



Documentary Credit (DC) Bill Negotiation / Export Collection Instruction

To: Hang Seng Bank (China) Limited,

Branch*

Bill Reference No (Bank use only)

Export Account Number*

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 DC Issuing Bank
- ☐ For Negotiation with recourse
- ☐ At sight ☐ after acceptance ☐ before acceptance
- ☐ For negotiation without recourse
- ☐ Forfeiting

2.2 Documents for Collection / Finance

- ☐ Payment to us after proceeds received under D/P or D/A
- ☐ Financing under D/P or D/A

3. Other Instructions

☐ Documents to be forwarded unchecked

4.1 Beneficiary/Drawer Name* (the Customer)

4.2 Beneficiary/Drawer Address*

4.3 Name of Contact Person*

4.4 Contact Tel Number*

4.5 Contact Email Address

5.1 Applicant/Drawee Name* (the Buyer)

5.2 Applicant/Drawee Address*

5.3 DC Issuing Bank/Collecting Bank Name and Address*

5.4 Customer's Reference Number* (e.g. Invoice number)

☐ As attached

5.5 DC Number

6. Insurance

Insurance to be covered by ☐ Applicant / ☐ Drawee / ☐ Ultimate Buyer

7.1 Brief Description of Goods* (e.g. Toys, Garment, etc.)

8.1 Transaction Currency*

7.2 Type of Trade

8.2 Transaction Amount*

8.3 Negotiation/Finance currency (If different from bill currency)

8.5 Negotiation/Finance interest rate (Annualised simple rate)

☐ As agreed in facility letter

☐ Others (see below)

8.4 Negotiation/Finance amount (If different from Transaction amount)

8.6 Negotiation/Finance maturity Date

☐ + / ☐ - bps (fill in applicable tenor for b/c/d/e/f)

8.7 Loan Purpose 					
8.8 Tenor* ☐ Sight ☐ days 					
9. Number of Documents attached* 					
Document	Org	Copy		Org	Copy
9.1 Drafts			9.2 Invoices		
9.3 Customs Certificate			9.4 Customs Invoice		
9.5 Insurance Policy			9.6 Packing List		
9.7 Weight 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 Certificate			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 / ☐ Transfer DC Documents Bill Number / Transfer DC Number / Back-to-Back DC number
 Amount

11. Proceeds Disposal*
☐ Credit to our To-Be-Inspected Account with you first. Then the following marked "x" after inspection
☐ Deduct (Amount) to repay loan number
☐ Credit Our account number currency
☐ Use Exchange Contract to convert proceeds (if applicable) Contract No.
☐ Credit to our account with Other bank account number

12.1 Account to be debited for Charges(if applicable) Currency

12.2 Charges Details* ☐ Align with tariff/facility ☐ Others
if inconsistent with tariff/facility letter, please fill in the details.

COLLECTION INSTRUCTIONS FOR BILLS UNDER DA/DP

13.1 Document Release/ Payment Terms ☐ Release Documents against Payment – D/P ☐ Release Documents against Acceptance – D/A ☐ Acceptance/Payment may await arrival of carrying vessel 13.3 Protest For non-acceptance and or non-payment ☐ Protest / ☐ Do not protest 13.5 Interest ☐ Collect Interest @ % p.a. from Drawee from date of 	13.2 Goods Release ☐ Store and insure the goods at our cost if payment or acceptance is delayed or refused after arrival of the goods 13.4 Waive Interest and Charges If charges and/ or interest refused by the Buyer ☐ Waive / ☐ Do not Waive 13.6 Charges We will pay ☐ Hang Seng Charges / ☐ overseas charges Drawee will pa __H - - - - - 13.7 Advise if unpaid / unaccepted By ☐ cable / ☐ airmail
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We refer to Hang Seng Bank (China) Limited's Standard Trade Terms (as amended from time to time) which can be accessed, read and printed by visiting <https://www.hangseng.com.cn/1/2/stt-chi> 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 Hang Seng Bank (China) Limited to provide the above trade service(s) in accordance with the instructions in this form;
- confirms to pay fees and other charges in respect of the above trade service(s) to Hang Seng Bank (China) Limited at the rates, in the amounts, and at the times as set out in Hang Seng Bank (China) Limited's Tariff book (which can be accessed, read and printed by the Customer at/from www.hangseng.com.cn) or otherwise agreed by Hang Seng Bank (China) Limited; 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:

Authorised Signatories and Company Chop