Required Details to be filled in the Applications:

1. Application Date
2. Account Name (For proceeds to be credited)
3. Account Number
4. Bill Amount
5. Drawee Details
6. Collecting Bank full details
7. Tenor
8. List of Documents Enclosed
9. Special instructions if any
10. Account no. for Charges (This is required only if the above account no. is different)
11. Customer Signature & Stamp

Addition requirements:

1. Documents enclosed as per the Application.
2. Tenor – if selected as D/A – Bill of Exchange drawn on Drawee must be presented.