



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**

[dropdown cur list](#)

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 :

c) \*Protest instructions :

Acceptance

Do not protest

Payment

Protest for non acceptance

Acceptance / Payment 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 :

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)**

[Empty text box for description of goods]

**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.

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 :**

[Empty text box for additional instructions]

*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 : [Empty text box]

Send us a Bankers Cheque

Please apply rate against Foreign Exchange Contract Number: [Empty text box] at rate [Empty text box]

for the amount of [Empty text box]

Other instructions, if any (please specify) : [Empty text box]

**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)**

[Large empty text box for signature and stamp]