

# SHIPPER'S LETTER OF INSTRUCTIONS



Shipper's Name:	Consignee's Name:
Date:	

<b>IE CODE NO (10 DIGIT)</b> <b>BANK AD CODE # (PART I &amp; II) :</b> CURRENCY OF INVOICE : INCOTERMS : F O B / C & F / C & I / C I F : NATURE OF PAYMENT * : D P / D A / A P / OTHERS :	(In case of Multiple Offices)
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**DETAILS TO BE DECLARED FOR PREPARATION OF SHIPPING BILL**

FOB VALUE : FREIGHT (IF ANY) : INSURANCE (IF ANY) : COMMISSION (IF ANY) : DISCOUNT (IF ANY) :	
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<b>DESCRIPTION OF GOODS TO BE DECLARED ON SHIPPING BILL</b>	NO. OF PKGS. :
	NET WT. :
	GROSS WT. :

<b>DESCRIPTION OF GOODS TO BE DECLARED ON AWB</b>	VOLUME WT. :
	DIMENSION (IN CMS) of each pkg.

**SPECIAL INSTRUCTION IF ANY,  
HANDEL WITH CARE**

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

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

1. INVOICE (6 originals)		7. ARE-1 FORM IN DUPLICAT	
2. PACKING LIST (6 Originals)		8. VISA/AEPC ENDORSEMEN	14. _____
3. SDF FORM IN DUPLICATE		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. _____
		13. IEC COPY	

- 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 DHL**

SIGNATURE OF EXPORTER/STAMP