

**SHIPPER'S LETTER OF INSTRUCTIONS**

<b>Shipper Name:</b>		<b>Date:</b>	
<b>Consignee Name:</b>		<b>Invoice No.:</b>	

IE CODE NO (10 DIGIT) :	
BANK AD CODE # (PART I & II) :	
CURRENCY OF INVOICE	
INCOTERMS : F O B / C & F / C & I / C I F :	
NATURE OF PAYMENT * : D P / D A / A P / OTHERS	

**Details to be declared for preparation of Shipping Bill**

FOB VALUE	:	
FREIGHT (IF ANY)	:	
INSURANCE (IF ANY)	:	
COMMISSION (IF ANY)	:	
DISCOUNT (IF ANY)	:	

<b>Description of Goods to be declared on Shipping Bill</b>	NO. OF PKGS. :	
	NET WT. :	
	GROSS WT. :	
	VOLUME WT. :	

<b>Description of Goods to be declared on AWB</b>	<b>DIMENSION (IN CMS) of each pkg.</b>
	L X B X H

**Special Instruction, if any**

TYPE OF SHIPPING BILL ( CIRCLE YES or NO)	BELOW DETAILS REQUIRED TO BE DECLARED ON INVOICE
a) FREE TRADE SAMPLE (NON-COMM)	YES / NO FREE TRADE SAMPLE - VALUE FOR CUSTOMS - NOT FOR SALE
b) DUTY FREE COMMERCIAL	YES / NO <i>NOTHING SPECIFIC</i>
c) EOU SHIPPING BILL	YES / NO GOODS MANUFACTURED BY EOU & GREEN CARD NUMBER OF EOU
d) DUTY DRAWBACK	YES / NO DRAWBACK SL. NO & RATE, PRESENT MARKET VALUE (PMV) OF SHPT
e) DUTIABLE SHIPPING BILL	YES / NO RATE OF CESS/ DUTY TO BE PAID AT CUSTOMS
f) DEPB SHIPPING BILL	YES / NO DEPB SL NO., RATE, PRODUCT GROUP CODE, SION ( STANDARD INPUT OUTPUT NORMS) SERIAL NO.
g) DFRC SHIPPING BILL	YES / NO DFRC PRODUCT GROUP CODE, SION SL. NO
h) EPCG SHIPPING BILL	YES / NO EPCG LICENCE NUMBER & DATE
i) DEEC SHIPPING BILL	YES / NO DEEC REGISTRATION NUMBER AT AIR CARGO, SL. NO. IN PART (E) AND PART (C) IN DEEC BOOK, QUANTITY
j) REPAIR & RETURN	YES / NO GOODS BEING EXPORTED ON REPAIR AND RETURN BASIS
k) DUTY DRAWBACK (SECTION 74)	YES / NO GOODS BEING EXPORTED UNDER SECTION 74 ( DUTY DRAWBACK) , IMPORT BILL OF ENTRY AND IMPORT INVOICE NOS.

**Please TICK & LIST the documents provided to DHL with the shipment :**

1. INVOICE (4 COPIES)	<input type="checkbox"/>	7. ARE-1 FORM IN DUPLICATE	<input type="checkbox"/>	13 _____	<input type="checkbox"/>
2. PACKING LIST (4 COPIES)	<input type="checkbox"/>	8. VISA/AEPC ENDORSEMENT	<input type="checkbox"/>	14 _____	<input type="checkbox"/>
3. SDF FORM IN DUPLICATE	<input type="checkbox"/>	9. LAB ANALYSIS REPORT	<input type="checkbox"/>	15 _____	<input type="checkbox"/>
4. NON-DG DECLARATION	<input type="checkbox"/>	10. MSDS	<input type="checkbox"/>	16 _____	<input type="checkbox"/>
5. PURCHASE ORDER COPY	<input type="checkbox"/>	11. PHYTOSANITARY CERT	<input type="checkbox"/>	17 _____	<input type="checkbox"/>
6. GR FORM/GR WAIVER	<input type="checkbox"/>	12. GSP CERTIFICATE	<input type="checkbox"/>	18 _____	<input type="checkbox"/>

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 AD Code Details are registered with EDI System of Air Cargo - **Kenya**  
**\* LC (Letter of Credit) Shipments are not handled by DHL**

SIGNATURE OF EXPORTER/STAMP