

SHIPPER'S LETTER OF INSTRUCTIONS									
Shipper Name:		Invoice No.:							
Consignee Name:		Invoice Date:							
DHL AIR WAYBILL NUMBER (AWB) :									
IE CODE NO (10 DIGIT) :									
IEC BRANCH CODE :									
PAN NUMBER :									
GSTIN NUMBER :									
IGST Payment Status (Mandatory to TICK MARK from below option (A, B or C) in front of column provided :									
A) NOT APPLICABLE (Valid Reason to be provided)									
B) LUT: Export Under Bond (Copy of valid LUT Required)									
C) Export Agent Payment (in INR on export invoice)									
End use code (EU Code)		TAXABLE AMOUNT -		IGST RATE		IGST AMOUNT -		SST Compensation Cess -	
		Y							
		Invoice should mention intent to claim RoDTEP benefit and HQC at line item level		N		Total No. of line items in invoice?		RoDTEP will be claimed for which line item numbers?	
RoDTEP Benefit to be claimed (Please tick Y/N)									
BANK A/C CODE & PART I & II									
INCOTERMS (E, F, C, D, G, & I / C, I / F)									
NATURE OF PAYMENT - D/P / D/A / A/P									
FOR VALUE									
FREIGHT (IF ANY)									
INSURANCE (IF ANY)									
COMMISSION (IF ANY)									
DISCOUNT (IF ANY)									
PACKING CHARGES (IF ANY)									
NO. OF PKGS.									
NET WT.									
GROSS WT.									
STATE OF ORIGIN									
DISTRICT OF ORIGIN									
E BLOCK UNDER ITC A1A									
CATEGORY OF SHIPPER (Please tick)									
Merchant		Manufacturer							
Y		N						If Y, Please provide Manufacturer name:	
Special instructions, if any									
TYPE OF SHIPPING BILL (TICK MARK)									
BELOW DOCUMENTS REQUIRED WITH THE SHIPMENT									
A) NFEI (Not Export Exchange Involved)		Letter 2/alpha Reason for Export							
B) FREE SHIPPING BILL INVOLVING REMITTANCE		ANNEXURE CT							
C) EDU SHIPPING BILL		DBK SL NO							
D) DUTY DRAWBACK		REGN NO. & DT OF EPOG LIC. COPY OF EPOG LIC. / REGN COPY							
E) EPOG SHIPPING BILL		REGN NO. & DT OF ADV LIC. COPY OF LIC. / REGN COPY / CONSUMPTION SHEET							
F) ADVANCE LICENCE SHIPPING BILL		NO ADDITIONAL DOCUMENTS REQUIRED.							
G) ROSS (Rebate of State Levies)		BE COPY, IMP INVPKG LIST/GR WAWER ON GR FORM/CHARTERED ENGG CERTIFICATE, EXPORT INVPKG LIST, LETTER REQUESTING CUSTOMS FOR 100% EXAMINATION							
H) REPAIR & RETURN									
Please Tick & List the documents provided to DHL with the shipment :									
1. INVOICE (4 COPIES)		5. MEDS		9. SCOMET DECLARATION		10. RoDTEP DECLARATION			
2. PACKING LIST (4 COPIES)		6. PHYTOSANITARY CERT							
3. NON-D DECLARATION		7. VISA/AIR INCORPORATION							
4. LAB ANALYSIS REPORT		8. LETTER TO DC							
In forwarding this document, We authorize DHL Express (India) Pvt. Ltd. (DHL), its group companies and their agents, to act as our agent to clear this Shipment from Customs and also give our consent to sign, submit and file in physical or digital, the e-way bill / shipping bill and other forms, as and when required, under various statutes to authorities for undertaking the Shipment on our behalf.									
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 A/C Code are registered with EDI System of Air Cargo at the port of clearance									
SCOMET Declaration is applicable for chapters 28, 29, 34, 38, 70, 72, 85, 87, 90									
I/C Letter of Credit Shipments are not handled by DHL.									
									SIGNATURE OF EXPORTER/ STAMP