

DRAWER/LAST ENDORSER

Collection Letter

We hand you documents as under for disposal in accordance with the following instructions and subject to the General Agreement for Trade Financing and the General Agreement for Business signed by us for:

DRAWEE

- PURCHASE subject to final payment
- payment to us after COLLECTION
- NEGOTIATION/PAYMENT under DOCUMENTARY CREDIT
- NEGOTIATION AGAINST ACCEPTANCE OF L/C OPENING BANK

▼ Please mark number of documents attached			▼ Other documents		
	Draft		Insurance Policy/Cert.		
	Commercial Invoice		Signed Bills of Lading		
	Customs/Consular Inv.		Non-neg Bills of Lading		
	Packing/Weight List		Parcel Post Receipt		
	Inspection Certificate		Air Waybill		
Documentary Credit No.		Bank and Branch			
Ship or Airline		From		Invoice No.	
Port of Discharge		Final Destination		Goods	
Terms		Draft No.	Date of Departure	Bill Amount	

INSTRUCTIONS FOR BILLS NOT UNDER DOCUMENTARY CREDIT (Please follow as marked X)

<input type="checkbox"/> Release Documents against PAYMENT		<input type="checkbox"/> WAIVE	
<input type="checkbox"/> Release Documents against ACCEPTANCE		<input type="checkbox"/> DO NOT WAIVE	interest and/or collection charges if refused
<input type="checkbox"/> ACCEPTANCE/PAYMENT may be deferred pending arrival of goods	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Telex advice of Non-payment and/or Non-acceptance	
		<input type="checkbox"/> If Unpaid/Unaccepted, store and insure goods	
<input type="checkbox"/> Bills are insured with the Hong Kong Export Credit Insurance Corporation		<input type="checkbox"/> Collecting Bank's charges to be for Drawee's account	
		<input type="checkbox"/> Your charges to be for Drawee's account	
<input type="checkbox"/> PROTEST for Non-acceptance and/or Non-payment	NOTE If no instructions are given regarding protest the Bank will assume that no protest is required.		
<input type="checkbox"/> DO NOT PROTEST			
Collect interest @ _____ % p.a. from Drawees from date of _____ until date of final payment	Other instructions		
In case of need refer to: who will assist you to obtain acceptance/payment but has no authority to amend the terms of the bill.			

PROCEEDS DISPOSAL (please follow instructions marked X)

<input type="checkbox"/> Credit our Current Account	No. <input style="width: 100%;" type="text"/>	under Exchange Contract	No. <input style="width: 100%;" type="text"/>
<input type="checkbox"/> Send us your Cashier Order/Demand Draft in Bill Currency			
<input type="checkbox"/> Deduct \$	for Packing Credit Advance	No. <input style="width: 100%;" type="text"/>	

If there is any query, please telephone _____ and ask for _____

In respect of CFR or FOB shipment, we certify that insurance is covered by drawees.

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AUTHORISED SIGNATURE(S)

FOR BANK USE ONLY

