

(To be completed by the applicant in block letters using black ink pen)

Branch Name –

Date -

We have supplied following commodity/goods and request you to lodge/ finance as per details given below towards the supply of goods:

**Request for (Tick the appropriate option):**

<input type="checkbox"/> Collection Bills (OBC)	<input type="checkbox"/> Bill Purchase – Non LC (BP)	<input type="checkbox"/> Bill Purchase – LC (BP)	<input type="checkbox"/> Bill Discount - Non LC (BD)
<input type="checkbox"/> Bill Discount - LC (BD)	<input type="checkbox"/> Against 100% Advance	<input type="checkbox"/> Bill Negotiation - LC	
Under Letter of Credit <input type="checkbox"/> Yes <input type="checkbox"/> No (Original LC with endorsements, if any, is enclosed)			
If under Letter of Credit, please provide following details: LC Number : _____ Advising Bank's Name : _____ Whether documents on approval basis : <input type="checkbox"/> Yes <input type="checkbox"/> No			
Advance payment received against Sale Contract (if Any) <input type="checkbox"/> Partial <input type="checkbox"/> Full <input type="checkbox"/> NA Inward Payment Reference Number _____ Amount :Rs _____			

**1. Bill Details :**

Bill Currency	INR	Bill amount (In words)	
Bill amount (In figure)			
Terms of Payment	<input type="checkbox"/> Sight <input type="checkbox"/> Usance _____ days from _____		
Supplied goods/ Service		H S Code	
Place of loading		Place of Destination	
Motor Transport Receipts(MTR/LR)/Railway Receipts(R/R)/ Other(Please specify)			

**2. Exporter's (Drawer) Details :**

**3. Buyer's (Drawee) Details :**

Name and address		Name and address	
Contact person		Contact person	
Contact number		Contact number	
E Mail ID		E Mail ID	

**4. Buyer's(Drawee) Bank Details :**

Bank Name and Address	
IFS Code	

**5. Documents attached (Number of documents) :**

Documents	Bill of Exchange/ Draft	Commercial invoice	Transport Doc (MTR,R/R L/R etc)	Packing List	Insurance Policy	Test Cert	Others
Original							
Duplicate							

DATE 

D	D	M	M	Y	Y	Y	Y
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(Authorised Signatory with Company/Firm seal)

✂ ----- TEAR IT FROM HERE -----

**:- ACKNOWLEDGMENT (To be retained by the customer):-**

Received an application for \_\_\_\_\_ (request type) for the amount of \_\_\_\_\_ from M/s \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM for its onward submission to TFBO, Gift City for further processing vide Acknowledgement Number/Reference ID: \_\_\_\_\_.

Date: \_\_\_\_\_

Seal & Sign of Branch Official

