

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)

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).

#### 2.1 Presentation/Negotiation under DC

- ☐ Payment to us after receipt of funds from the DC Issuing bank under DC without your financing
- ☐ 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)
- ☐ For negotiation (purchase/prepayment/advance) under the DC
- ☐ After receipt of acceptance from DC Issuing Bank
- ☐ Other (please specify)

#### 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

#### 5.1 Applicant/Drawee (Buyer) Name

#### 5.3 DC Number

#### 5.4 DC Issuing Bank/Collecting Bank Name and Address

 Name

 Address1

 Address2

 Address3

 Country / Territory

#### 5.2 Applicant/Drawee (Buyer) Address

 Address1

 Address2

 Address3

 Country / Territory

#### 5.5 Customer's Reference Number (e.g. Invoice number)

#### 5.6 HSBC Reference Number (e.g. DCAAMXXXXXXX)

#### 6.1 Bill Currency and Amount (Claim amount)

 

#### 6.3 Tenor

☐ Sight / ☐  days

#### 6.2 Bill Currency and Amount in Words (Claim amount)

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

### 8. Insurance

☐ Insurance to be covered by Applicant/Drawee (buyer) Policy ☐ Please arrange the marine insurance to protect our title of goods during transit to destination under FOB or CFR term

9. Number of Documents attached  (provide total number of original and copies of documents attached to this application)

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 certificate		
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)

Currency  and A/C ☐ Current / ☐ Savings

**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

**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 terms of the bill)

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](http://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:

**Company Chop** (if applicable)

**Authorized Signatories**