COVER LETTER FOR EXPORTS BILLS UNDER LETTERS OF CREDIT

(Company Letter Head)

The Manager
Bank of Ceylon
Corporate Exports Dept.

Date : ……..……...

We submit herewith documents for …….. drawn under L/C No. ……..…..…….

Issued by …….…… ……...….. together with all the amendments.

Docs enclosed	
Draft	
Invoice	
Bill of Lading	
AWB/HAWB	
Non Neg. B/L	
Packing List	
Weight List	
Insp. Cert.	
Cert. of Origin	
GSP/Form A	
Bene. Cert.	
Insu. Policy/Cert.	
Agent Cert..	
Phyto. Cert.	
Health Cert.	
Weight/Qlty Cert.	
Insu. Advice	
S.L.T.V.	
SAPTA	

Letter of Credit : Attached ☐
With you ☐
With your Credit Dept. ☐

Shipment covering - …….……..……..
Vessel / Air - …..……..…..……..……..
Destination - ..……..…….……..……..
Consignee - ……..……..
B/L or AWB No. - …… Date : ..…..……..

Please pay/Negotiate drafts and/or documents with recourse to us and

Credit proceeds to our C/A No. ……..…… Branch ….…..……..
Credit proceeds to our DFC A/C No. …….…..…… Branch ……..…..…..
And debit charges to our C/A No. ……..…… Branch ……..……

Recover pre-shipment Loan Ref.
Taken against this shipment } …….……..

Dispatch documents by courier ☐ Courier No. ……(if attached)
(Name of the courier)

Cover this bill under our Forward Contract No. ……..

Please give us ☐ days exchange rate.

Name of contact person : ……..…. Telephone No. ……..

…….
Authorised Signature for the beneficiary (with rubber stamp)

For Office use only

Checked by		
C	B	A

Date documents received