

1. Date:

D	D	M	M	Y	Y	Y	Y
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Export Documents Instruction

To: Hong Kong and Shanghai Banking Corporation Limited, Office

HSBC Bill Reference No (Bank use only)

Export Account Number

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

4.4 Contact Tel Number

4.5 Contact Email Address

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

- ☐ due date:

D	D	M	M	Y	Y	Y	Y
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Interest Rate %

Benchmark + Spread %

- ☐ Fixed ☐ Floating ☐ reset every

Collect Interest ☐ Rear Ended ☐ Upfront

if rear ended specify Frequency

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)*

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10. Number of Documents attached

Document	Org	Copy		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		
Other Documents			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
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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 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