



To:

Date (dd/mm/yyyy)

Type of Application

Documentary Collection-i

Negotiation

1. Drawer/Beneficiary's Name and Address

2. Drawee/Applicant's Name and Address

Business Registration Number

Reference Number

Contact Person

Telephone Number

Email Address

Fax Number

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

4. Currency & Amount in Figures

In words

5. Tenor of Draft

Sight

Usance at days

Others, 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) Documentary/Purchase

Collection of proceeds

b) Deliver Documents against:

c) *Protest instructions :

Acceptance

Do not protest

Payments

Protest for non acceptance

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

Protest for non payment

Others, if any (please specify)

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

Select one Air Mail

e) Advise of Non Payment / Non Acceptance by :

Select one Air Mail

Note: * If no instruction 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 Collection charges if refused by the drawee and charge them to us

 Yes No. Please deduct from proceeds

Note: 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:

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

12. Instruction 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 Payments:

Please Credit Proceeds to Account Number :

Send us a Bankers Cheque

Please apply rate against Promissory FX No. at rate
for the amount of

Other instructions, if any (please specify) :

13. I/We hereby appoint you as my/our undisclosed collection/payment agent under the Shariah principle of Wakalah in accordance with the above instructions (marked with X where appropriate). I/We agree to the terms and conditions appearing on reverse hereof.

14. Applicant's Authorisation and Declaration

a) I/We request that you provide the relevant any Documentary Collection-i / Negotiation services in accordance with my/our instructions requested above

b) I/We agree to be bound by the Standard and General Terms and conditions of the agreements as you may provide to me/us (or as agreed between us) from time to time

15. Authorised Signatory/ies (Name of Signatory/ies, Date, Signature, Company Stamp, wherever applicable)

--

General Conditions

1. All drafts and/or documents purchased, discounted and/or negotiated by or through the Bank or against which any advance of financing amount shall be made by the Bank shall be with full recourse to me/us (such recourse for the avoidance of doubt, to be made available even if there are any discrepancies or irregularities, whether noted by the Bank or not , in any documents). I/We will on demand (and without demand in the cases where payment or reimbursement is due to the Bank on a determined date) pay or hold harmless and/or fully indemnify the Bank for all financing by the Bank and/or costs charges and expenses which the Bank may have incurred or will incur or be liable for.
2. The Bank is authorized to debit any of my/our account(s) with any amount due to the Bank and all Bank's charges, commission and out-of-pocket expenses including charges levied by the Bank's Correspondents or Agents. I/We also agree that he Bank will not be in any way liable for any cheques dishonoured as a result of my/our account being debited as provided for above.
3. Notwithstanding anything to the contrary herein, the Bank is Authorized to debit any of my/our account(s) with the amount of any bill(s) purchased by the Bank if the bill(s) have not been received by the Bank within twenty-one (21) days en-route period of its/their date of purchase (for sight bills) and twenty-one (21) days plus en-route period of its/their date of maturity (for usance bills). The en-route period of a particular bill shall be fixed by the Bank and shall be made available upon request by me/us.
4. All goods represented by or relating to any documents purchased, discounted and/or negotiated by or through the Bank or against which any financing made by the Bank shall be held and charged as a continuing security for all amount due to the Bank and the Bank shall be held and charged as in any way deal with the goods, including taking such steps for insuring, protecting, taking possession or realizing of the value of such goods.
5. All collections, negotiations and presentations shall, as the case may be, be subject to the Uniform Rules for Collections - 1995, ICC Publication No.522 or the Uniform Custom and Practice for Documentary Credits - 2007 Revision, ICC Publication No.600 or any subsequent Revision of the same applicable at the date of this application.