COLLECTION INSTRUCTIONS

Date : .....
Amount: .....
Tenor : .....

To:The Manager, Trade Services - Exports Dept.
Bank of Ceylon

We submit herewith documents listed below for collection.
Drawee(Buyer) : .....

Address :.....
If any,A/C No.,Telephone No : .....

Docs. Enclosed	Dra	Inv	B/L	NN B/L	AWB	Ins. Pol	GSP C/O	Pkg. List	Insp. Cert.	Phy. Cert.	Hea Cert	Ben Cert	Agn. Cer.	Other
Nos.														

Please follow instructions marked 'X' Where alternatives are listed.

Dispatch of documents to: [ ] Full set by Courier/Reg.Airmail
[ ] First set by Courier/Reg.Airmail [ ] Second set by courier/Reg.Airmail

Please dispatch documents to: .....
[Name and address of .....
Collecting/Presenting Bank] .....
SWIFT CODE : ......

INSTRUCTIONS FOR REMITTING BANK ONLY

[ ] Please purchase documents with recourse to us. [ ] Await receipt of proceeds

Credit proceeds to our C/A No ..... Branch .....
Credit proceeds to our BFC A/C No. .....Branch .....
and debit charges to our C/A No. ..... Branch ....
Recover pre-shipment Loan Ref.)
taken against this shipment) .....

INSTRUCTIONS TO BE CONVEYED TO PRESENTING BANK

[ ] Release Documents against payment **(DP)**
[ ] Release documents against acceptance **(DA)**
[ ] Payment/Acceptance should be effected within
.....days from/after the date of B/L/draft/presentation
[ ] Collect charges from Drawee,If refused
[ ] Waive [ ] Do not waive [ ] Deduct charge from the proceeds
[ ] Collect interest @ ..... % p.a.from Drawee
From .....to .....using 360/365 days
for a year.If refused, [ ] Waive [ ] do not waive
[ ] Please remit ..... to .....
.....being commission due.
[ ] **Other Instructions**

IF UNACCEPTED/UNPAID

[ ] Protest for non-acceptance and/or non-payment.
However, if protesting has to be preceded by noting, according to the laws in the Drawee's country, Please have it noted and then seek my/our instructions immediately for further action.
[ ] Do not protest for non-acceptance/non-payment.
[ ] Store & insure goods under telex advice
[ ] Swift advice of non-payment, stating reasons
[ ] In case of need, for assistance only, Please refer to:
.....
.....

Purchase the document for .....days .....

This collection is subject to the **Uniform Rules for Collection ICC Publication NO.522,** 1995 Revision.

Authorized Signature
(with rubber stamp)

Our Contact Person Name
.....
Tel. No .....