SHIPPER'S LETTER OF INSTRUCTIONS

Shipper's Name: Consignee's Name:

                                                       Date:

IE CODE NO (10 DIGIT) :   (In case of Multiple Offices)
BANK AD CODE # (PART I & II) :
CURRENCY OF INVOICE :
INCOTERMS : F O B / C & F / C & I / C I F :
NATURE OF PAYMENT * : D P / D A / A P / OTHERS :

DETAILS TO BE DECLARED FOR PREPARATION OF SHIPPING BILL

FOB VALUE   :
FREIGHT (IF ANY)   :
INSURANCE (IF ANY)   :
COMMISSION (IF ANY)   :
DISCOUNT (IF ANY)   :

DESCRIPTION OF GOODS TO BE DECLARED ON SHIPPING BILL	NO. OF PKGS. :
	NET WT. :
	GROSS WT. :
DESCRIPTION OF GOODS TO BE DECLARED ON AWB	VOLUME WT. :
	DIMENSION (IN CMS) of each pkg.
	L X B X H

SPECIAL INSTRUCTION IF ANY,
HANDEL WITH CARE

TYPE OF SHIPPING BILL (TICK THE APPROPRIATE)		BELOW DETAILS REQUIRED TO BE DECLARED ON INVOICE
a) FREE TRADE SAMPLE (NON-COMM)	YES / NO	FREE TRADE SAMPLE - VALUE FOR CUSTOMS - NOT FOR SALE
b) DUTY FREE COMMERCIAL	YES / NO	*NOTHING SPECIFIC*
c) EOU SHIPPING BILL	YES / NO	GOODS MANUFACTURED BY EOU & GREEN CARD NUMBER OF EOU
d) DUTY DRAWBACK	YES / NO	DRAWBACK SL. NO & RATE, PRESENT MARKET VALUE (PMV) OF SHPT
e) DUTIABLE SHIPPING BILL	YES /NO	RATE OF CESS/ DUTY TO BE PAID AT CUSTOMS
f) DEPB SHIPPING BILL	YES / NO	DEPB SL NO., RATE, PRODUCT GROUP CODE, SION (STANDARD
g) DFRC SHIPPING BILL	YES / NO	DFRC PRODUCT GROUP CODE, SION SL. NO
h) EPCG SHIPPING BILL	YES / NO	EPCG LICENCE NUMBER & DATE
i) DEEC SHIPPING BILL	YES / NO	DEEC REGISTRATION NUMBER AT AIR CARGO, SL. NO. IN PART (E)
j) REPAIR & RETURN	YES / NO	GOODS BEING EXPORTED ON REPAIR AND RETURN BASIS
k) DUTY DRAWBACK (SECTION 74)	YES / NO	GOODS BEING EXPORTED UNDER SECTION 74 (DUTY DRAWBACK),

PLEASE TICK & LIST THE DOCUMENTS (BEING) HANDED OVER TO DHL WITH SHIPMENT :

1. INVOICE (6 originals)	YES	7. ARE-1 FORM IN DUPLICATE	13. IEC COPY	YES
2. PACKING LIST (6 Originals)	YES	8. VISA/AEPC ENDORSEMENT	14. _____
3. SDF FORM IN DUPLICATE	YES	9. LAB ANALYSIS REPORT	15. _____
4. NON-DG DECLARATION		10. MSDS	16. _____
5. PURCHASE ORDER COPY		11. PHYTOSANITARY CERT	17. _____
6. GR FORM/GR WAIVER		12. GSP CERTIFICATE	18. _____

- We hereby confirm that the above details declared are true and correct.
- We confirm that our company's IEC & Bank AD Code Details
  are registered with EDI System of Air Cargo - *Mumbai*

* LC (Letter of Credit) Shipments are not handled by Air Lines

SIGNATURE OF EXPORTER/STAMP