

TO : SEYLAN BANK PLC
SEYLAN TOWERS
P. O. Box 400, 90, Galle Road, Colombo 3, Sri Lanka.

Name and Address of presenter
Person in charge / Ref. Telephone No.

Dear Sir,

Enclosed are the following Documents which please process as per instructions marked 'x' by observing the Special Instructions overleaf subject however to the General Business conditions of Seylan Bank PLC

Amount :	Tenor :
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- Documents to be used for utilisation against L/C No :
- The Documents to be discounted with full recourse.
- The Documents to be sent for Collection.

DOCUMENTS ATTACHED	Draft	Invoice		Packing List	Weight Note	Cert. of Origin	Ins. Policy	B/L AWB	N/N B/L				

Covering Shipment of from to
Per..... B/L, AWB date

To be filled for collection / purchase order only

Drawee (full name and address)

Collecting Bank (full name and address)

Collection charges Correspondent's charges to be paid by Drawees All charges paid by us

Interest to be collected from Drawees at% for any delay in payment i.e. 3 days after presentation Do not waive charges if refused Waive charges (if refused)

Deliver Documents	Despatch Documents	Protest Instructions
<input type="checkbox"/> Against payment	<input type="checkbox"/> Registered Air Mail	<input type="checkbox"/> Do not Protest
<input type="checkbox"/> Against acceptance	<input type="checkbox"/> Courier	<input type="checkbox"/> Protest for non payment / non acceptance

Advise non payment by	Remit proceeds by	Advise payment by
<input type="checkbox"/> Swift	<input type="checkbox"/> Swift	<input type="checkbox"/> Swift

In case of need refer to
who is authorised by us to have the drafts honoured as drawn without altering any of our instructions.

Forward Exchange No..... proceeds to be credited to our A/c Nowith yourbranch

Rs..... under Pre - Export advance No.....to be recovered
For further instructions see reverse

Signature verified	
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Authorised Signatures

This order is to be executed in accord with ICC Uniform Customs and Practice for Documentary publication 600 (2007 Revision) or the ICC Uniform Rules for Collection publication 522 (1995 Revision)

SPECIAL INSTRUCTIONS

If required by exchange regulations, release documents against provisional payment in local currency and drawee's written undertaking to cover any losses incurred by exchange fluctuations and to fulfill the necessary requirements without delay to obtain the remittance in foreign exchange as soon as possible. Surrender draft when draft amount has been remitted in foreign exchange, if documents prescribed on the reverse hereof have been purchased/discounted/ negotiated subject to final payment, it is understood that such purchased/ discount negotiation is conditional and subject to the collection of the documents mentioned on the reverse side and receipt by you of the corresponding funds in foreign exchange. In case the collection will not be honoured or transfer of funds in foreign exchange is not received by you, we will, upon your first demand, reimburse you for the amount so advanced plus interest for the time outstanding at the agreed rate and all charges incurred. If the collection is returned unpaid documents are to be returned by regular mail to our address mentioned on the front page. The Bank may charge back any item purchased/ discounted/ negotiated at any time before final payment, whether returned or not, also any item drawn on the Bank not good at close of business on day deposited.

It is understood that in receiving item for collection, the Bank acts only as our collecting agent and assumes no responsibility beyond the exercise of due care. All items are credited subject to final payment in cash or solvent credits. The Bank will select the correspondent for collection of documents with reasonable care but will not be liable for default or negligence of said correspondent for losses or delays in transit. In case a collecting bank has been indicated which is not acceptable to the bank the bank will inform us accordingly.

If we insist on using the indicated bank that bank will be used as collecting bank at our own risk. Your bank or your correspondents may send items directly or indirectly to any bank including the drawee and accept its' draft or credit as conditional payment in lieu of cash.

unless otherwise stated on the front of this collection order we authorise you to despatch the enclosed documents by using a courier service at our cost instead of sending them by air mail. It is understood that the bank will select a courier service company with reasonable care but will not be liable for any default or negligence of the said company nor for losses or delays in transit.