

1. Date

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

To: The Hongkong and Shanghai Banking Corporation Limited

HSBC Bill Reference No (Bank use only) <input type="text"/>		Export Account Number <input type="text"/>	
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 <input type="checkbox"/> Payment to us after receipt of funds from the DC Issuing Bank or nominated bank under DC without your financing. <input type="checkbox"/> Checking of documents is requested (Note: No checking of documents will be performed unless the Bank agrees to the Customer's request to do so) <input type="checkbox"/> For negotiation (purchase/prepayment/advance) under the DC <input type="checkbox"/> After receipt of acceptance from DC Issuing Bank <input type="checkbox"/> Other (please specify)		2.2 Documents for Collection <input type="checkbox"/> Payment to us after proceeds received under D/P or D/A <input type="checkbox"/> 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 	
5.1 Applicant/Drawee (Buyer) Name 5.3 DC Number <input type="text"/>		5.2 Applicant/Drawee (Buyer) Address 5.5 Customer's Reference Number (e.g. Invoice number)	
5.4 DC Issuing Bank/Collecting Bank Name and Address			
6. Insurance Insurance to be covered by Applicant/Drawee (Buyer) Please arrange the marine insurance to protect our title of goods during transit to destination under FOB or CFR term			

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7. Brief Description of Goods (e.g. Toys, Garment, etc.)

8.1 Bill Currency and Amount (Claim amount)

8.2 Tenor

Sight/ days

9. Number of Documents attached

Document	Org	Copy	Document	Org	Copy
9.1 Drafts			9.2 Invoices		
9.3 Customs Certificate			9.4 Customs Invoice		
9.5 Insurance Policy / Certificate			9.6 Packing list		
9.7 Weight List / Note			9.8 Certificate of origin		
9.9 Bill of Lading			9.10 Airway Bill		
9.11 Inspection Certificate			9.12 Export Licence		
9.13 Non-negotiable B/L			9.14 Beneficiary certifica		
9.15 Forwarders Cargo Receipt			9.16 Shipment advice		
Other Documents			9.17 GSP Form A		
9.18			9.19		
9.20			9.21		
9.22			9.23		

10. Proceeds to first settle Import Bill

For Back-to-Back DC/ EWB/ Transfer DC Documents

Amount Bill Number/Transfer DC Number/Back to Back DC number

11. Proceeds Disposal

Deduct (Amount) to repay loan number

Credit Our account number Currency and A/C: Current / Savings

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

12. Account No. and Currency to be debited for Charges (if applicable)

COLLECTION INSTRUCTIONS FOR BILLS UNDER DA/DP

13.1 Document Release

- Release Documents against Payment – D/P
- Release Documents against Acceptance – D/A
- Acceptance/Payment may await Arrival of Carrying Vessel

13.3 Waive Interest and Charges

If charges and/ or interest refused

- Waive/ Do not Waive

13.5 Charges

- COLLECT Overseas Charges from the Drawee
- DEDUCT Charges from the proceeds

13.2 Protest

For Non-acceptance and / or Non-payment

- Protest/ Do not protest

Note: If no instructions are given regarding protest the Bank will assume that protest is NOT required

13.4 Interest

- Collect Interest @ % p.a. from Drawee

from date of

until date of

14.1 Agent Name

14.2 Agent Payment

- From Proceeds deduct

14.3 Agent Contact Details (in case of need but without authority to amend the terms of the bill)

to be paid to above Agent

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 (if applicable)