Indicative format of the request letter to be received from the buyer/seller for LCBD discounting

(On the letterhead of the customer)

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

Date: _____

Sub: Discounting/Financing of documents under LC no. _____ for amount _____

Dear Sir,

With reference to the captioned subject, we enclose herewith the following documents:

1. Irrevocable LC no _____ dated_____ for Rs_____ issued by _____ (Name & Address of the Bank)
2. Bill of exchange for Rs_____
3. Invoice No _____ for Rs_____dated_____
4. Lorry receipt/Delivery challan /any other transport document _____
5. Any other document _____

You are requested to discount the bill and credit Rs_____ to our current account number _____ with_____ (Name of the Bank & branch details) after getting irrevocable acceptance of liability and due date confirmation from LC Opening Bank.

We hereby declare/confirm as follows:

 We are enjoying any credit facilities with YES Bank. In case no, names of banks from whom they are enjoying credit facilities.

 Please remit the discounting proceeds to the_____ (Bank & Account number) where we are enjoying working capital facilities/ in case of no credit facility a declaration to that effect with bank details for credit of proceeds to be taken.

 We have not financed the documents/bill of exchange under the captioned LC/invoices with any other bank.

Declaration – Cum – Undertaking

Please note that you are authorized to deduct the applicable interest and interest on account of delayed realization from the discounted proceeds.

Declaration cum Undertaking (For export bill discounting). We hereby declare that this transaction does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the FEMA 1999 or of any rule, regulation, notification, direction or order made there under. 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. We also undertake that if 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. We further declare that the undersigned has the authority to give this declaration and undertaking on behalf of the firm/company/proprietorship entity.

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: _____