

# REQUEST LETTER FOR ISSUE OF DELIVERY ORDER (“DO”)/SHIPPING GUARANTEE (“SG”)



Date        
D D M M Y Y Y Y

To,  
IDFC Bank Limited  
 Branch

Dear Sir/Madam,

I/we hereby request you to issue DO/SG as per below detail:

LC No.  for Currency  & Amount

Shipment under BL/AWB No./CAN No.

Import of  From  To

Invoice No.  Invoice Date      Invoice value   
D D M M Y Y Y Y

Name of The Carrier / Agent In favour of whom DO/SG Need To Be Addresses

The goods covered as above have arrived at its destination and is awaiting clearance. Since the original Shipping documents have not been received, we request you to:

- To countersign the enclosed missing BL indemnity (“IMBL”) to enable us to clear the goods.
- To issue a DO to enable us to take delivery of the goods.

We enclose a counter indemnity duly signed in favour of the bank in consideration of your issuing the IMBL/DO/SG at our request. We undertake to accept and retire the documents irrespective of any discrepancy/s on receipt or due date without any demur whatsoever. Margin as required may be debited to our cash credit/ OD account with you. The document may be presented for acceptance/ retired by utilizing the margin deposit on receipt. We confirm that the remittance under import would only be affected subject to receipt of original documents by you at the exchange rate prevailing on the date of remittance. In case the margin provided in INR is inadequate to cover the remittance due to any exchange rate movement or otherwise, the deficit may be recovered from our account. We also note that the deposit of margin provided prior to receipt of document would be eligible for any offset of interest recoverable by you on the bill up to its retirement in case of LC bills under sight. The margin deposit may be utilized to retire the bill on receipt. Deposit provided against collection bill shall be re-credited on receipt of bills in case the terms of collection for delivery of the documents is on DA.

I/We authorize you to debit our A/C No.  for margin deposit to be held as security for insurance of delivery order and/or for principal payment (including charges if any) of documents against this consignment.

I/We hereby instruct you to:

- Keep the DO/SG at your counters from where we shall, through a duly authorised person or the person whose signatures are attested below collect the same.  
Bearer Signature \_\_\_\_\_ & \_\_\_\_\_
- Dispatch the DO/SG, at our risk and cost, to our address (**REGISTERED/COMMUNICATION**) by courier or registered post.

## DECLARATION-CUM-UNDERTAKING UNDER FEMA (Required in case of foreign bank guarantee only)

I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or of any rules, regulation, notification, direction or order made thereunder. I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.

I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the company.

Yours Faithfully,

Authorised Signatory  
Company Stamp/Seal

Place  Date       
D D M M Y Y Y Y