



Please view this form in an Adobe PDF viewer to enable all smart content

1. Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

### Export Documents Instruction

To: Hong Kong and Shanghai Banking Corporation Limited,  Office

<b>HSBC Bill Reference No (Bank use only)</b> <input type="text"/>	<b>Export Account Number</b> <input type="text"/>
---	--

#### 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).

DC Presentation/Negotiation  Documents for Collection  Open Account  Export Regularisation

##### 2.1 Presentation/Negotiation under DC

Payment to us after receipt of funds from the DC

For negotiation with recourse

At sight  after acceptance

For negotiation without recourse

Forfaiting

Finance against  Bank /  Customer Lines

##### 2.2 Documents for Collection

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

Financing under D/P or D/A

Finance against avalised bills

##### 2.3 Open Account

Financing without dispatch of Documents  Financing with dispatch of Documents to the buyer  Only booking no dispatch

#### 3. Other Instructions and Reason for Late Presentation (if applicable)

Documents to be forwarded unchecked

#### 4.1 Beneficiary/Drawer Name (the Customer)

#### 4.2 Beneficiary/Drawer Address

#### 4.3 Name of Contact Person

#### 4.5 Contact Email Address

#### 4.4 Contact Tel Number

#### 4.5 Beneficiary/Drawer GST Number

#### 5.1 Bill Currency

#### 5.2 Bill Amount

#### 5.3 Tenor

Sight   days

#### 6.1 Applicant/Drawee Name (the Buyer)

#### 6.2 Applicant/Drawee Address

#### 6.3 Documents to be forwarded to DC Issuing Bank/ Collecting Bank Name, Address and SWIFT/SFMS code

#### 6.4 Customer's Reference Number (e.g. Invoice number)

#### 6.5 DC Number

#### 7. Insurance

Insurance to be covered by  Applicant /  Drawee /  Ultimate Buyer

#### 8. Financing Details

days

Benchmark  + Spread  %

due date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Fixed  Floating  reset every

Interest Rate  %

Collect Interest  Rear Ended  Upfront

if rear ended specify Frequency

ID-EX-007-Jul21

**9. Brief Description of Goods, Shipping Bill/Softex Number, Shipping Bill/Softex Date, Payment - IRM/TT/eFIRC details, Realized Value & Bank Charges.** *(In case of space constraint provide details as an annexure to this form)*

--

**10. Number of Documents attached**

Document	Org	Copy	Document	Org	Copy
10.1 Drafts			10.2 Invoices		
10.3 Customs Certificate			10.4 Customs Invoice		
10.5 Insurance Policy			10.6 Packing List		
10.7 Weight Note			10.8 Certificate of Origin		
10.9 Bill of Lading			10.10 Airway Bill		
10.11 Inspection Certificate			10.12 Export Licence		
10.13 Non-negotiable B/L			10.14 Beneficiary Certificate		
10.15 Forwarders Cargo Certificate			10.16 Shipment Advice		
<b>Other Documents</b>			10.17 GSP Form A		
10.18			10.19		
10.20			10.21		
10.22			10.23		

**11. 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

**12. Proceeds Disposal**

- Deduct (Amount)  to repay loan number
- Credit Our account number
- Use Exchange Contract to convert proceeds *(if applicable)* Contract No.
- Credit to our account with Other bank  account number
- Other Instructions  IFSC Code

**13. Account to be debited for Charges** *(if applicable)*

Currency

**COLLECTION INSTRUCTIONS FOR BILLS UNDER DA/DP**

**14.1 Document Release/ Payment Terms**

- Release Documents against Payment – D/P
- Release Documents against Acceptance – D/A
  - Acceptance/Payment may await arrival of carrying vessel

**14.3 Protest**

For non-acceptance and or non-payment

- Protest /  Do not protest

**14.5 Interest**

- Collect Interest @  % p.a. from Drawee

from date of

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**14.2 Goods Release**

- Store and insure the goods at our cost if payment or acceptance is delayed or refused after arrival of the goods

**14.4 Waive Interest and Charges**

If charges and/ or interest refused by the Buyer

- Waive /  Do not Waive

**14.6 Charges**

We will pay  HSBC Charges /  overseas charges

Drawee will pay  HSBC Charges /  overseas charges

**14.7 Advise if unpaid / unaccepted**

By  cable /  airmail

We refer to HSBC's Standard Trade Terms (as amended from time to time) which can be accessed, read and printed by visiting [www.gbm.hsbc.com/standard-trade-terms](http://www.gbm.hsbc.com/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 form; 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 Stamp**