



**HSBC Bank Middle East Limited**  
Office

Date:

**Export Trade Collection/Negotiation Instructions**

- Documents to be sent on collection basis to importers bank.  Documents under DC for negotiation/payment/acceptance by HSBC.  
 Documents to be sent for avalization by importers bank  Documents under DC to be sent to restricted bank for negotiation/  
 Payment /acceptance.  
 Please discount the bill under bank risk at negotiation/on acceptance.  Please purchase the bill under our limits.  
 subject to the acceptability of issuing bank risk.

We hand you drafts and/or documents as under for disposal in accordance with the instructions mentioned herein, subject to our General Security Agreement relating to goods given to you by us and subject to the terms and conditions\* as agreed and signed by us.

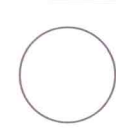
<u>Drawer/Beneficiary</u>	LC No. or Collection Ref.
	Bill Amount
<u>Drawee (for Collection Documents only)</u>	Interest / Charges
	Tenor <span style="float: right;">Due Date</span>
<u>Present to Bank (for collection Documents only)</u>	Brief Description of Goods

**Documents enclosed (please indicate the number of originals and copies)**

	Original	Copies		Original	Copies		Original	Copies	
Drafts			Cert. of origin			Insp. Cert.			Original DC
Invoices			Insurance			Bene. Cert			Terms & Cond.
B/L or AWB			Packing list			TCN/TWB			
Shipment adv.			Weight list						

**PLEASE FOLLOW THE INSTRUCTIONS MARKED 'X'**

<p><b>For collection documents only</b></p> <p>Release documents against <input type="checkbox"/> Payment <input type="checkbox"/> Acceptance          Collect your charges from <input type="checkbox"/> Us <input type="checkbox"/> Drawee          Collect drawee bank charges from <input type="checkbox"/> Us <input type="checkbox"/> Drawee          Charges <input type="checkbox"/> May be waived <input type="checkbox"/> May not be waived          For non-payment / non-acceptance: <input type="checkbox"/> Protest <input type="checkbox"/> Do not protest          Collect interest @ %from until date of payment</p>	<p><b>For documents drawn under L/C only</b></p> <p><input type="checkbox"/> Check documents and advise discrepancies if any, to us for correction.  <input type="checkbox"/> Request restricted bank to forward documents to the issuing bank for acceptance / payment.  <input type="checkbox"/> Obtain issuing bank's approval for any discrepancies before forwarding documents to them for acceptance/payment.  <input type="checkbox"/> Send documents to issuing bank without checking.</p>
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<p>In case of need please contact:          On Tel.No:            Mobile:            Fax.No:          Please credit proceeds to A/C no</p>	<div style="text-align: center;">           .....          Authorized Signature &amp; Co. stamp <span style="float: right;">S.V.</span> </div>
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**For Bank use only**

<b>Bill Ref No</b>				<b>Charges</b>	<b>Applicant / Beneficiary</b>
<b>Checked</b>	<b>1st</b>		<b>2nd</b>		
<b>Reimburse</b>	<b>Claim / MT 754</b>		<b>Remit</b>		
<b>Remarks</b>					

**\*Terms and Conditions-**

- Unless the bill is drawn and/or documents are presented under an Irrevocable Credit issued or confirmed by HSBC Bank Middle East Limited ("The Bank"), we agree that:
  - Notwithstanding my/our instruction not to protest the bill The Bank retains recourse on me/us in the event of dishonour.
  - The Bank shall not be responsible for any act, omission, default, suspension, insolvency and bankruptcy of any correspondent, agent or sub-agent.
  - The Bank shall not be responsible for any delay in remittance or loss in exchange during transmission or in the course of collection.
  - The Bank shall not be responsible for loss or delay of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub-agent.
- Collections are subject to Uniform Rules for Collections (1995 Revision), International Chamber of Commerce publication No. 522
- Drawings under Documentary Credits are subject to Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce No. 600
- The Bank has full authority (but no obligation) at its discretion to store and insure goods at our risk and cost.