

**INDIAN OVERSEAS BANK**

64 Cecil Street, IOB Building, Singapore 049711

Email: [iob123@singnet.com.sg](mailto:iob123@singnet.com.sg) / [iobtrade@iob.com.sg](mailto:iobtrade@iob.com.sg)

SWIFT: IOBASGSG TELEX: RS23098 OVERIND

Direct Tel: 63724407 Fax: 63241418 Website: [www.iobsingapore.com](http://www.iobsingapore.com)

<b>TO: OUTWARD BILLS DEPT.</b>	<b>DATE:</b>
We submit to you draft and documents as under for disposal in accordance with the following instructions marked : <b>X</b> and subject to our General Letter of Pledge/Hypothecation given to you:	
<input type="checkbox"/> For <b>PURCHASE</b> subject to final payment.	<input type="checkbox"/> For <b>NEGOTIATION</b> under Letter of Credit
<input type="checkbox"/> For payment to us after <b>COLLECTION</b>	

DRAWER / BENEFICIARY / LAST ENDORSER	DRAWEE / APPLICANT
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**Please mark number of Documents attached**

Draft		Signed B/Ls		Cert. of Weight & Quality, Quantity	
Commercial Invoice		Non-Nego.B/Ls		Cert. of Quality and Quantity	
Interest Invoice		Airway Bills		Certificate of Origin	
Packing List		Beneficiary Cert.		Fumigation Cert.	
Weight List		Shipping Cert.		Others Documents	
Measurement List		Shipment Advice			
Radiation Certificate		Insurance Advice			
Phyto. Certificate		Insurance Policy/Cert.			

LETTER OF CREDIT NO.	ISSUING BANK:	TENOR:- SIGHT / USANCE
VESSEL/AIRLINES	BILL OF LADING/AIRWAY BILL NO.:	AMT INSURED AND INSURANCE CO.
PORT OF DISCHARGE:	FINAL DESTINATION:	DESCRIPTION OF GOODS

**FOR BILLS NOT UNDER L/C. PLEASE FOLLOW INSTRUCTIONS MARKED X**

<input type="checkbox"/>	Deliver documents against <b>PAYMENT</b> .	All charges are for our / drawee's account. Waive if refused.
<input type="checkbox"/>	Deliver documents against <b>ACCEPTANCE</b> .	Proceeds to be credited to our a/c with you.
<input type="checkbox"/>	Acceptance/ Payment may be deferred until arrival of the carrying steamer at destination	Proceeds to be remitted to:
<input type="checkbox"/>	Advice of non-payment / non-acceptance is to be sent by swift/telex / airmail.	Other Instructions:
<input type="checkbox"/>	Bill should be noted/ protested for Non-payment/ non-acceptance.	
<input checked="" type="checkbox"/>	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 on our account under advise to us.	Collect Interest at _____ percent p.a. from date of draft / _____ days after date of presentation to date of payment/proceeds reaching destination. Do not waive.

**Please forward documents to:**

TERMS AND CURRENCY	DRAFT NO./DATE	TOTAL AMOUNT:
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It is agreed that where we have given instructions herein Not to protest the bill if unpaid or unaccepted on presentation / arrival of steamer Indian Overseas Bank – retain full recourse on us for recovery of the amount advanced in the event of dishonour of the bill by the drawees. It is further agreed that you shall not be responsible for

- (a) any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or sub-agent, or
- (b) for any delay in remittance or loss in exchange during transmission or in the course of collection, or any loss which may be incurred owing to a moratorium or currency restrictions imposed, or to be imposed, in the country of payment.
- (c) for loss of any bill of exchange or documents in transit or in the possession of any correspondent, agent or sub-agent.

We hereby certify that for shipments made on F.O.B. and C&F terms, the good 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. The related imports already paid or accepted.

**If there are any queries please telephone: \_\_\_\_\_ and ask for \_\_\_\_\_**  
**Quoting our ref: \_\_\_\_\_**

Yours faithfully,

Authorised Signature

**PLEASE SUBMIT PHOTOCOPY OF INVOICE, DRAFT AND BILL OF LADING AND INSURANCE POLICY FOR OUR FILES**

**FOR OFFICE USE ONLY**

OUR REF. DBP / UBP / LDP / LUP

Bill Amount	at	S\$
Less		
	-----	-----
Net Amount Purchased	at	S\$
Less		
Commission	-----	-----
Lieu of exchange	-----	-----
Postages/Courier	-----	-----
Telex/Swift	-----	-----
Total Amount Credited		S\$
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