

## DOCUMENTARY COLLECTION PRESENTATION DOCUMENT

Date:	Customer Reference: (e.g. invoice no.)		
Drawer Name and Address:	(Your Name and Address as our customer): Or Drawer's name as it is required to appear on remittance instructions cover		
Drawer's Email Address:		Drawer's Tel No.	
Bill currency		Bill Amount to be collected	

**Drawee / Importer / Buyer:**  
*Full name and address of the Buyer/Importer*

**Collecting Bank Details:**  
*Full name and address of buyer/importer's bank*

**Drawee's Telephone:**  
**Drawee's Contact Name:**  
**Drawee's Email Address:**

**Zip/Pin Code:**  
**Telephone:**  
**Swift ID:**

We enclose herewith the following original documents for your handling under collection subject to URC522 or latest version in accordance with our instructions below: *(For each document mention number of originals and copies presented).*

**Note:** An extra copy of all documents is required for DIB's records. Otherwise copy charges will apply.

Documents	Draft / BE	Invoice	B/L	AWB	Delivery Note	Cert of Origin	Inspection Certificate	Insurance Certificate/ Policy	Beneficiary Certificate
Original									
Copies									
Other Document									
Country of Origin of Goods									

Ultimate Supplier Name (in case the port of loading country stated in the bill of lading is different from the domiciled country of beneficiary):

IMO number of the vessel (when there is any feeder vessel name is mentioned in bill of lading):

**Bill Tenor:** ☐ Sight ☐ Usance (state number of days - from the date of Acceptan / Bill of Lading / Airway bill / Delivery Note /Acceptance date - As applicable)

**Deliver document against:**

☐ Payment ☐ Acceptance ☐ Adding Collecting Bank Avalized Acceptance  
☐ Acceptance against drawee's Letter of Undertaking/Promissory note. ☐ Free of Payment.

**Partial Payment** ☐ Allowed ☐ Not Allowed

Please intimate us upon receipt of Acceptance / Payment

Please debit our Account No: \_\_\_\_\_ held with Dubai Islamic bank for your processing Charges.

Upon receipt of funds, please credit the fund in our Account No \_\_\_\_\_  
**corresponding with bill currency** held with Dubai Islamic Bank PJC (DIB) after deduction of your charges (as applicable).

**It is understood that DIB being an Islamic bank will not handle any documents in respect of Sharia non-compliant goods, services or transactions including any documents that require payment or receiving of interest or processing / facilitating of the forgoing.**

## TERMS AND CONDITIONS

This presentation document and any or all services performed by DIB are subject to the Uniform Rules for Collections (URC 522) or latest version established by International Chamber of Commerce.

**Certification of Documents:** We, the undersigned affirm that all enclosed documents, and any other document in relation to the underlying shipment or goods as described in the enclosed documents are accurate, correct and complete original documents which are in full force and in effect at the date of this presentation.

**Communication Protocol:** All communications regarding this presentation must be in writing and can be delivered personally, sent by recorded delivery, or communicated via email (only if email indemnity is held). Notices delivered in person become effective upon delivery, while email notifications take effect once confirmed as received (where applicable and only if email indemnity is held).

**Confidential Information Disclosure:** We permit the disclosure of our confidential information to necessary personnel of DIB and as mandated by Law.

**Indemnification:** We agree to indemnify DIB against any claims or losses arising from the handling of the enclosed documents and authorize DIB to debit our account for any amounts due if proceeds from the documents are not received.

**Liability Limitations:** DIB and its representatives are not liable for any claims arising from this presentation and terms and conditions. This limitation applies even if the remedies fail to meet their essential purpose.

**Responsibility for Documents:** We accept full responsibility for the enclosed and related documents, ensuring they are properly signed by authorized individuals. DIB is not obligated to verify signatures beyond the Covering letter under this presentation document.

**Rights of Third Parties:** No third party has the right to enforce any terms under this presentation document.

**Governing Law:** The terms and conditions of this presentation document shall be governed by the UAE federal laws. Dubai courts shall have the non-exclusive jurisdiction over any claim or dispute arising out of or in connection with the terms and conditions of this presentation document.

Your company Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signatories & Stamp