

Presentation of documents for export-collection

Name and address of the presenting party:

Name

Name

Street

Post code/place

Contact person for further information

Phone No. Fax

E-Mail

Our ref.-number:

To

_____ the following documents for collection as per below mentioned instructions:

| Draft/receipt | Commercial invoice | Bill of Lading | Airwaybill |
|------------------------------|-----------------------------------|---------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| Road Consignment Note (CMR) | Railway Bill | Certificate of Origin | Movement Certificate |
| _____ | _____ | _____ | _____ |
| Insurance policy/certificate | Forwarders certificate of receipt | Weight. List/Packing List | Customs/Consulate Invoice |
| _____ | _____ | _____ | _____ |
| Further documents | | | |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| | | | |
|------------------|-------|------------------|-------|
| Currency/Amount: | _____ | Maturity: | _____ |
| Drawee: | _____ | Collecting bank: | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |

Covering shipment of _____

HS-Code(s) _____

(if several HS codes are entered, please separate them with a semicolon)

by _____ from _____ to _____

on _____.

Importer _____

The documents are to be delivered against:

payment

acceptance due on/at _____

Letter of Undertaking

free of charge

Instructions of protest (in case of payment by bill of exchange):

Despatch of documents by courier service _____ our customer No.: _____



Presentation of documents for export-collection

Further instructions:

- The taking up of the documents can be postponed until arrival of goods.
- The accepted bill should be kept by the collection bank until maturity. Please inform us of the due - date.
- The accepted bill is to be sent back to you for return to us.

Information:

In case of difficulties please advise us _____

Representative:

Name and address: _____

who in case of difficulties has to be informed, and who, however, is _____ to dispose of the documents.

Amount to be paid from the collection to the representative _____

Bank data _____

IBAN _____ BIC _____

Charges and interest (to be indicated):

Your charges will be borne by _____ Fees abroad are for _____ account

plus interest Period for calculation: _____ rate of interest: _____

method for calculation: _____

The release of documents is subject to the payment of the charges: yes no

Additional instructions (for example: instructions in case of non-payment):

Please remit the proceeds after receipt of funds to _____
BIC _____ with you.

This order is to be executed in accordance with the „Uniform Rules for Collections“ published by the Internal Cahmber of Commerce, Paris, in its latest edition. _____ aware that, if necessary, the notifications for documentary payments required by the Außenwirtschaftsverordnung (AWV) have to be effected by _____ in accordance with the regulations issued by the German Central Bank (Deutsche Bundesbank)“.

Signature(s):

Place and date _____

Signature(s)/ digital signature(s)
of the principal/company stamp  _____



Presentation of documents for export-collection

Seite 1/2

Copy for the customer

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Name

Name

Street

Post code/place

Contact person for further information

Phone No. _____ Fax _____

E-Mail

Our ref.-number:

To

_____ the following documents for collection as per below mentioned instructions:

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| _____ Further documents | _____ _____ | _____ _____ | _____ _____ |
| _____ _____ | _____ _____ | _____ _____ | _____ _____ |

Currency/Amount: _____
Drawee: _____

Maturity: _____
Collecting bank: _____

Covering shipment of _____
HS-Code(s) _____
(if several HS codes are entered, please separate them with a semicolon)

by _____ from _____ to _____
on _____

Importer _____

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- Letter of Undertaking
- free of charge
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