

1. Date

D	D	M	M	Y	Y	Y	Y
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Export Documentary Credit (DC) Bill Negotiation/Trade Collection Instruction

To : The Hongkong and Shanghai Banking Corporation Limited, Singapore Branch ("HSBC")

HSBC Bill Reference No (Bank Use only)

Export Account Number (if known)

2. Instruction (Application)

This is an application for the trade service(s) specified below. Please select the trade service(s) you require, complete the required information and provide any instructions related to the trade service(s).

☐ Presentation/Negotiation ☐ Documents for Collection

2.1 Presentation/Negotiation under DC

- ☐ Payment to us after receipt of funds from the Issuing/
Nominated bank under DC without financing.
- ☐ Discount immediately upon checking documents.
- ☐ Discount upon acceptance by issuing bank.

Handling of Documents

- ☐ Send documents to issuing bank without checking.
- ☐ Send documents to issuing bank on acceptance basis.
- ☐ Send cable to Issuing bank for authority to
negotiate discrepant documents.

Other Bank Negotiation where DC is restricted to another
bank, request restricted bank to:

- ☐ Negotiate/accept/pay after checking documents.
- ☐ Send documents to issuing bank on acceptance basis.

2.2 Documents for Collection

- ☐ Payment to us after proceeds received under D/P or D/A
- ☐ Financing under D/P or D/A

3. Other Instructions

4.1 Beneficiary/Drawer Name (the Customer)

4.3 Name of Contact Person

4.4 Contact Tel Number

4.2 Beneficiary/Drawer Address

4.5 Customer's Reference Number

5.1 Applicant/Drawee (Buyer) Name

5.2 Applicant/Drawee (Buyer) Address

5.3 DC Number

5.4 DC Date

D	D	M	M	Y	Y	Y	Y
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5.5 Invoice Number (for reference in all correspondence)

5.6 DC Issuing Bank/Collecting Bank Name

5.8 Drawee Name on draft – only if different from 5.6 (DC Only)

5.7 DC Issuing Bank/Collecting Bank Address inc Postal Code

5.9 Drawee Address on draft – only if different from 5.7 (DC Only)

6.1 Bill Currency and Amount (Claim amount)

6.2 Bill Currency and Amount in Words (Claim amount)

6.3 Tenor

☐ Sight / ☐ days

6.4 Additional information for Bill / Draft

7. Brief Description of Goods (e.g. Toys, Garments, etc)
8. Number of Documents attached

Document	Org	Copy	Document	Org	Copy
8.1 Drafts			8.2 Invoices		
8.3 Insurance Policy			8.4 Packing List		
8.5 Weight List / Note			8.6 Certificate of Origin		
8.7 Bill of Lading			8.8 Airway Bill		
8.9 Inspection Certificate			8.10 Non-negotiable Seaway Bill		
8.11 Beneficiary Certificate			8.12 Forwarders Cargo Certificate		
8.13 Shipment Advice			8.14 Cert of Quality / Quantity		
Other Documents			8.16		
8.17			8.18		
8.19			8.20		

9. Proceeds Disposal

☐ Credit Our account number Currency

☐ Use Exchange Contract to convert proceeds (if applicable) Contract No.

☐ Credit to Our account with Other bank

account number

with (beneficiary's bank agent)

☐ Deduct (Amount) to repay loan number / bill number / Back to Back DC/

Transferable DC number

10. DC Bills Charges Charges A/C No. Charges CCY **BILLS UNDER DA/DP****11.1 Document Release**

- ☐ Release Documents against Payment – D/P
- ☐ Release Documents against Acceptance – D/A

11.3 Waive Interest and Charges

If charges and/or interest refused ☐ Waive/ ☐ Do not Waive

11.5 Charges

We will pay ☐ your charges ☐ overseas charges

Drawee to pay ☐ your charges ☐ overseas charges

Charges A/C No. Charges CCY

11.2 Protest

For Non-acceptance and/or Non-payment

☐ Protest/ ☐ Do not Protest

11.4 Interest

☐ Collect Interest @ % p.a. from Drawee

from date of

until date of

11.6 Advise if Unpaid/unaccepted By ☐ Cable ☐ Airmail

We refer to HSBC's Standard Trade Terms (as amended from time to time) which can be accessed, read and printed by the Customer at/ from www.gbm.hsbc.com/gtrfstt or alternatively the Customer can request a copy from its Relationship Manager (the Standard Trade Terms).

This application incorporates and is subject to the Standard Trade Terms as though they were set out in full in this application, and together they form an important agreement.

By signing this application the Customer:

- irrevocably requests HSBC to provide the above trade service(s) in accordance with the instructions in this application; and
- confirms that it has read and understood the Standard Trade Terms and agrees that this application incorporates the Standard Trade Terms and that the Standard Trade Terms applies to the above requested trade service(s).

Signed for and on behalf of the Customer:

Authorised Signatories and Company Chop

Pay to the order of any Bank or Trust Company
THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

Pay to the order of any Bank or Trust Company
THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

MANAGER

Singapore / /

Second of Exchange (First being unpaid) Pay to the order of **The Hongkong And Shanghai Banking Corporation Limited**

To / /

MANAGER

Singapore / /

First of Exchange (Second being unpaid) Pay to the order of **The Hongkong And Shanghai Banking Corporation Limited**

To / /
