HSBC

HSBC Bank Middle East Limited

Office: _____

Date: _____

Export Trade Collection/Negotiation Instructions

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

☐ Documents under DC for negotiation/payment/acceptance by HSBC.
☐ Documents under DC to be sent to restricted bank for negotiation/ Payment /acceptance.

☐ Documents under confirmed DC for negotiation/payment/acceptance by HSBC (as per Clause No.5 of Terms & Conditions)

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

Drawer/Beneficiary Contact Details Name : Tel. : Fax :	LC No. or Collection Ref. Invoice Ref. Bill CCY and Amount
Drawee (for Collection documents only) Applicant (for DC documents only)	Interest / Charges Tenor Due Date
Present to Bank (for Collection documents only) Issuing Bank (for DC documents only)	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				
B/L or AWB			Packing list			TCN/TWB				
Shipment adv.			Weight list							

PLEASE FOLLOW THE INSTRUCTIONS MARKED 'X'

For collection documents only

Release documents against ☐ Payment ☐ Acceptance
Collect your charges from ☐ Us ☐ Drawee
Collect drawee bank charges from ☐ Us ☐ Drawee
Charges ☐ May be waived ☐ May not be waived
For non-payment / non-acceptance: ☐ Protest ☐ Do not protest
Collect interest @ %from until date of payment.
In case of need please contact:

For documents drawn under L/C only

☐ Check documents and advise discrepancies to us for correction.
☐ Request restricted bank to forward documents to the issuing bank for acceptance / payment.
☐ Obtain issuing bank's approval for any discrepancies before forwarding documents to them for acceptance/payment.
☐ Send documents to issuing bank without checking.
☐

☐ Insurance will be covered by Applicant / Drawee / Ultimate Buyer
☐ Please arrange Marine Cargo Insurance with extended cover for "Sellers Interest Clause" with AXA Insurance (Gulf) B.S.C. to protect our title of goods during transit to destination under FOB or CFR terms. AXA Insurance (Gulf) is authorized to debit our account number …..... with HSBC Bank Middle East for the insurance premium once the policy is effected at the rate agreed.
☐ Marine Cargo Insurance already / will be arranged by us

Please credit proceeds to A/C no. Charges to be debited to A/C no.	S.V. Authorized Signature & Co. stamp

For Bank use only

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

***Terms and Conditions-**

1. 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:
   - Not withstanding 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.
2. Collections are subject to Uniform Rules for Collections (1995 Revision), International Chamber of Commerce publication No. 522 ("Collection Rules") as well as the documentary credit provisions of Federal Law No. 18 of 1993 (UAE Commercial Code). The Bank will seek all the benefits of the indemnities and exclusion of liabilities as applicable to these instructions under the Collection Rules.
3. Drawings under Documentary Credits are subject to Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce No. 600
4. The Bank has full authority (but no obligation) at its discretion to store and insure goods at our risk and cost.
5. For bill negotiation under Usance DC confirmed by the Bank
   We agree that upon the negotiation/finance of clean documents by the Bank under a confirmed letter of credit, we will co-operate fully with the Bank and render the Bank all assistance it requires in the collection of any outstandings and the enforcement of payment thereof, whether by legal proceedings or otherwise, including the provision of evidence and witnesses, and the execution of any further documents required to perfect title to the debt.
   The Bank shall have the right of recourse to us under its confirmation if the issuing bank is not obliged to pay to it any amount(s) expressed to be payable under the terms of the credit, by any injunction or other court order, or if the Bank suffers any other loss or damage, due to any fraud, illegality, unauthorized act or the like in which we are involved.