DOCUMENTS (ORIGINAL/COPY) UNDER OPEN ACCOUNT / INVOICE DISCOUNTING

To. The Manager Bank of Ceylon Trade Services - Exports 2nd Floor Head Office, Colombo 01	**1.** Amount: …… Tenor: …… **No. of Purchase Dates -** ……

2. Name and Address of the Buyer: ……
……

3. Invoice No:	Date:	Amount:

4.Transport Document: (Please mark 'X' under applicable cages)

Type:

Multm..Tr.Doc	BL	FCR	AWB	Courier R	Postal R.	Other

Reference No: ……..... Date: ……

Name of Issuer/ Carrier…….....

5.Goods Description:
(in brief)

6. Documents Attached:

	Draft	Inv.	Tran.Doc	PL	CO	IC	Cou.R./Post.R.	Other Documents
Original								
Copy								

7. Instructions: (Please mark 'X' under applicable cages)

- ☐ Dispatch documents to the buyer.
- ☐ Do not dispatch documents to the buyer.
- ☐ I/We have dispatched original documents direct to the buyer by courier/ registered airmail no ……. (Copy of relevant courier receipt/ postal receipt to be attached)
- ☐ I/We have delivered original documents to the forwarder…….
- ☐ I/We have surrendered original B/L to the shipping company

8. Special Instructions: (Please mark 'X' under applicable cages)

- ☐ Please purchase/ discount the bill with recourse to me/us.
  Credit proceeds to our C/A, DFC A/C No ..... Branch .....
  and debit charges to our C/A No. ..... Branch .....
  Recover pre-shipment Loan Ref. (taken against this shipment) .....
- ☐ Do not purchase/ discount the bill and credit proceeds to my/our A/C only on receipt of Proceeds.
- ☐ I/We hereby confirm that I/We have not requested to purchase/ discount the bill with any other Bank.
- ☐ I/we have instructed to the buyer to remit proceeds direct to the Bank of Ceylon, to my/our A/C no.
  (C/A, DFC ..... Bank of Ceylon, Branch .....

9.Non-receipt of payment: (for purchase/ discount bill)
I/We hereby irrevocably undertake to settle the bill amount with any interest and/ or charges due to the Bank of Ceylon if the buyer does not remit funds to the bank on the due date.

10.Contact Details: Name - .....
Tel. Nos. - .....

11.Signature: **12. Date:**

Proprietor/ Partners/ Directors (with rubber stamp)

Note: 1. This letter is to be prepared on the company letterhead.
2. If a limited liability company, two directors or one director with the company Secretary to be signed.