SHIPPER' S LETTER OF INSTRUCTIONS

Shipper Name:		**Date:**	
Consignee Name:		**Invoice No.**	

IE CODE NO (10 DIGIT) :	
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. :	
VOLUME WT. :	

Description of Goods to be declared on AWB

DIMENSION (IN CMS) of each pkg.

L X B X H

Special Instructon, If any

TYPE OF SHIPPING BILL (CIRCLE YES or NO)		**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 INPUT OUTPUT NORMS) SERIAL NO.
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) AND PART (C) IN DEEC BOOK, QUANTITY
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) , IMPORT BILL OF ENTRY AND IMPORT INVOICE NOS.

Please TICK & LIST the documents provided to DHL with the shipment :

1. INVOICE (4 COPIES)		7. ARE-1 FORM IN DUPLICATE		13 ________________________	
2. PACKING LIST (4 COPIES)		8. VISA/AEPC ENDORSEMENT		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 ________________________	

Please indicate API (As per Invoice) if any detail is mentioned in the Invoice.
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