

# Collection Instruction



Date \_\_\_\_\_

AS "Citadele banka" Estonian Branch,  
Narva mnt 63/1, Tallinn, 10152, Estonia  
Phone 77 00 000, e-mail lc@citadele.lv  
SWIFT code PARXEE22

Drawee's Bank

Address

We enclose the following documents for collection

**Drawer (Principal)**

Address

**Amount and Currency**

**Maturity**

- at sight  
 \_\_\_ days after sight  
 latest on \_\_\_\_\_  
 \_\_\_\_\_

**Drawee**

Address

**Goods Description**

<b>Enclosed documents</b>	originals	copies		originals	copies
Draft			Quality Certificate		
Invoice			Air Waybill		
Bill of lading			Certificate of Origin		
Packing list					
Insurance policy					
CMR					
Duplicate of rail waybill					

**The documents to be released to the Drawee against**

- payment  
 acceptance of the above mentioned draft  
 other \_\_\_\_\_

DRAFT  to be sent back after acceptance  to be collected on due date

Additional instructions \_\_\_\_\_

**Bank charges**

- |   |  |  |
|---|--|--|
| Citadele Bank's charges -                       | <input type="checkbox"/> for Drawer's account, | <input type="checkbox"/> for Drawee's account;     |
| in case of refusal of Citadele Bank's charges - | <input type="checkbox"/> for Drawer's account, | <input type="checkbox"/> do not release documents; |
| Drawee's bank charges -                         | <input type="checkbox"/> for Drawer's account, | <input type="checkbox"/> for Drawee's account;     |
| in case of refusal of Drawee's bank charges -   | <input type="checkbox"/> for Drawer's account, | <input type="checkbox"/> do not release documents. |

This Collection is subject to Uniform Rules For Collections, 1995 Revision, ICC Publication No 522.

All documents to be sent by courier service at the Drawer's expense  
After receipt of payment please credit our

Authorized representative of the Drawer

Account No. \_\_\_\_\_ with Citadele Bank

\_\_\_\_\_  
name, surname

Drawer's contact person \_\_\_\_\_

\_\_\_\_\_  
signature

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