

To: The Chief Manager,
STATE BANK OF INDIA
 HONG KONG

DRAWER/LAST ENDORSER			
MR.		DATE:	
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: <input type="checkbox"/> for PURCHASE subject to final payment <input type="checkbox"/> for payment to us after COLLECTION <input type="checkbox"/> for NEGOTIATION under Letter of Credit	
TEL. NO.		Export Licence No.	
↓	Please mark number of	↓	Documents attached
	Draft		Signed Bs/Lading
	Commercial Invoice		Non-neg. Bs/Lading
	Customs/Consular Invoice		Parcel Post Receipt
	Packing List		Air Waybill
	Survey Report		Insce. Policy/Cert.
LETTER OF CREDIT NO.		BANK AND BRANCH	
NAME OF SHIP OR AIRLINE		FROM	DATE OF DEPARTURE:
B/L / AWB NO.		TO	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/protected 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 _____ to whom please pay _____ after settlement of the bill.
- 11) Please sell by T.T./Issue draft for FOB value of Invoice Amount viz: _____ We undertake to bear cable/stamp charges.
- 12)
- 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 Drawees and/or ultimate Consignees 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
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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 bill is taken by you only on the terms that you are not liable for any loss, damage or delay howsoever caused.

Yours faithfully,