



SHIPPER's LETTER OF INSTRUCTION

Date:							
FedEx A/c No.		Invoice No.		Date		IEC No.	
						AD Code No.	
FedEx AWB No.		EIN No.				PAN No.	
Shipper		Contract Type (tick one)					
		<input type="checkbox"/> Ex-Works		<input type="checkbox"/> C & F (breakup)		<input type="checkbox"/> C I F (breakup)	
		<input type="checkbox"/> FOB		<input type="checkbox"/> Cost		<input type="checkbox"/> Cost	
				<input type="checkbox"/> Freight		<input type="checkbox"/> Insurance	
				<input type="checkbox"/> Other - Please specify		<input type="checkbox"/> Freight	
		Currency					
Tel No. Email Address Fax No.		Type of Shipping Bill (tick one)					
		<input type="checkbox"/> Drawback		<input type="checkbox"/> DFIA		<input type="checkbox"/> Other - Please specify	
		<input type="checkbox"/> Free Shipping Bill		<input type="checkbox"/> NFEI		<input type="checkbox"/> EOU	
		<input type="checkbox"/> DEEC		<input type="checkbox"/> Re-Export		<input type="checkbox"/> FPS	
		<input type="checkbox"/> EPCG		<input type="checkbox"/> Jobbing			
Consignee		Duty Drawback Details:					
		Bank Detail					
		Current A/c No. <input type="text"/>					
Tel No.		Description of Goods					
Email Address							
Fax No.							
Destination		No. of Packages					
Net Weight		Gross Weight					
Marks and Numbers							

Documents Enclosed (tick where applicable) FedEx AWB (duly complete) <input type="checkbox"/> Invoice (5 copies) <input type="checkbox"/> Packing List (5 copies) <input type="checkbox"/> Buyer Order <input type="checkbox"/> GSP Form <input type="checkbox"/> Original, Duplicate Visa (with 2 copies) <input type="checkbox"/> Export Certificates (with 2 copies) <input type="checkbox"/> Photo copy of IEC with PAN No. <input type="checkbox"/> Bank Certificate <input type="checkbox"/> ARE-1 Form <input type="checkbox"/> Any Export Promotion Council Regn. Copy <input type="checkbox"/>	Mandatory if PSD / EP copy delivery address other than IEC Add. Post shipment document / EP delivery instructions Contact person <input type="text"/> Telephone / Mobile <input type="text"/> Street Address 1 <input type="text"/> Street Address 2 <input type="text"/> City <input type="text"/> PIN number <input type="text"/> Any other instructions on Post shipment docs / EP delivery <input type="text"/>
Details of Duty Benefit Claimed Drawback: Inv Item No. 1 Bank Name <input type="text"/> A/c No <input type="text"/> DBK Sr No <input type="text"/> DBK Rate <input type="text"/> Inv Item No. 2 Bank Name <input type="text"/> A/c No <input type="text"/> DBK Sr No <input type="text"/> DBK Rate <input type="text"/> Reward to be claimed: Yes / No <input type="text"/>	
DEEC / EPCG Details Inv Item No REG No <input type="text"/> Date <input type="text"/> EPCG / DEEC LIC No. / Date: <input type="text"/> (If LIC prior to 2009)	
Any Other Documents: If FPS box is ticked in type of shipping bill please mention on the Shipping Bill as under: "I / WE, HERE BY DECLARE THAT I / WE SHALL CLAIM THE BENEFITS, AS ADMISSIBLE, UNDER CHAPTER 3 OFF TP"	
Other Handling Information GSP REQUIRED? If YES - (It will be prepared by Jeena & Co.) GSP Type : Normal / Tatkal (Same Day) (Please tick any one) GSP Registration No. <input type="text"/> Password: <input type="text"/> If NO - Please provide the GSP (if applicable). Refer www.eicindia.gov.in . for further inquiry.	
We hereby appoint M/s Jeena & Co. as our authorized CHA for filling of our export / import documents in our name & getting our cargo cleared as per the documents and information provided to them by us. We hereby also declare that the information in the subject invoice is as per our knowledge, true and correct and if during custom examination anything found contradictory / objectionable in the shipment neither CHA nor the carrier would be held responsible.	
Shipper Signature and Stamp Shipper Name & Designation <input type="text"/> Contact Details: <input type="text"/>	

MANDATORY REQUIREMENTS FOR BELOW SHIPPING TYPES Note: EVD IS MUST FOR EVERY TYPES OF S/B)				
DRAWBACK	DEEC / DFIA	EPCG	RE-EXPORT	100% EOU
Cenvat Form	Original Consumption Sheet	EPCG Licence	Original Bill of Entry	ANEX. C1
(with comm, division and range)	Copy of Registration Sheet	Copy of Reg. Sheet	Original Import Invoice	ARE 1
Anex 7 (for Leather Items)	IEC Copy		GR Waiver (Bank NOC)	
Net Wt of Items			Chartered Engg.Certificate	