

(\* Denotes a mandatory field)

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

To : HSBC Continental Europe, Belgium ("HSBC")

<b>HSBC Bill Reference No (Bank use only)</b> <input style="width: 95%;" type="text"/>	<b>Export Account Number (if known)</b> <input style="width: 95%;" type="text"/>								
<b>2. Instruction (Application)</b> 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). <input type="checkbox"/> DC or Letter of Credit Presentation/Negotiation <input type="checkbox"/> Export Collection									
<b>2.1 Presentation/Negotiation under DC</b> <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"/> For negotiation/financing (purchase/prepayment/advance) under the DC <input type="checkbox"/> Send documents directly to issuing/nominated bank without checking	<b>2.2 Documents for Collection</b> <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 <input type="checkbox"/> Request collecting bank availses the bill of exchange								
<b>3. Other Instructions</b> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									
<b>4.1 Beneficiary/Drawer Name (the Customer)</b> <input style="width: 95%;" type="text"/>	<b>4.2 Beneficiary/Drawer Address</b> <input style="width: 95%;" type="text"/>								
<b>4.3 Name of Contact Person</b> <input style="width: 95%;" type="text"/>									
<b>4.4 Contact Tel Number</b> <input style="width: 95%;" type="text"/>									
<b>5.1 Applicant/Drawee Name (the Buyer)</b> <input style="width: 95%;" type="text"/>	<b>5.2 Applicant/Drawee Address</b> <input style="width: 95%;" type="text"/>								
<b>5.3 DC Number</b> <input style="width: 95%;" type="text"/>									
<b>5.4 DC Issuing Bank/Collecting Bank Name</b> <input style="width: 95%;" type="text"/>									
<b>5.5 DC Issuing Bank/Collecting Bank Address</b> <input style="width: 95%;" type="text"/>									
<b>5.6 Customer's Reference Number (e.g. Invoice number)</b> <input style="width: 95%;" type="text"/>									
<b>5.7 DC Tenor (if applicable)</b> <input style="width: 95%;" type="text"/>									
<b>5.8 DC Date (if applicable)</b> <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
<b>6. Brief Description of Goods (e.g. Toys, Garment, etc.)</b> <input type="checkbox"/> See attached Documents (invoices/original letter of credit) <div style="border: 1px solid black; height: 50px; width: 100%;"></div>									
<b>7.1 Presentation/Collection Currency</b> <input style="width: 95%;" type="text"/>	<b>7.2 Presentation/Collection Amount</b> <input style="width: 95%;" type="text"/>								

8. Number of Documents attached					
Document	Org	Copy		Org	Copy
8.1 Bill of Exchange / Drafts			8.2 Invoices		
8.3 Insurance Policy / Certificate			8.4 Packing list		
8.5 Bill of Lading			8.6 Airway Bill		
8.7 Multimodal Transport Document			8.8 Inspection certificate		
8.9 Non-negotiable B/L			8.10 Beneficiary certificate		
8.11 Forwarders Cargo Receipt			8.12 Road / Rail Transport Document		
Other Documents			8.13		
8.14			8.15		
8.16			8.17		

**9. Proceeds Disposal**  
 Credit Our account number   
 HSBC Exchange Contract No. for conversion of proceeds *(if applicable)*

**10. Account to be debited for Charges** *(if applicable)*

COLLECTION INSTRUCTIONS FOR BILLS UNDER DA/DP

**11.1 Document Release/ Payment Terms**  
☐ Release Documents against Payment – D/P  
☐ Release Documents against Acceptance – D/A  
     ☐ Acceptance/Payment may be deferred awaiting arrival of carrying vessel  
**11.2 Maturity Date**  
☐ Sight  
☐ Fixed due date DDMMYYYY  
☐  days  
  
**11.3 Interest**  
☐ Collect Interest @  % p.a. from Drawee  
 from date of   
 until date of

**11.4 Charges**  
☐ Beneficiary/Drawer (the Customer) to pay all charges  
☐ Buyer to pay all charges  
☐ Customer pays HSBC's charges, Buyer pays their bank's charges  
**11.5 Waive Interest and Charges**  
 If charges and/ or interest refused by the Buyer  
☐ Waive / ☐ Do not Waive  
**11.6 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  
**11.7 Agent / Forwarder details**  
 In case of need refer to

We refer to HSBC's Standard Trade Terms (as amended from time to time) which can be accessed, read and printed by visiting [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 form; 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 apply to the above trade service(s).

Signed for and on behalf of the Customer:

Date DDMMYYYY

Print Name

Print Name

**Authorised Signature(s)** *(signed in accordance with the bank mandate)*

Pay to the order of any Bank or Trust Company  
HSBC Continental Europe, Belgium

Pay to the order of any Bank or Trust Company  
HSBC Continental Europe, Belgium

MANAGER

Belgium

Second of Exchange

(First being unpaid)

Pay to the order of HSBC Continental Europe, Belgium

To

MANAGER

Belgium

First of Exchange

(Second being unpaid)

Pay to the order of HSBC Continental Europe, Belgium

To