

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

To : ☐ HSBC Bank Malaysia Berhad  
☐ The Hongkong and Shanghai Banking Corporation Limited Offshore Banking Unit Labuan

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.

#### 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

#### 5.8 Drawee Name on draft – only if different from 5.4 (DC Only)

#### 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. DCAMXXXXXXXX)

#### 5.7 DC Date

D	D	M	M	Y	Y	Y	Y
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#### 5.9 Drawee Address on draft – only if different from 5.4 (DC Only)

#### 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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## 6.4 Additional information for Bill / Draft

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

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

Document	Org	Copy	Document	Org	Copy
8.1 Drafts			8.2 Invoice		
8.3 Packing List			8.4 Insurance Policy / Certificate		
8.5 Bill of Lading			8.6 Non-negotiable Seaway Bill		
8.7 Airway Bill			8.8 Forwarders Cargo Receipt		
8.9 Certificate of Origin			8.10 GSP Form A		
8.11 Beneficiary Certificate			8.12 Shipment Advice		
8.13 Shipping Company Certificate			8.14 Certificate of Quantity/Weight List/Note		
8.15 Certificate of Analysis / Quality			8.16 Fumigation Certificate		
8.17 Inspection Certificate			8.18 Letter of Indemnity (LOI)		
<b>Other Documents</b>			8.19 Phytosanitary Certificate		
8.20			8.21		
8.22			8.23		

## 9. Proceeds Disposal

☐ Credit Our account number  Currency

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

☐ Deduct (Amount)  to repay Loan Number / Bill Number / Back to Back DC /  
Transferable DC Number

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

Currency

**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**

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

**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

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/en-gb/standard-trade-terms](http://www.gbm.hsbc.com/en-gb/standard-trade-terms) 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:

**Name and Authorized Signatories with Company Chop** *(if applicable)*

Pay to the order of any Bank or Trust Company

MANAGER

**First of Exchange** (Second being unpaid) Pay to the order of

Malaysia

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To

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Pay to the order of any Bank or Trust Company

MANAGER

**Second of Exchange** (First being unpaid) Pay to the order of

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To

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