

# FORM FOR COLLECTION/PURCHASE/NEGOTIATION OF INLAND DOCUMENTS (UNDER LC)



Branch: \_\_\_\_\_

Date 

D	D	M	M	Y	Y	Y	Y
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We request you to handle the enclosed bill as under for Rs. \_\_\_\_\_ in our favour.

Drawer          Drawee (Consignee)          Bank	Invoice No. _____ & Date <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> Drawer Ref: Buyer's Order no. and Date          Drawee (if other than consignee)          Insurance Policy No. & Date <b>We enclose herewith the following documents:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Documents</th> <th style="width: 50%;">Original + Copies</th> </tr> </thead> <tbody> <tr> <td>1. <input type="checkbox"/> Original LC &amp; amendments ( if any with advising Bank letter in original)</td> <td></td> </tr> <tr> <td>2. <input type="checkbox"/> Bill of Exchange</td> <td></td> </tr> <tr> <td>3. Invoice</td> <td></td> </tr> <tr> <td>4. LR/RR/MTR</td> <td></td> </tr> <tr> <td>5. Packing List</td> <td></td> </tr> <tr> <td>6. Insurance Policy</td> <td></td> </tr> <tr> <td>7. Receipted Challan</td> <td></td> </tr> <tr> <td>8. Any other</td> <td></td> </tr> </tbody> </table>	D	D	M	M	Y	Y	Y	Y	Documents	Original + Copies	1. <input type="checkbox"/> Original LC & amendments ( if any with advising Bank letter in original)		2. <input type="checkbox"/> Bill of Exchange		3. Invoice		4. LR/RR/MTR		5. Packing List		6. Insurance Policy		7. Receipted Challan		8. Any other	
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<b>Instructions (Please tick as required)</b> 1. <input type="checkbox"/> Collect 2. <input type="checkbox"/> Purchase / <input type="checkbox"/> Discount 3. <input type="checkbox"/> Dispatch documents by registered air mail/ courier 4. <input type="checkbox"/> Release documents against payment/acceptance 5. <input type="checkbox"/> Negotiate documents drawn under confirmed LC No. _____ issued by _____ (Negotiation is applicable only under confirmed Letter of Credit) 6. Credit our A/c No. _____ on realization of payment. 7. Deduct charges/collect charges from _____ 8. Do not waive charges/ Interest recoverable from drawee. 9. Collect interest @ _____ p.a. from _____ till _____ 10. In Case of need, refer to _____ 11. Any other instruction (Specify) <b>DECLARATION:</b> I/We declare that the particulars given herein are true and correct and that I/We accept the bank's conditions printed overleaf  Date: _____  <b>Signature with seal</b>																											
<b>We note that the Bill Discounting under LC will be with recourse to us. The proceeds may be</b> <input type="checkbox"/> (A) paid to us by credit to our account with you as you are our working capital bankers <input type="checkbox"/> (B) paid to us by credit to our account with you as we do not have any working capital banker <input type="checkbox"/> (C) remitted to us by Pay Order/Demand Draft/RTGS/NEFT payable to our working capital bankers as detailed below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Account Name</td><td></td></tr> <tr><td>Account Number</td><td></td></tr> <tr><td>Bank Name</td><td></td></tr> <tr><td>Bank Address</td><td></td></tr> <tr><td>IFSC Code</td><td></td></tr> </table>		Account Name		Account Number		Bank Name		Bank Address		IFSC Code																	
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We declare that.

- ☐ We are enjoying working capital credit facilities with \_\_\_\_\_ (Name of the bank).
- ☐ We are not enjoying working capital credit facilities with any bank in India.
- ☐ The drawee of this bill is not our associate/sister concern.
- ☐ We are generally dealing in the goods being sold by us which are covered under this LC/Bills
- ☐ The invoices submitted herewith have not been discounted by us with you or with any other bank
- ☐ I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

- ☐ We confirm that the bill represents genuine trade transactions for goods supplied / services provided and the bill has not been drawn pursuant to LCs opened on behalf of parties related to me/us.
- ☐ I/We undertake to indemnify your Bank in the event of any loss suffered by your Bank on account of discounting of the Bill by your Bank including for non-payment by the LC Issuing Bank.

#### TERMS & CONDITIONS

1. We agree to accept the DISCOUNTING / PURCHASE/ NEGOTIATE rate of Interest ruling on the day that the documents are approved by your authorised 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 maintained with your bank 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:
  - Any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or subagent or
  - For any delay in remittance or loss in exchange during transmission or in the course of collection.
  - 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 Customs and Practices for documentary credit ICC publication No. 600, as applicable.
8. We also undertake and agree to pay to the Bank and hereby Authorise 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 dishonour 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.

Yours faithfully,

(Signature of the applicant)

(Director/Partner/Proprietor/Individual)