

Presentation of documents for export-collection

Seite 1/2

Copy for the bank

Name and address of the presenting party:

Name

Name

Street

Post code/place

Contact person for further information

Phone No. Fax

E-Mail

Our ref.-number:

To

_____ the following documents for collection as per below mentioned instructions:

Draft/receipt	Commercial invoice	Bill of Lading	Airwaybill
_____	_____	_____	_____
Road Consignment Note (CMR)	Railway Bill	Certificate of Origin	Movement Certificate
_____	_____	_____	_____
Insurance policy/certificate	Forwarders certificate of receipt	Weight. List/Packing List	Customs/Consulate Invoice
_____	_____	_____	_____
Further documents			
_____	_____	_____	_____
_____	_____	_____	_____

Currency/Amount:	_____	Maturity:	_____
Drawee:	_____	Collecting bank:	_____
	_____		_____
	_____		_____
	_____		_____

Covering shipment of _____

HS-Code(s) _____

(if several HS codes are entered, please separate them with a semicolon)

by _____ from _____ to _____

on _____.

Importer _____

The documents are to be delivered against:

- payment
- acceptance due on/at _____
- Letter of Undertaking
- free of charge
- _____

Instructions of protest (in case of payment by bill of exchange):

Despatch of documents by courier service _____ our customer No.: _____



Presentation of documents for export-collection

Further instructions:

- The taking up of the documents can be postponed until arrival of goods.
- The accepted bill should be kept by the collection bank until maturity. Please inform us of the due - date.
- The accepted bill is to be sent back to you for return to us.

Information:

In case of difficulties please advise us _____

Representative:

Name and address: _____
 who in case of difficulties has to be informed, and who, however, is _____ to dispose of the documents.

Amount to be paid from the collection to the representative _____

Bank data _____
 IBAN _____ BIC _____

Charges and interest (to be indicated):

- Your charges will be borne by _____
- Fees abroad are for _____ account
- plus interest Period for calculation: _____ rate of interest: _____
- method for calculation: _____

The release of documents is subject to the payment of the charges: yes no

Additional instructions (for example: instructions in case of non-payment):

Please remit the proceeds after receipt of funds to _____ with you.
 BIC _____

This order is to be executed in accordance with the „Uniform Rules for Collections“ published by the Internal Cahmber of Commerce, Paris, in its latest edition. _____ aware that, if necessary, the notifications for documentary payments required by the Außenwirtschaftsverordnung (AWV) have to be effected by _____ in accordance with the regulations issued by the German Central Bank (Deutsche Bundesbank)“.

Signature(s):

Place and date _____

Signature(s)/ digital signature(s)
 of the principal/company stamp  _____



Presentation of documents for export-collection

Seite 1/2

Copy for the customer

Name and address of the presenting party:

 Name

 Name

 Street

 Post code/place

 Contact person for further information

 Phone No. _____ Fax _____

 E-Mail

 Our ref.-number: _____

To

_____ the following documents for collection as per below mentioned instructions:

Draft/receipt	Commercial invoice	Bill of Lading	Airwaybill
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_____	_____	_____	_____
Further documents			
_____	_____	_____	_____
_____	_____	_____	_____

Currency/Amount: _____	_____	Maturity: _____	_____
Drawee: _____	_____	Collecting bank: _____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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(if several HS codes are entered, please separate them with a semicolon)

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