

**APPLICATION FOR PROCESSING EXPORT BILLS/DOCUMENTS**

Date: \_\_\_\_\_

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

<input type="checkbox"/> Negotiation under documentary credit ("DC").
<input type="checkbox"/> Payment to us upon receipt of funds from DC issuing bank <input type="checkbox"/> checking of documents is required <input type="checkbox"/> checking of documents is not required
<input type="checkbox"/> D/P or D/A or D/P with tenor <input type="checkbox"/> purchase / discount of document <input type="checkbox"/> collection
<input type="checkbox"/> Export invoice financing

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

Collecting Bank (full name and address):	Tenor	Amount	Drawer's Ref. No.
	D/C No.	Opening Bank	
Drawee (full name and address):	Drawer (full name and address):		
	Contact Person:		
	Tel No.:	Fax No.:	

Documents Submitted	Draft	Comm. Invoice	Cust. Invoice	Pkg. List	Wt. List	Cert. of Origin	Bene. Cert.	Ins. Policy	B/L or AWB		Other doc:	Other doc:	Other doc:
									Original	N/N Copy			

<b>COLLECTION INSTRUCTION TO COLLECTING BANK : (as marked "X")</b>		<b>Other instruction: (as marked "X")</b>	
<input type="checkbox"/> Release documents: <input type="checkbox"/> against payment <input type="checkbox"/> against acceptance		<input type="checkbox"/> Credit net proceeds to our account in <input type="checkbox"/> HK\$ / <input type="checkbox"/> US\$ No. _____ with _____ [Bank Name]	
<input type="checkbox"/> Payment/Acceptance may be deferred until arrival of the goods		<input type="checkbox"/> Send us your cashier's order/demand draft	
<input type="checkbox"/> Protest for non-payment/non-acceptance	<i>Note: If no instructions are given regarding protest, the Bank will assume that protest is <b>NOT</b> required.</i>	<input type="checkbox"/> Deduct _____ for your I/B dept. Bill No. _____	
<input type="checkbox"/> Do not protest for non-payment/non-acceptance		<input type="checkbox"/> If there are any queries please contact <input type="checkbox"/> Mr. / <input type="checkbox"/> Miss _____ at _____ Ext. _____ quoting our bill no(s)	
<input type="checkbox"/> When accepted please advise us of due date by: <input type="checkbox"/> airmail <input type="checkbox"/> cable		<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 bill(s) presented by us has been fully covered by Messrs. _____ at _____	
<input type="checkbox"/> If non-payment or non-acceptance, please advise us immediately by: <input type="checkbox"/> airmail <input type="checkbox"/> cable giving reasons		<input type="checkbox"/> Other instructions (please specify): _____	
<input type="checkbox"/> Collect charges outside Hong Kong from the drawee			
<input type="checkbox"/> Please do not waive collection charges outside Hong Kong from the drawee			
<input type="checkbox"/> Collect interest at _____ % p.a. from the drawee from _____ to _____			
<input type="checkbox"/> Please do not waive interest from drawee			
<input type="checkbox"/> Please advise payment by: <input type="checkbox"/> airmail <input type="checkbox"/> cable			
In case of need notify:  whose authority is limited to securing payment in accordance with our instructions.			

We agree and confirm that:

- This application is subject to the terms and conditions applicable to trade financing, and banking accounts and services generally as the Bank may specify from time to time, and we agree to be bound by them.
- Collections are subject to the "Uniform Rules for Collections" and drawings under documentary credits are subject to the "Uniform Customs and Practice for Documentary Credits" published by the International Chamber of Commerce as are in effect from time to time.
- The Bank has full authority (but is not under any obligation) to store and insure the goods in such manner and on such terms as it considers appropriate. We will bear all risks and expenses in relation to the goods and their storage.

For Bank Use Only	AML List Checked	Signature Verified
-------------------	------------------	--------------------

Authorized Signature(s) and Company Chop