



INTEGRATED MANAGEMENT SYSTEM

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LETTER FOR OBTAINING SHIPPING DOCUMENTS

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BANGLADESH POWER DEVELOPMENT BOARD
OFFICE OF THE DEPUTY DIRECTOR (C&M)
(Letter for obtaining shipping documents)

Ref. No.....

DATED.....20....

To

The Director (Purchase)
Bangladesh Power Development Board
WAPDA Building
Motijheel C/A
Dhaka-1000

Sub:.....

P.O. No.....Date.....

Ex. S.S.....Due.....

Ref:

Kindly arrange to send the following documents for clearance of the above consignment at an early date.

1. B.L No.....N/Negotiable/Original
2. Invoice.....
3. Import License.....
4. Bank Draft.....
5. Packing List.....
6. Insurance Policy.....
7. Copy of Purchase Order No.....
8. Freight Charges Memo.....
9. Catalogue.....
10. Certificate of Origin/Test/Quality etc.....

DEPUTY DIRECTOR (C&M)
BANGLADESH POWER DEVELOPMENT BOARD
DHAKA/CTG/KHULNA

Prepared By		Approved By	
Reviewed By			