

**Indicative format of the Customer Request letter for Shipping Guarantee/Delivery Order /Copy document endorsements**

**REQUEST LETTER FOR ISSUE OF SHIPPING GUARANTEE(SG)/DELIVERY ORDER (DO)/COPY DOCUMENT ENDORSEMENT**

To  
ICICI Bank Ltd  
Shanghai Branch

Re. LC No. \_\_\_\_\_ for \_\_\_\_\_  
Shipment of \_\_\_\_\_ under B/L/AWB/CAN No. \_\_\_\_\_  
Import of \_\_\_\_\_ from \_\_\_\_\_ of \_\_\_\_\_  
AWB/B/L no. \_\_\_\_\_ INV no. \_\_\_\_\_

**The goods covered under the documents referred to above have arrived at its destination and are awaiting clearance. Since the original shipping documents have not been received, we request you:**

- To counter sign the enclosed missing B/L indemnity ("IMBL") to enable us to clear the goods.
- To issue a Shipping Guarantee ("SG")/Delivery Order ("DO")/Copy document endorsement to enable us to take delivery of the goods.
- We enclose a counter indemnity duly signed in favor of the bank in consideration of your issuing the SG/DO/Copy document endorsement at our request.

We undertake to accept and retire the documents irrespective of any discrepancy/ies on receipt on due date without any demur whatsoever. Cash margin deposit ("Margin Deposit") as required may be debited/lien marked to our A/c.....maintained with you. The document may be presented for acceptance/ retirement by utilising the Margin Deposit on receipt. We confirm that the remittance under import would only be effected subject to receipt of original documents by you at the exchange rate prevailing on the date of remittance. In case the Margin Deposit provided by you is inadequate to cover the remittance due to any exchange rate movement or otherwise, the deficit may be recovered from our A/c..... We also note that the deposit of Margin Deposit provided prior to receipt of documents would be eligible for any offset of interest recoverable by you on the bill upto its retirement in case of L/C bills at sight. The Margin Deposit may be utilised 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 the basis of delivery against acceptance.

We hereby authorise the bank to debit our A/c ..... for applicable charges in this regard.

Yours faithfully,

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Authorised Signatory/ies