Request letter for domestic bill processing

To,
The Manager
YES Bank Ltd.,
Branch address
_____,

Date: _____

Dear Sir/Madam,

Export Documents for □ Purchase □ Negotiation □ Discounting □ Collection

Bill amount _____ Tenor _____

We enclose herewith the following export documents:

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

Other documents enclosed:

Original L/C No. _____ dated _____ of _____along with all amendments (no. of amendments ____) and advising letters duly stamped with revenue stamp on the reverse.
EDF form Nos. _____
Date of Transport Doc. (AWB / BL / LR) _____

Debit account no._____ with your branch _____ for all necessary charges and interest.

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

1.	Documents to be delivered against **PAYMENT / ACCEPTANCE ****	
2.	All banking charges outside India are for our / their (drawee) A/C	
3.	If unpaid / unaccepted, store and insure goods.	
4.	Debit all charges including charges in connection with item 4 to our Account no. _____ with yourselves.	
5.	Please forward the documents in one lot by courier / Regd. Air mail** at our cost, risk and responsibility to (name & address of bank)	
6.	Other instructions if any:	

(** Please strike out whichever is not applicable)

7.	**Proceeds disposal instructions.** (mark X wherever applicable)	
	Please credit proceeds (Amount) _____ _____ to operative account no._____ with you.	
	Please remit proceeds in INR by P.O. or remit through T.T. as per instructions enclosed.	

Declaration:
I/we also declare that the transaction does not have linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner. If the transaction involves linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner, I/we undertake not to hold YES Bank Limited responsible for any of its action or inaction in respect of the OFAC-linked transactions.

Note – Default GST registration details as updated in the Bank records will be considered for the said request. In case the no. to be considered is different, please notify below.

GSTIN Registration no.

Yours faithfully,
Authorized Signatory
Company Stamp / Seal

Date _____
Place _____