

Branch

**For Bank Use Only**

Bank Control Number

**EXPORT TRADE COLLECTION/ NEGOTIATION INSTRUCTIONS**

We hand you draft and/or documents as under for disposal in accordance with the following instruction and subject to our Trade Financing General Agreement given to you and to the terms and conditions overleaf for:

- NEGOTIATION under documentary credit ('DC')
- NEGOTIATION after receipt of acceptance from DC issuing bank
- ADVANCE PAYMENT under DC restricted to paying bank (Please also fill in the box 'Loan Granted under Restricted Bill')
- PAYMENT to us after receipt of funds from DC issuing bank
- NEGOTIATION under Usance DC confirmed by HSBC (as per Clause 5 of Terms and Conditions overleaf)
- FINANCING under D/P or D/A
- PAYMENT to us after proceeds received under D/P or D/A

Drawer/Beneficiary (Full Name and Address)  Facsimile Number Drawee/Applicant  Facsimile Number                      Telephone Number DC Issuing Bank and Number/Collecting Bank's Name and Address (For Non-DC Bills) Brief Description of Goods (eg Toys, Garments, etc)	Name of Contact Person (Mr/Mrs/Miss/Ms) Contact Telephone Number (Ext:                      ) Invoice Number                      ICC Incoterms (eg FOB, CFR, etc) and Payment Terms (eg at sight, 30 days sight, etc) Departure/On Board Date                      Bills of Lading, Air Waybills or Parcel Post Receipt Number Vessel/Flight Number                      Sea/Airport of Loading Port of Discharge                      Final Destination if On Carriage Other Instructions <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Number of Documents attached</th> </tr> <tr> <td style="width: 50%;">Draft</td> <td>Commercial Invoice</td> </tr> <tr> <td>Customer Certificate</td> <td>Customs Invoice</td> </tr> <tr> <td>Insurance Policy</td> <td>Packing List</td> </tr> <tr> <td>Weight Note</td> <td>Certificate of Origin</td> </tr> <tr> <td>Bill of Lading</td> <td>Air Waybill</td> </tr> <tr> <td>Inspection Certificate</td> <td>Export Licence</td> </tr> <tr> <td>Non-negotiable Bill of Lading</td> <td>GSP Form A</td> </tr> </table>	Number of Documents attached		Draft	Commercial Invoice	Customer Certificate	Customs Invoice	Insurance Policy	Packing List	Weight Note	Certificate of Origin	Bill of Lading	Air Waybill	Inspection Certificate	Export Licence	Non-negotiable Bill of Lading	GSP Form A
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<b>Loan Granted under Restricted Bill</b> <input type="checkbox"/> Request for loan of (amount)                      _____ DC Advice and restricted to (name of paying bank)                      _____ In consideration, of your granting us a Loan against documents submitted under the aforementioned DC advised and/or restricted to the paying bank, we hereby assign to you, as security for the Loan and any other amounts owing in connection therewith, all our rights, title and interest in the aforementioned DC (and any bills issued thereunder), and without prejudice to your rights under the above assignment, irrevocably instruct you to apply any sums received in respect of the aforementioned DC in the reduction of the Loan and of any interest which may be due thereon. In the event that payment is not received by you within _____ days of this Collection Order, we authorise you to debit our account in the refund of the Loan and/or enforce the above assignment without notice. This instruction is in addition to and not in substitution for any other Instructions or Agreements that have been made between us.		X Authorised Signature(s) and Company Stamp (if applicable) Date <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">                     S.V.                 </div>															
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Product Code	Please stick the Bill Reference label here	Product Suffix															

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Send Documents To		Usance/Maturity		ECIC Cover <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Agent Commission		Reimbursement Fee			
		Interest		Exchange Rate			
		Acceptance Commission		Commission in Lieu of Exchange			
Reimburse From		Cable Charges		Commission			
		Postage		Checking Fee			
		Other Charges		Amount Transfer to Import/Export			
		CBID Code		Country Code			
Refer Code		Reimbursement Instruction Code		Net Proceeds			
Letter of Guarantee <input type="checkbox"/> with Title Documents <input type="checkbox"/> without Title Documents		VDU <input type="checkbox"/> Captured <input type="checkbox"/> Checked <input type="checkbox"/> Approved			Date		
		Schedule Instructions <input type="checkbox"/> AZ <input type="checkbox"/> DD <input type="checkbox"/> EE <input type="checkbox"/> FA <input type="checkbox"/> KK <input type="checkbox"/> MA <input type="checkbox"/> NN <input type="checkbox"/> OO <input type="checkbox"/> NK <input type="checkbox"/> DA <input type="checkbox"/> DE <input type="checkbox"/> DG <input type="checkbox"/> DJ <input type="checkbox"/> DN <input type="checkbox"/> NE <input type="checkbox"/> OA <input type="checkbox"/> OE <input type="checkbox"/> OF <input type="checkbox"/> OG <input type="checkbox"/> ON <input type="checkbox"/> Others (please specify):					
Discrepancies Noted <input type="checkbox"/> DC Expired <input type="checkbox"/> Late Shipment <input type="checkbox"/> Late Presentation <input type="checkbox"/> Transhipment <input type="checkbox"/> DC Overdrawn <input type="checkbox"/> Partial Shipment <input type="checkbox"/> Trade Term Differs from DC <input type="checkbox"/> Others (please specify):							
Remarks							
Date	Account Number/GL Account Code		Amount		Exchange Rate/ Forward Contract Number	Recorded by	Approved by

**Terms and Conditions**

1. Unless the bill is drawn and/or documents are presented under an Irrevocable Credit issued or confirmed by The Hongkong and Shanghai Banking Corporation Limited (“the Bank”) the Customer agrees that:-
  - a) In the event of dishonour, the Bank retains recourse on the Customer, notwithstanding the Customer’s instruction to protest the bill or otherwise.
  - b) The Bank shall not be responsible for any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or sub-agent.
  - c) The Bank shall not be responsible for any delay in remittance or loss in exchange during transmission or in the course of collection.
  - d) The Bank shall not be responsible for loss or delay of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub-agent.
2. Collections are subject to the Uniform Rules for Collections (1995 Revision), International Chamber of Commerce Publication Number 522.
3. Drawings under Documentary Credits are subject to Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication Number 600.
4. The Bank in its absolute discretion has full authority (but no obligation) to store and insure the goods at our risk and cost.
5. **For bill negotiation under Usance DC confirmed by the Bank**  
 The Customer agrees that upon the negotiation/finance of clean documents by the Bank under a confirmed letter of credit, the Customer will co-operate fully with the Bank and render the Bank all the assistance it requires in the collection of any outstandings and the enforcement of payment thereof, whether by legal proceedings or otherwise, including the provision of evidence and witnesses, and the execution of any further documents required to perfect title to the debt.  
 The Bank shall have the right of recourse to the Customer under its confirmation if the issuing bank is not obliged to pay to it any amount(s) expressed to be payable under the terms of the credit, by any injunction or other court order, or if the Bank suffers any other loss or damage, due to any fraud, illegality, unauthorised act or the like in which we are involved.
6. “The HSBC Group follows the legal requirements of the UN, EU, UK, USA and all other jurisdictions that it operates in . We may take any action (“Compliance Action”) which in our sole discretion consider appropriate for the purposes of preventing crime and/or acting in accordance with relevant laws, regulations, sanction regimes, international guidance or procedures of relevant regulatory or industry body (collectively the “Compliance Rules”).
7. We reserve the right not to effect payment to a customer under any export credit negotiation or confirmation as a result of a Compliance Action. If we become aware that

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