

To : 

Date (dd/mm/yyyy) 
**Type of Application**

Documentary Collection

Negotiation

**1. Drawer/Beneficiary's Name and Address**


Business Registration Number 

Reference Number 

Contact Person 

Telephone Number 

Email Address 

Fax Number 
**2. Drawee/Applicant's Name and Address**

**3. Collecting/LC Issuance Bank's Name and Address**



**4. Currency & Amount in Figures**
 

In words 

**5. Tenor of Draft**

Sight

Usance at  days 

Other, please specify 
**6. Processing Instructions (for documents presented under Documentary Credit)**

Documents drawn under Documentary Credit No. 

Discount (usance)/Purchase (sight)

Presentation to Issuing Bank for Payment / Reimbursing bank for payment

Issuance Date (dd/mm/yyyy) 
**7. Documentary Collection Instructions**

a) Discount/Purchase

Collection of proceeds

b) Deliver Documents against :

Acceptance

Payment

Acceptance / Payment may be deferred pending arrival  
of vessel carrying goods

Others, if any (please specify) :



c) \*Protest instructions :

Do not protest

Protest for non acceptance

Protest for non payment

d) Advise of Payment / Acceptance and Due date by :

Air Mail

e) Advise of Non Payment / Non Acceptance by :

Air Mail

\* If no instructions are given regarding protest, the Bank will assume that NO protest is required

**8. Documents Attached (please fill in the number)**

Type	Bill of Exchange	Commercial Invoices	Certified consular Invoice	Certificate of Origin	Insurance policy /certificate	Bill of Lading
Original						
Copies						
Type	Delivery Order	Air Waybill	Packing List	Weight List	Other documents	Other documents
Original					*****	*****
Copies						

**9. Description of Goods (please give a brief explanation)**


**10. Instructions on Bank Charges****a) Payment of Collection Charges**

- |   |    |        |
|---|----|--------|
| i) Your charges to be paid by               | Us | Drawee |
| ii) Collecting Bank's charges to be paid by | Us | Drawee |

**b) Waive interest and / or Collection charges if refused by the drawee(s) and charge them to us**

Yes	No.
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If no instruction is given regarding payment of collection charges, it shall be deemed that the Bank (e.g. Remitting Bank)'s charges will be paid by the Drawer whilst the Collecting Bank's charges will be paid by the Drawee.

**11. Additional Instructions / Conditions :**


*Customer to ensure all attachments are signed by Authorised Signatory/ies and stamped with the Company's Rubber Stamp, wherever applicable.*

**12. Instructions on Proceeds Disposal & Charges :**

To pay :

Upon Negotiation / discount of this draft

Upon receipt of reimbursement from Issuing / Paying bank in accordance with Letter of Credit reimbursement terms

Upon receipt of Collection Proceeds

Mode of Payment :

Please Credit Proceeds to Account Number :

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Send us a Bankers Cheque

Please apply rate against Foreign Exchange Contract Number:

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at rate

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for the amount of

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Other instructions, if any (please specify) :

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**14. Applicant's Authorisation and Declaration**

- a) We request that you provide the relevant Documentary Collection/ Negotiation services (the "Trade Service") in accordance with our instructions requested above.
- b) We agree to be bound by the Standard Terms and Conditions, the General Trade Terms and any applicable Country Supplement, Service Supplement and agreement as you may provide to us (or as agreed between us) from time to time.
- c) The terms and conditions of this Trade Service shall be governed by and construed in accordance with the laws of
- d) Any term defined in the Standard Terms and Conditions and General Trade Terms shall have the same meaning set out in this Application Form

**15. Authorised Signatory/ies (Complete with Company Stamp, wherever applicable)**

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