed by ICICI Bank a) Negotiate without recourse post-acceptance <input type="checkbox"/> b) Discount with recourse pre-acceptance and post-acceptance negotiate without recourse (only for customers having post shipment facilities) <input type="checkbox"/>	
8.	Documents to be discounted with recourse/without recourse**	

(**Please strike out which is not applicable)

9.	We hereby confirm that we have not availed any Packing Credit for the enclosed documents#	<input type="checkbox"/>		
10.	a) Has the remittance been received for merchant trade transaction? (Y/N)			
	b) If yes, Is the import bill being routed through ICICI Bank? (Y/N)			
	c) If yes, please mention the reference number of the import bill: _____			
11	PROCEEDS DISPOSAL INSTRUCTIONS.			
	Please credit proceeds (Amount) ₹ _____ _____ to account number _____ with you OR			
	Please remit proceeds in INR by P.O. / DD/ RTGS or remit through T.T. to our working capital / regular bankers. (Name of the bank and branch with detailed instructions)			
12	Please debit charges to the account no. _____ Please use the forward contract(s), as given below			
	Forward Contract No. & Date	Forward Contract Amount	Amount to be Utilised for this remittance	Due Date of the Contract

In case of regularisation of direct dispatch of documents:

We request you for regularisation of direct dispatch of the said documents. The details of the same are as follows:

1. The export proceeds have been realised in full (FIRC enclosed).

2. If the documents are not submitted within 21 days from shipment date to the Authorised Dealer, then reasons for non-submission of documents within 21 days of shipments:

In case of Without Recourse Discounting:

We confirm that the Bill presented with this request letter for Export Bill Negotiation, represents genuine trade transactions for goods supplied / services provided. We confirm that ICICI Bank has the right to refuse or recall any payment made to us, if at any future date it is found that the transaction or documents are tampered with and/ or forged and/ or there is a fraud or if there is a commercial dispute with respect to the trade transactions.

I/We agree and acknowledge#:

The Bank may return or refuse to accept all or any part of a deposit or credit to an Account or process a transaction, at any time, and will not be liable to the Customer for doing so, even if such action causes outstanding items to be dishonoured and returned, or payment orders to be rejected. Refused deposits will be returned to the Customer.

Bank uses the services of correspondent banks to provide various services. Bank will take due care to protect the interest of its customer, but shall not be responsible if there are any losses/liabilities which arise as a result of the action of the correspondent bank and/or any delay in realisation of documents/cheques deposited.

Declaration-cum-undertaking under Section 10(5) Chapter III of FEMA 1999#

I/We hereby declare that the transaction, the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or of any rules, regulation, notification, direction or order made there under. 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 company.

Yours faithfully,

Authorised Signatory

Note: The above format is indicative. The mandatory fields denoted by # are FEMA Declaration (not applicable if one time FEMA declaration given), para relating to "agree and acknowledge" and packing credit declaration.

INVOICE

Exporter and Beneficiary:- Name and Address of Exporter / Seller		Invoice No. and date: ABC123 01/012020		Exporter Ref.: XYZ123	
		Buyer Order No. Date:- OPQ123 01/01/2020			
Buyer:- Name and address of Buyer		Notify Party:- Name and Address of the Other Party Involved other than Buyer			
Consignee:- Name and address of the party whom goods will be delivered other than Buyer		Country of Origin:		Country of final destination:	
Pre-carriage by:	Place of receipt by pre-carriage:	Terms and Delivery of Payment Payment Terms: 100% Advance / 30 % Advance Balance on copy of BL / 90 days usance Delivery Terms: CIF/FOB			
Vessel / Flight No.:	Final destination:				
Port of Loading	Port of Discharge				
Shipping Marks (Can modify as per requirement)	Packaging Details (Can modify as per requirement)	Description of Goods	Quantity- MT/ Cartoons/No. of Pieces	Unit Price / Rate USD, EURO, GBP/ Unit	Amount USD/EURO /GBP
Total in (Words) - US Dollar					
Bank Details ICICI Bank Limited <Address Line 1> <Address Line 2> <City - PIN Code> A/c No. - <Number> SWIFT- ICICINBBCTS					Signature Under Company Seal

PACKING LIST

Exporter and Beneficiary:- Name and Address of Exporter / Seller		Invoice No and date: ABC123 01/012020	Exporter Ref: XYZ123	
		Buyer Order No. Date:- OPQ123 01/01/2020		
Buyer:- Name and address of Buyer		Notify Party:- Name and Address of the Other Party Involved other than Buyer		
Country of Origin:		Country of Discharge:		
No. of Cartons/ Box	Order No.	Order date	Description of Goods	Remarks
(This area is currently blank and contains a large diagonal watermark reading "Sample (CICI Bank)")				
Total Unit: Total Gross Weight: Total Nett Weight: Container No.: SEAL No.:		<u>Signature under Company Seal</u>		

Bill of Exchange- 1st

Draft No.:

Dated:

For Amount of: USD 50,000.00

On Demand / At 90 days sight (Specific date as per LC term) of this first Bill of Exchange (Seconded date and tenor remain same being unpaid).

Pay to the order of ICICI Bank Ltd. / Name of Importer (As per the LC status) the sum of US Dollar 50,00.00.

Drawn under: Invoice No. _____

LC No.: _____

LC Issued By _____

To.
Name of Importer
Address of Importer

Exporter name
Signature