

To: *The Manager,*
BANK OF INDIA
 RUTTONJEE CENTRE, 2ND FLOOR
 11, DUNDRELL STREET, HONG KONG

DRAWER/LAST ENDORSER

DATE _____ FOR: OUTWARD BILLS DEPT

MR. _____ TEL. NO. _____

DRAWEE

We hand you draft and documents as under for disposal in accordance with the following instructions and subject to our General Letter of Pledge/Hypothecation given to you:

for PURCHASE subject to final payment
 for payment to us after COLLECTION
 for NEGOTIATION under Letter of Credit

| ↓ Please mark number of | ↓ Documents attached | Export Licence No. |
|--------------------------|-----------------------|----------------------------------|
| Draft | Signed B/Lading | CPC/Cert. of Origin No. |
| Commercial Invoice | Non-neg. B/Lading | AMOUNT INSURED AND INSURANCE CO. |
| Customs/Consular Invoice | Parcel Post Receipt | |
| Packing / Weight List | Air Waybill | OTHER DOCUMENTS |
| Survey Report | Invoice, Polley/Cert. | |

LETTER OF CREDIT NO. _____ BANK AND BRANCH _____

SHIP OR AIRLINE _____ FROM _____ DATE OF DEPARTURE _____

PORT OF DISCHARGE _____ FINAL DESTINATION _____ GOODS _____

For Bills not under L/C, please follow instructions marked X

- 1) Deliver documents against payment/acceptance.
- 2) Acceptance/Payment may be deferred until arrival of the carrying steamer at destination.
- 3) Advice of non-payment/non-acceptance is to be sent by cable/airmail.
- 4) The bill should be noted/protasted for non-payment/non-acceptance.
- 5) If the documents are not taken up on arrival of the carrying steamer or if any difficulty arises, the goods are to be stored and insured.
- 6) All charges are for our/drawee's account.
- 7) If the bill is not paid on first presentation after arrival of the carrying vessel interest is to be collected @ _____ percent from the date of such first presentation to the date of payment.
- 8) If the bill is not accepted on first presentation after arrival of the carrying vessel interest is to be collected @ _____ percent from the date of such first presentation to the date of acceptance, and also from the due date till the date of payment.
- 9) Collect interest @ _____ percent from the date of draft to the date of payment/arrival of proceeds in _____
- 10) In case of need please refer to _____ after settlement of the bill.
- 11) Please bill by T.T./Issue draft for FOB value of Invoice Amount viz. US\$ _____ We undertake to bear cable/stamp charges.
- 12) (In case of back to documents only)
 Please obtain rest of the documents including invoice no _____ dated _____ and Bill of Lading No _____ dated _____ from Import Dept. under this authority. I confirm that I have checked the documents and found them to be acceptable. You may apply the proceeds of this collection / purchase / negotiation for payments due under our Import LC no _____ dated _____ covering to above documents.
- 13) _____
- 14) _____

We hereby certify that for shipments made on F. O. B. and C. & F. terms, the goods have been duly insured by the Drawee and/or ultimate Consignee at the Port of Destination and in the event of their failing to have done so, whether fully, or partly we hereby safeguard you against all consequences that may arise therefrom and we undertake to hold ourselves responsible for the protection of your interests in the matter.

TERMS AND CURRENCY _____ DRAFT NO./DATE _____ TOTAL AMOUNT _____

It is understood and agreed that having exercised due care in the selection of any correspondent to whom the above-mentioned item may be sent for collection, you shall not be responsible for any act, omission, default, suspension insolvency or bankruptcy of any such correspondent, or sub-agent thereof, or for any default in remittance, loss in exchange or loss of item or its proceeds during transmission or in the course of collection, until such time as actual payment shall have come into your possession. We agree to reimburse you for any advances made in anticipation of collection as well as all disbursements made to effect the same.

It is further agreed that purchases are undertaken by you on the understanding that you will retain recourse to us not only for the due payment of the bill, but also for any loss which may be incurred owing to a moratorium or currency restrictions imposed, or to be imposed, in the country of payment. It is also understood that bills is taken by you only on the terms that your are not liable for any loss, damage or delay howsoever caused.

Yours faithfully,