



**APPLICATION FOR DOCUMENTARY COLLECTION AND/OR
NEGOTIATION UNDER LETTER OF CREDIT**

The Manager
HL BANK

Date:

We (the "Customer") hand you documents as under for disposal in accordance to the following instructions and subject to the terms and conditions printed overleaf where applicable.

Documents under LC

- ☐ Negotiate/Pre-Pay
☐ Pay upon receipt of funds
☐ Negotiate upon receipt of acceptance by issuing bank

Non LC Documents

- ☐ For purchase subject to final payment
☐ For collection on our behalf

Applicant / LC Beneficiary / Drawer (Name and address)		LC Applicant / Drawee (Name and Address)	
Contact Person Contact Number Invoice / Ref No. Bill Amount		LC Issuing Bank / Collecting Bank (Name and address)	
Tenor ☐ Sight ☐ Term days		LC No. Dated Bank Advising No.	
Brief Description of Goods Port of Loading / Airport of Departure Port of Discharge / Airport of Destination Vessel Name Voyage No. IMO No. BL Date			

Documents Attached	Drafts	Invoice	Packing List	Weight Note	Cert of Origin	Ins Policy	B/L	Airway Bills	Delivery Order	Bene Cert			
Original(s)													
Cop(ies)													

Instruction for bills to be sent under Uniform Rules for Collections

- ☐ Deliver Documents against ☐ Payment ☐ Acceptance
☐ Acceptance / Payment may be deferred pending arrival of vessel carrying goods
☐ Protest Instructions: ☐ Protest for Non-Payment ☐ Protest for Non-Acceptance ☐ Do not Protest

Please Instruct Collecting Bank to:

- ☐ Advise non-payment and / or non-acceptance by swift
☐ Advise payment and / or acceptance & due date by swift



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☐ Remits proceeds by swift

☐ Other instructions:

Collection Charges

☐ Interest to be collected from Drawee(s) at % p.a. from date of bill until

☐ Waive interest and / or collection charges if refused by the Drawee(s) and charge them to us

☐ Do not waive interest and / or collection charges if refused by Drawee(s)

☐ All charges to be paid by us

☐ Your charges are to be paid by Drawee(s)

Instructions for bills to be sent under Uniform Customs and Practice for Documentary Credits:

☐ Notify us for discrepancies ☐ Despatch documents to issuing / nominated bank without checking

☐ Other Instructions:
.....

Additional Instructions:
.....

Disbursement Instructions

☐ Please Credit Proceeds to Account No with you.

☐ Please use FX Contract Ref.

☐ Other Instructions
.....

We have read and agree to the general terms and conditions of use appearing on the following page

For an on behalf of

.....
Authorised Signature(s) & Company Stamp



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General Terms and Conditions

The Customer agrees that the Bank, having exercised due care in the selection of any correspondent to whom the documents referred to overleaf may be sent for collection, shall not be responsible for any act, omission, default, suspension, insolvency or bankruptcy of any such correspondent or sub-agent thereof, or for any delay in remittance, loss in exchange or loss of item or its proceeds during transmission, or in course of collection. Until such time as actual payment shall have come into the possession of the Bank, the Customer shall reimburse the Bank for any advance made in anticipation of collection as well as all disbursements made in effort to affect the same. The customer undertakes to pay the Bank all collection charges if same are not paid by the drawees.

The Customer agrees that the Bank assumes no responsibility for the authenticity or genuineness of documents delivered to the Bank, nor for the quantity, quality, condition, genuineness, identity, title or delivery of goods which the documents relate.

The Customer undertakes and agrees to indemnify the Bank on a full indemnity basis from and against all liabilities, actions suits, proceedings, claims, damages, expenses, losses, and cost including legal cost of whatever nature.

Collections are subject to the Uniform Rules for Collection and drawings under Documentary Credits are subject to Uniform Customs and Practice for Documentary Credits International Chamber of Commerce that are prevailing or any future revision thereof.

Bill & Document As Enumerated Overleaf Which Are Discounted/Purchased

The Customer agrees that the abovementioned bill (s) and/or Bills of Lading, Insurance Policies, Invoices or other documents representing or relating to the goods and the goods represented thereby and the proceeds thereof are to be held by the Bank as security for the payment on demand to the Bank of all money which now is or at any time hereafter may become due or owing or accrued or becoming due to the Bank. The Customer either alone or jointly with any other person or company on any account shall be liable in respect of any liability whatsoever whether actual or contingent and whether as principal or surety or otherwise together with in all case interest and all other banking charges and legal costs incurred in relation hereto or the enforcement thereof so that interest shall be computed (as well after as before any damage or judgement) according to the Banks usual mode in dealing with current accounts. If any money hereby secured shall not be duly paid by the Customer on demand, the Bank may forthwith without notice to the Customer or any person sell the goods or any part thereof by public auction or by private contract or otherwise or assign transfer or negotiate any documents relating to the goods at such price and upon such condition and to such persons as the Bank may think fit and apply the net proceeds in or towards the discharge of the money hereby secured and the residue (if any) shall be paid to the order of the person legally entitled thereto. The Customer hereby undertakes from time to time to execute and sign all transfer and other documents and do all acts and things which the Bank may require for perfecting the Banks title to the goods or any part thereof or for vest or enabling the Bank to vest the same in itself or its nominees or in any purchaser.

The content of all documents and forms are the sole and absolute property of HL Bank (-the Bank-) and is protected by the relevant intellectual property / copyright laws. No part of the documents and / or forms shall be copied, altered, distributed, transferred or commercially dealt with in any medium or manner whatsoever without the express prior written consent of the Bank. By using the document and / or form and submitting the duly completed document and / or form to the Bank, you confirm that you have read, understood and agreed to the Terms of Use and to the terms and conditions attached to your respective document and / or form.

This Terms and Conditions shall be governed by and construed in accordance with Laws of Singapore.

In the event of any proceedings or suits commenced against the Customer arising out of or in connection with these Terms and Conditions, the Customer agrees to submit to the non-exclusive jurisdiction of the Courts in Singapore, at the Banks option, in respect of any disputes arising out of or in connection with these Terms and Conditions. Without prejudice to the foregoing, the Customer undertakes not to commence proceedings or suits against the Bank in the courts of any other jurisdiction. In the event of any proceedings or suits commenced by the Customer against the Bank, the Customer agrees that the Singapore Courts shall have exclusive jurisdiction in respect of any disputes arising out of or in connection with these Terms and Conditions.



(Amount in currency and figures)

Ref No: _____

Singapore, _____ (Date)

At _____ of this First of Exchange (Second unpaid) Pay to the order of
DRAWER the sum of _____

Value received drawn under _____

To: _____

For on and behalf of

Signature and Company Chop

INDORSEMENT

Pay to the order of HL Bank (UEN S56FC1182L)

For on and behalf of

Signature and Company Chop

(Amount in currency and figures)



Ref No: _____

Singapore, _____ (Date)

At _____ of this Second of Exchange (Second unpaid) Pay to the order
of **DRAWER** the sum of _____

Value received drawn under _____

To: _____

For on and behalf of

Signature and Company Chop

INDORSEMENT

Pay to the order of HL Bank (UEN S56FC1182L)

For on and behalf of

Signature and Company Chop