The Manager
Exports Dept
Offshore Banking Division
Bank of Ceylon
Colombo 01

Date :…….. 207772220……

We submit herewith documents for (Amount)……. drawn under **L/C No. ……..**

Issued by……. together with all the amendments.

Docs enclosed	
Draft	
Invoice	
GRN	
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. ……..

Other instructions ……..

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

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

For Office use only

Date documents received

Checked by		
C	**B**	**A**

IMPORTANT
1.PREPARE THIS LETTER ON A COMPANY LETTER HEAD