CSB Bank
Trusted Heritage Smart Future

REQUEST LETTER FOR INLAND BILL DISCOUNTING – CUSTOMER LINE

To,
The Branch Head
CSB Bank Ltd.
____ Branch

Date _____________

(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 ___________________________ sanctioned bill discounting limits bearing sanction reference no. _____________________
- ☐ 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. _______________________		

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Documents to be dispatched to LC opening bank/collecting bank/presenting 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.

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- 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

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