

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

**The Manager**

Trade Finance Dept.  
Sharjah Islamic Bank  
Sharjah - UAE

Submission of documents on “**Collection Basis**” for the amount of \_\_\_\_\_ against our Invoice No. \_\_\_\_\_ covering shipment of \_\_\_\_\_

<b>Name and full address of Drawee/ Importer/ Buyer:</b>	<b>Name and full address of Collecting Bank:</b>
_____	_____
_____	_____
_____	_____
_____	_____

We hereby submit to you full set of documents, details of which are appended hereunder, with a request to please send it to the Collecting Bank for collection of proceeds of documents.

**Documents are to be released to the Drawee against:**

- D/P - Documents against Payment (Sight)
- D/A - Documents against Acceptance
- D/A - Documents against Acceptance (Collecting Bank's Avalization)
- Documents against Mixed Payment

**List of the Documents attached are:**

<b>Nos.</b>	<b>Original</b>	<b>Copies</b>
1. Invoice	___	___
2. Bill of Exchange	___	___
3. Bill of Lading	___	___
4. Air Waybill	___	___
5. Packing List	___	___
6. Certificate of Origin	___	___
7. Other Documents:	_____	_____

**Upon receipt of proceeds, please credit to our Account No. \_\_\_\_\_ with yourselves.**

Your Charges are for:  Our Account  Drawee's account

Collecting Bank charges are for:  Our Account  Drawee's account

Yours/Collecting Bank's Charges may be waived

Yours/Collecting Bank's Charges may NOT be waived.

We do not entertain any request for noting, protesting and insuring of the goods either by us or by collecting bank.

This Collection is subject to Uniform Rules for Collection of International Chamber of Commerce (currently in force)

Thanks & Regards,

Authorized Signature(s) with company stamp