Forwarding instructions – export shipment

One page per shipment. Email it to scjoshi@ajaycargo.com or send it on WhatsApp (+91 79777 65009) together with the invoice and packing list. We use it to file the Shipping Bill, book the container and prepare the Bill of Lading draft.

1. Parties

Shipper / exporter	Name, address, IEC, GSTIN, AD Code & bank: _____
Consignee	Name, address, country, contact: _____
Notify party	If different from consignee: _____
Buyer (if not consignee)	_____

2. Shipment

Invoice & PO	Invoice No./date: _____ PO / L/C No.: _____ Currency & value: _____
Incoterm & payment	[ ] FOB [ ] CIF [ ] CFR [ ] EXW [ ] DAP [ ] Other: _____ Payment: [ ] L/C [ ] TT advance [ ] DA/DP _____ days
Cargo	Description: _____ HS code: _____ Packages: _____ Gross / net wt: _____ / _____ kg CBM: _____
Container / mode	[ ] 20' GP [ ] 40' GP [ ] 40' HC [ ] LCL [ ] Air [ ] Open top / flat rack Qty: _____ Hazardous? [ ] No [ ] Yes, UN No./class: _____
Stuffing	[ ] Factory stuffing (self-sealing / e-seal) [ ] CFS stuffing Address & contact: _____ Ready date: _____
Route	Port of loading: _____ Port of discharge: _____ Final destination: _____ Preferred line / vessel / cut-off: _____

3. Documents & scheme

Export scheme	[ ] Free shipping bill [ ] Drawback [ ] Advance Authorisation No. _____ [ ] EPCG No. _____ [ ] RoDTEP [ ] SEZ / EOU
Certificates needed	[ ] Certificate of origin ([ ] Chamber [ ] FTA: _____) [ ] Fumigation [ ] Phytosanitary [ ] Inspection (EIA / third party) [ ] Other: _____
Bill of Lading	[ ] Original (___ sets) [ ] Telex release [ ] Seaway bill Freight: [ ] Prepaid [ ] Collect Special B/L clauses: _____

Insurance	[ ] Arrange marine insurance for INR / USD _____ (110% of CIF) [ ] Covered by buyer / open policy

4. Special instructions

_____
_____
_____
_____

Prepared by: _____ Phone: _____ Date: _____ Signature & stamp: _____