

REQUEST LETTER FOR INLAND BILL LC BILL DISCOUNTING – BANK LINE

To,
 The Branch Head
 CSB Bank Ltd.

Date_____

_____ Branch

(Tick whichever applicable)

- ☐ Documents for LC bill discounting under letter of credit number _____ dated _____ issued by _____
- ☐ Documents for bill discounting (not under letter of credit)
- ☐ We refer to the bill discounting facilities being enjoyed by us pursuant to an agreement between us dated _____
- ☐ We request you to discount the following bill under LC using existing bank lines with _____ (insert bank details)
- ☐ We enclose herewith the following documents:
 Bill Amount _____ Tenor _____

Document	Original	Duplicate
Original LC		
Duly stamped bill of exchange		
Commercial invoice		
Lorry receipt/RR		
Packing list		
Insurance policy		
E-way bill		
Other documents (Please mention)		
a. _____		
b. _____		
c. _____		
d. _____		
e. _____		

DOCUMENTS TO BE DISPATCHED TO LC OPENING BANK

Document	Original	Duplicate
Duly stamped bill of exchange		
Commercial invoice		
Lorry Receipt/RR		
Packing list		
Insurance policy		
E-way bill		
Other documents (Please mention)		
a. _____		
b. _____		
c. _____		
d. _____		
e. _____		

Original LC number _____ dated _____ of _____ along with all amendments (no. of amendments _____) and advising letters duly stamped with revenue stamp on the reverse. We note that the purchase bills discounted under LC/Non-LC will be with recourse to us. The proceeds may be.

- ☐ paid to us by credit to our account with you in case you are our working capital bankers.
- ☐ paid to us by credit to our account with you in case we do not have any working capital banker.
- ☐ paid to us by pay order/demand draft payable to our working capital bankers as mentioned below:

Bank name _____

Address _____

Account Holders Name _____

Account Number _____

IFSC Code _____

Kindly note our following instructions: (Select whichever applicable)

- Debit all charges leviable to us including charges, interest on discounting and margin money to our account number _____ with yourselves.
- Please issue PO/DD favoring _____
 (Bank) A/c _____
 (name of beneficiary) A/c number _____

(account number of the beneficiary) and deliver to us/dispatch to the beneficiary's banker at the above.

- I/We confirm that the loan shall not be utilised for subscription to or purchase of shares/debentures; extending loans to subsidiary companies/associates or for making inter-corporate deposits; purchase of gold; any other speculative purposes or any other purpose prohibited by applicable laws and guidelines.
- I/We confirm that the bill represents genuine trade transactions for goods supplied/services provided and has not been drawn pursuant to LCs opened in favor of parties related to me/us.
- I/We undertake to indemnify your Bank in the event of any loss suffered by your Bank on account of discounting of the bill by your Bank including for non-payment by the LC issuing bank.

Thanking you,

Authorised signatory (ies)

Company name and stamp