

To : The Manager  
**The Hongkong and Shanghai Banking Corporation Limited**

Branch

Date

**INSTRUCTIONS FOR PARTIAL TRANSFER OF CREDIT (With Substitution of Invoices)**

NOTE : Please tick ( ☐ ) where applicable.

**Original Documentary Credit Information**

Original DC Number	Issued By	
Amount	Bank Name : Latest Shipment Date	City: Expiry Date
First Beneficiary/Transferor Name		IMP/EXP Account No.
Contact Person		
Name:		Telephone No :

**Transfer Documentary Credit Details**

Second Beneficiary/Transferee Name and Address		
Contact Person		
Name:		
Telephone No:		
Advise Transferee by		
<input type="checkbox"/> Full Teletransmission <input type="checkbox"/> Courier <input type="checkbox"/> Mail <input type="checkbox"/> Airmail    ( <input type="checkbox"/> with <input type="checkbox"/> without    Brief Teletransmission)		
Amount in Words		Amount in Figures
Latest Shipment Date	Expiry Date	Quantity and Unit Price of Goods (if any)
Special Instructions (if any)		

**Charges**

Please debit DC Transfer Commission to our account no. : \_\_\_\_\_

For Office Use Only	
No: _____	Cable : _____
Trf Commission: _____	Others: _____
Postage: _____	Total: _____

We request you to effect a partial transfer of the above documentary credit with substitution of invoices for our account in accordance with the above instructions and subject to the conditions mentioned overleaf. We irrevocably retain the right to refuse to allow you to advise amendments to the transferee.

Authorised Signature(s)
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**Conditions:**

1. a. We agree to deliver to you on or before the date on which the transferee's draft and documents are presented to you for payment (A) our draft in an amount equal to the amount of the relative drawing authorised and (B) our commercial invoices drawn in accordance with the original Documentary Credit in order that these documents may be substituted for the transferee's invoices which are to be delivered to us together with your payment for the difference between the two invoices, less any charges due to you. In addition to our draft and invoices we also undertake to deliver to you any other documents which may be needed to substitute for any of the transferee's documents, which do not comply as regards value etc. with the requirements of the original Credit. Should we fail, upon your request, to hand to you immediately the draft, invoices and any other documents required as mentioned above, you are authorised to forward the invoices and other documents accompanying the draft of the transferee to your principals without any responsibility on your part to make payment to us of the amount referred to above and you shall have no other responsibility to us.
- b. Without any commitment on your part to make payment to transferee before receipt of payment under original Documentary Credit, we agreed to be charged with interest for the period, if any, between the date of your payment to the transferee until the date of payment of the documents under the original Documentary Credit, and with any charges incurred by you or your correspondents in connection with this transferred Credit.
- c. Alterations to the Credit must be notified to us and not to the transferee.
- d. We agree that to enable you to provide or consider whether to provide us with services, we are required to supply to you, personal, account and transactional information ("Customer Information").

Subject to your agreeing to provide such services as we may request, you will use, store and transfer (whether within or outside Singapore) and/or exchange such details and information to or with all such persons as you may consider necessary. This includes but is not limited to any member of the HSBC Group for any and all purposes in connection with such service and/or for the purpose of promoting, improving and furthering the provision of other financial services by you and any member of the HSBC Group to us generally, and/or any other purposes and to such persons as may be in accordance with your general policy on disclosure of information as set out in statements, circulars, notices or other terms and conditions made available by you to us from time to time.

Without prejudice to the above, we acknowledge that, where you consider it necessary or appropriate, you may transfer any such data, details or information to any service provider (whether situated in or outside Singapore), under conditions or confidentiality imposed on such service providers, for the purpose of data processing or providing any service on behalf of you to us (including third party service providers, sales and telemarketing agencies).

We agree and acknowledge that overseas service providers may be required by law to disclose information received from you to third parties. Such circumstances include the service provider being compelled to disclose information pursuant to a court order, police investigations and criminal prosecutions for tax evasion or other offences.

2. Neither you nor your Correspondents shall be responsible for the descriptions, quantity, quality or value of the merchandise shipped under the transferred Documentary Credit, nor for the correctness, genuineness or validity of the documents, nor for any other cause beyond your or their control.
3. Your original advice of Credit is returned to you herewith and we shall be glad if you will notify the new beneficiary at our expense.
4. Unless you receive our instructions concerning any amendments mailed to our last known address within 7 days, you are at liberty (but are not so bound) to advise the issuing bank that the amendments have not been accepted by us.
5. Except so far as otherwise expressly stated, this transferred Documentary Credit is subject to Uniform Customs and Practice for Documentary Credit (2007 Revision), International Chamber of Commerce Publication No. 600.