

Branch/Office

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 instructions and subject to our General Security Agreement Relating to Goods or Trade Financing General Agreement given to you and to the terms and conditions overleaf for:

(Mark "x" where appropriate)

| | |
|--|---|
| <input type="radio"/> NEGOTIATION under documentary credit ('DC') <input type="radio"/> NEGOTIATION after receipt of acceptance from DC issuing bank <input type="radio"/> ADVANCE PAYMENT under DC restricted to paying bank (Please also fill in the box 'Loan Granted under Restricted Bill') <input type="radio"/> PAYMENT to us after receipt of funds from DC issuing bank <input type="radio"/> NEGOTIATION under Usance DC confirmed by HSBC (as per Clause 5 of Terms and Conditions overleaf) | <input type="radio"/> FINANCING under D/P or D/A <input type="radio"/> PAYMENT to us after proceeds received under D/P or D/A |
| Drawer/Beneficiary (Full Name and Address) | 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) |
| Facsimile Number | Departure/On Board Date |
| Drawee/Applicant | 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 |
| Facsimile Number Telephone Number | <input type="radio"/> Insurance will be covered by Applicant / Drawee / Ultimate buyer. <input type="radio"/> Please arrange the marine insurance with extended cover of 'Seller's Interest Clause' to protect our title of goods during transit to destination under FOB or CFR term. Other Instructions |
| DC Issuing Bank and Number/Collecting Bank's Name and Address (For Non-DC Bills) | |
| Brief Description of Goods (eg Toys, Garments, etc) | Number of Documents attached ↓ ↓ |
| | <input type="checkbox"/> Draft <input type="checkbox"/> Commercial Invoice |
| | <input type="checkbox"/> Custom Certificate <input type="checkbox"/> Customs Invoice |
| | <input type="checkbox"/> Insurance Policy <input type="checkbox"/> Packing List |
| | <input type="checkbox"/> Weight Note <input type="checkbox"/> Certificate of Origin |
| | <input type="checkbox"/> Bill of Lading <input type="checkbox"/> Air Waybill |
| | <input type="checkbox"/> Inspection Certificate <input type="checkbox"/> Export Licence |
| | <input type="checkbox"/> Non-negotiable Bill of Lading <input type="checkbox"/> GSP Form A |
| INSTRUCTIONS for Bills Not Under Documentary Credit please follow as marked "X" | |
| A Release Documents against PAYMENT | Documents to be forwarded by COURIER unless stated otherwise in the DC or instructed otherwise below: <input type="radio"/> Registered Mail <input type="radio"/> Speedpost <input type="radio"/> DHL PROCEEDS DISPOSAL please follow instructions marked "X" <input type="radio"/> Deduct (Amount): for Packing Credit Advance Number: <input type="radio"/> Credit Our Account Number: under Exchange Contract Number (if applicable): |
| B Release Documents against ACCEPTANCE | |
| C ACCEPTANCE/PAYMENT may await Arrival of Carrying Vessel | |
| D PROTEST for Non-acceptance and/or Non-payment <i>Note: If no instructions are given regarding protest the Bank will assume that protest is NOT required.</i> | |
| E DO NOT PROTEST | |
| F In case of need refer to: who will assist you to obtain acceptance/payment but who has no authority to amend the terms of the bill | |
| G From Proceeds deduct to be paid to above Agent | Proceeds to Import for <input type="radio"/> B/B <input type="radio"/> EWB <input type="radio"/> Transfer DC Documents |
| H COLLECT Overseas Charges from the DRAWEES | Amount: |
| I DEDUCT Charges from the PROCEEDS | Bill Number/Transfer DC Number: |
| J Collect Interest @ % p.a. from drawees from Date of until Date of | Export Account Number Bill Currency and Amount |
| K WAIVE Interest and/or Collection Charges if refused | Account Number to be debited for all Bank Charges |
| L DO NOT WAIVE | Remarks (For Bank Use Only) |
| Loan Granted under Restricted Bill | S.V. X Authorised Signature(s) and Company Stamp (if applicable) Date |
| <input type="radio"/> 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. | For Bank Use Only |
| This instruction is in addition to and not in substitution for any other Instructions or Agreements that have been made between us. | Product Code Please stick the Bill Reference label here Product Suffix |

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

EXP262R34-m (190508) I

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") we agree that:-
 - a) Notwithstanding my/our instruction to protest the bill or otherwise, the Bank retains recourse on me/us in the event of dishonour.
 - 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 has full authority (but no obligation) at its discretion to store and insure the goods at our risk and cost.
5. **For bill negotiation under Usance DC confirmed by the Bank**

We agree that upon the negotiation/finance of clean documents by the Bank under a confirmed letter of credit, we will co-operate fully with the Bank and render the Bank all 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 us 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.

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|---|--|

| | | |
|--|---|--|
| Drawer/Beneficiary (Full Name and Address) | 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) |

| | | |
|------------------|-------------------------|---|
| Facsimile Number | Departure/On Board Date | Bills of Lading, Air Waybills or Parcel Post Receipt Number |
| Drawee/Applicant | Vessel/Flight Number | Sea/Airport of Loading |
| | Port of Discharge | Final Destination if On Carriage |

| | | |
|--|------------------|---|
| Facsimile Number | Telephone Number | <input type="radio"/> Insurance will be covered by Applicant / Drawee / Ultimate buyer. <input type="radio"/> Please arrange the marine insurance with extended cover of 'Seller's Interest Clause' to protect our title of goods during transit to destination under FOB or CFR term. |
| DC Issuing Bank and Number/Collecting Bank's Name and Address (For Non-DC Bills) | | Other Instructions |

| | | |
|---|---------------------------------------|-----------------------|
| Brief Description of Goods (eg Toys, Garments, etc) | Number of Documents attached ↕ | |
| | Draft | Commercial Invoice |
| | Custom Certificate | Customs Invoice |
| | Insurance Policy | Packing List |
| | Weight Note | Certificate of Origin |
| | Bill of Lading | Air Waybill |

| | | |
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| INSTRUCTIONS for Bills Not Under Documentary Credit please follow as marked "X" | | |
| A | Release Documents against PAYMENT | |
| B | Release Documents against ACCEPTANCE | |
| C | ACCEPTANCE/PAYMENT may await Arrival of Carrying Vessel | |

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| D | PROTEST for Non-acceptance and/or Non-payment <i>Note: If no instructions are given regarding protest the Bank will assume that protest is NOT required.</i> | |
| E | DO NOT PROTEST | |
| F | In case of need refer to: | |

| | |
|--|--|
| who will assist you to obtain acceptance/payment but who has no authority to amend the terms of the bill | Documents to be forwarded by COURIER unless stated otherwise in the DC or instructed otherwise below: <input type="radio"/> Registered Mail <input type="radio"/> Speedpost <input type="radio"/> DHL |
|--|--|

| | |
|--|---|
| G From Proceeds deduct _____ to be paid to above Agent H COLLECT Overseas Charges from the DRAWEES I DEDUCT Charges from the PROCEEDS | PROCEEDS DISPOSAL please follow instructions marked "X" <input type="radio"/> Deduct (Amount): _____ for Packing Credit Advance Number: <input type="radio"/> Credit Our Account Number: _____ under Exchange Contract Number (if applicable): |
|--|---|

| | |
|--|--|
| J Collect Interest @ _____ % p.a. from drawees from Date of _____ until Date of _____ K WAIVE _____ Interest and/or Collection Charges if refused L DO NOT WAIVE | Proceeds to Import for <input type="radio"/> B/B <input type="radio"/> EWB <input type="radio"/> Transfer DC Documents Amount: Bill Number/Transfer DC Number: |
|--|--|

| | |
|---|---|
| J Collect Interest @ _____ % p.a. from drawees from Date of _____ until Date of _____ | Export Account Number _____ Bill Currency and Amount _____ Account Number to be debited for all Bank Charges _____ |
|---|---|

| | |
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| Loan Granted under Restricted Bill <input type="radio"/> 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. | Authorised Signature(s) and Company Stamp (if applicable) Date |
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