

We enclose the following bill(s) and relevant documents together with our instructions indicated below (marked X). Date:

<p><b>L/C restricted to other banks or local L/C</b></p> <input type="checkbox"/> Send for collection:- <input type="checkbox"/> Checking documents required <input type="checkbox"/> Checking documents not required <input type="checkbox"/> Advance under bill send for collection with recourse to us <input type="checkbox"/> Discount the usance bill with recourse to us by your bank <input type="checkbox"/> Discount the usance bill with recourse to us by the restricted bank or L/C opening bank	<p><b>L/C not restricted to any bank</b></p> <input type="checkbox"/> Negotiate/Purchase the sight/usance bill with recourse to us <input type="checkbox"/> Negotiate/Purchase the usance bill after receipt of the acceptance from the issuing bank with recourse to us. <input type="checkbox"/> Send for collection:- <input type="checkbox"/> Checking documents required <input type="checkbox"/> Checking documents not required	<p><b>D/P or D/A or D/P with tenor</b></p> <input type="checkbox"/> Purchase/discount with recourse to us <input type="checkbox"/> Send for collection <input type="checkbox"/> Send for collection and discount upon receipt of collecting bank's avalisation <p><b>Export invoice financing</b></p> <input type="checkbox"/> Grant advance under invoice with recourse to us <input type="checkbox"/> Send documents to the buyer in one lot via courier <input type="checkbox"/> Do not send documents to the buyer	<p><b>人民币业务专用</b></p> <input type="checkbox"/> 原币贴现/押汇 <input type="checkbox"/> 交叉币种不配套外汇交易 (需扣 5% 作保证金) <input type="checkbox"/> 交叉币种配套 DF <input type="checkbox"/> 交叉币种配套 NDF (需扣 1% 作保证金) <input type="checkbox"/> 贴现利息后收 (需本行审批)
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We understand that we shall be the subject to the terms and conditions in this application and of the documents relating to trade finance transactions including the "General Agreement By Customer(s)" signed by us to you and on file with you (as they may be amended from time to time.) To provide the trade finance services, we understand that you may carry out the processing work at offshore centres (including centres located in mainland China) and/or you may outsource the processing work to offshore service agents (including service agents located in mainland China). We agree that our information and/or data held by you may be made available to such offshore centres and/or offshore service agents in connection with the operation of the services provided by you.

For L/C transaction, this application is subject to the version of the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce that applies to the original documentary credit and, for DP or DA transaction, the Uniform Rules for Collections of the ICC as are in effect from time to time and also subject to other applicable terms and conditions in this application.

Please send documents in one lot via courier service unless L/C states otherwise (For L/C only) or we states otherwise (For D/P or D/A or D/P with tenor only).

Collecting Bank:										Tenor			Amount		Drawer's Ref. No.	
										L/C No.			Opening Bank:			
Drawee (full name and address):										Drawer (full name and address):						
										Contact Person:				Tel No.:		
Documents submitted	Draft	Comm. Invoice	Pkg List	Wt. List	C/O	Bene. Cert.	Ins. Policy	B/L or AWB	Other Doc:	Other Doc:	Other Doc:	When presenting documents for negotiation, please submit an extra copy of invoice for our files				
Instruction for Bills not under L/C: (Mark X)										Other instruction: (Mark X)						
<input type="checkbox"/> Deliver documents against <input type="checkbox"/> payment / <input type="checkbox"/> acceptance										<input type="checkbox"/> Use Forward Contract # _____ <input type="checkbox"/> Debit your bank charges to our account No. _____ <input type="checkbox"/> Credit proceeds to our account No. _____ <input type="checkbox"/> Send us your Cashier's Order / Demand Draft. <input type="checkbox"/> Deduct _____ for your I/B dept. Bill No. _____ <input type="checkbox"/> If there are any queries please contact _____ at _____ Ext. _____ quoting our bill no.(s). <input type="checkbox"/> The insurance (covering usual marine and war risks) including Institute Cargo Clauses _____, Institute War Clause (cargo) and Institute Strikes Clauses (cargo) regarding the undermentioned bill/bills, which is/are presented by us has/have been fully covered by Messrs. _____ at _____ In the event of their failing to have done so, whether fully or partly, we hereby safeguard you against all consequences that may arise therefrom, and we undertake to hold ourselves responsible for the protection of your interest in the matter. <input type="checkbox"/> Please specify:  We understand that if the collection remains unaccepted or unpaid after arrival of shipment to the destination, the banks have no obligation to take any action to store and insure the goods. Therefore, please ignore our instruction regarding the storage and insurance of the goods if given and refused.						
<input type="checkbox"/> Payment / <input type="checkbox"/> Acceptance may be deferred until arrival of the goods																
Protest for <input type="checkbox"/> non-payment / <input type="checkbox"/> non-acceptance																
Do not protest for <input type="checkbox"/> non-payment / <input type="checkbox"/> non-acceptance																
When accepted please advise due date by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift																
If dishonoured, please advise us immediately by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift giving reasons, store and insure the goods																
Collect charges outside Hong Kong from the drawee																
Please do not waive collecting charges outside Hong Kong from the drawee																
Collect interest at _____ % P.A. from the drawee from _____ to _____																
Please do not waive collecting interest from drawee																
Please advise payment by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift																
In case of need notify:										whose authority is limited to securing payment in accordance with our instructions.						
AML Hot List Checked By					Signature verified by					Authorized Signature(s) and Company Chop						