

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

To: The Hongkong and Shanghai Banking Corporation Limited, Philippine Branch

<div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;">HSBC Bill Reference No (Bank Use only)</div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="margin-bottom: 5px;">Export Account Number <i>(if known)</i></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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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 <input type="checkbox"/> Payment to us after receipt of funds from the Issuing/ Nominated bank under DC without financing. <input type="checkbox"/> Discount immediately upon checking documents. <input type="checkbox"/> Discount upon acceptance by issuing bank. Handling of Documents <input type="checkbox"/> Send documents to issuing bank without checking. <input type="checkbox"/> Send documents to issuing bank on acceptance basis.	2.2 Documents for Collection <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
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3. Other Instructions

4.1 Beneficiary/Drawer Name <i>(the Customer)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 4.3 Name of Contact Person <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 4.4 Contact Tel Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	4.2 Beneficiary/Drawer Address <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
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5.1 Applicant/Drawee (Buyer) Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 5.3 DC Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 5.4 DC Issuing Bank/Collecting Bank Name and Address <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Name</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address1</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address2</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address3</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Country / Territory</div> 5.8 Drawee Name on draft – only if different from 5.4 (DC Only) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	5.2 Applicant/Drawee (Buyer) Address <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address1</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address2</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Address3</div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: right; font-size: small;">Country / Territory</div> 5.5 Customer's Reference Number <i>(e.g. Invoice number)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 5.6 HSBC Reference Number <i>(e.g. DCAAMXXXXXXX)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> 5.7 DC Date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Y</td></tr></table> 5.9 Drawee Address on draft – only if different from 5.4 (DC Only) <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

6.1 Bill Currency and Amount <i>(Claim amount)</i> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; width: 40%; height: 20px;"></div> <div style="border: 1px solid black; width: 55%; height: 20px;"></div> </div> 6.3 Tenor <div style="display: flex; align-items: center; margin-top: 5px;"> <input type="checkbox"/> Sight / <input type="checkbox"/> <div style="border: 1px solid black; width: 30px; height: 15px; display: inline-block;"></div> days </div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	6.2 Bill Currency and Amount in Words <i>(Claim amount)</i> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
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6.4 Additional information for Bill / Draft

7. Brief Description of Goods (e.g. Toys, Garments, etc)

8. Number of Documents attached (provide total number of original and copies of documents attached to this application)

Document	Org	Copy	Document	Org	Copy
8.1 Drafts			8.2 Invoice		
8.3 Packing List			8.4 Insurance Policy / Certificate		
8.5 Bill of Lading			8.6 Non-negotiable Seaway Bill		
8.7 Airway Bill			8.8 Forwarders Cargo Receipt		
8.9 Certificate of Origin			8.10 GSP Form A		
8.11 Beneficiary Certificate			8.12 Shipment Advice		
8.13 Shipping Company Certificate			8.14 Certificate of Quantity/Weight List/Note		
8.15 Certificate of Analysis / Quality			8.16 Fumigation Certificate		
8.17 Inspection Certificate			8.18 Letter of Indemnity (LOI)		
Other Documents			8.19 Phytosanitary Certificate		
8.20			8.21		
8.22			8.23		

9. Proceeds Disposal

☐ Credit Our account number Currency

Use Exchange Contract to convert proceeds (if applicable) Contract No.

☐ Deduct (Amount) to repay Loan Number / Bill Number / Back to Back DC /
Transferable DC Number

10. Account No. and Currency to be debited for Charges (if applicable)

Currency

BILLS UNDER DA/DP

11.1 Document Release

- ☐ Release Documents against Payment – D/P
☐ Release Documents against Acceptance – D/A

11.3 Waive Interest and Charges

If charges and/or interest refused ☐ Waive/ ☐ Do not Waive

11.5 Charges

- ☐ COLLECT Overseas Charges from the Drawee
☐ DEDUCT Charges from the proceeds

11.2 Protest

For Non-acceptance and/or Non-payment

- ☐ Protest/ ☐ Do not Protest

11.4 Interest

☐ Collect Interest @ % p.a. from Drawee

from date of

until date of

We refer to HSBC's Standard Trade Terms (as amended from time to time) which can be accessed, read and printed by the Customer at/from www.gbm.hsbc.com/en-gb/standard-trade-terms 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 application; 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 applies to the above requested trade service(s).

Signed for and on behalf of the Customer:

Name and Authorized Signatories with Company Chop *(if applicable)*

Pay to the order of any Bank or Trust Company
THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

Pay to the order of any Bank or Trust Company
THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

MANAGER

Philippine / /

Second of Exchange (First being unpaid) Pay to the order of **The Hongkong And Shanghai Banking Corporation Limited**

To / /

MANAGER

Philippine / /

First of Exchange (Second being unpaid) Pay to the order of **The Hongkong And Shanghai Banking Corporation Limited**

To / /