

We enclose the following bill(s) and relevant documents together with our instructions indicated below (marked X).

Date:

| <u>L/C restricted to other banks or local L/C</u>   | <u>L/C not restricted to any bank</u>  | <u>D/P or D/A or D/P with tenor</u>  | <u>Export invoice financing</u>   |
|---|--|--|---|
| <input type="checkbox"/> Send for Collection:-<br><input type="checkbox"/> Checking documents required<br><input type="checkbox"/> Checking documents not required<br><input type="checkbox"/> Advance under bill send for collection with recourse to us<br><input type="checkbox"/> Discount the usance bill with recourse to us by your bank<br><input type="checkbox"/> Discount the usance bill with recourse to us by the restricted bank or L/C opening bank | <input type="checkbox"/> Negotiate/Purchase the sight/usance bill with recourse to us<br><input type="checkbox"/> Negotiate/Purchase the usance bill after receipt the acceptance from the issuing bank with recourse to us.<br><input type="checkbox"/> Send for Collection:-<br><input type="checkbox"/> Checking documents required<br><input type="checkbox"/> Checking documents not required | <input type="checkbox"/> Purchase/discount with recourse to us<br><input type="checkbox"/> Send for Collection | <input type="checkbox"/> Grant advance under invoice with recourse to us<br><input type="checkbox"/> Send the documents to the buyer in one lot via courier<br><input type="checkbox"/> Do not send the documents to the buyer. |

We understand that we shall be the subject to the terms and conditions in this application and of the documents relating to trade finance transactions including the “**General Agreement By Customer(s)**” signed by us to you and on file with you (as they may be amended from time to time.) To provide the trade finance services, we understand that you may carry out the processing work at offshore centres (including centres located in mainland China) and/or you may outsource the processing work to offshore service agents (including service agents located in mainland China). We agree that our information and/or data held by you may be made available to such offshore centres and/or offshore service agents in connection with the operation of the services provided by you.

For L/C transaction, this application is subject to the version of the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce that applies to the original documentary credit and, for DP or DA transaction, the Uniform Rules for Collections of the ICC as are in effect from time to time and also subject to other applicable terms and conditions in this application.

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

|  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
|--|-------|---------------|----------|----------|-----------------------|-------------|-------------|------------|------------|--|------------|--|----------|-------------------|--|
| Collecting Bank:   |       |               |          |          |                       |             |             |            |            | Tenor  |            | Amount   |          | Drawer's Ref. No. |  |
|  |       |               |          |          |                       |             |             |            |            | L/C No.  |            | Opening Bank:  |          |                   |  |
| Drawee (full name and address):  |       |               |          |          |                       |             |             |            |            | Drawer (full name and address):  |            |  |          |                   |  |
|  |       |               |          |          |                       |             |             |            |            | Contact Person:  |            |  | Tel No.: |                   |  |
| Documents submitted  | Draft | Comm. Invoice | Pkg List | Wt. List | C/O                   | Bene. Cert. | Ins. Policy | B/L or AWB | Other Doc: | Other Doc:   | Other Doc: | <b>When presenting documents for negotiation, please submit an extra copy of invoice for our files</b> |          |                   |  |
|  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| <b>Instruction for Bills not under L/C: (Mark X)</b>   |       |               |          |          |                       |             |             |            |            | <b>Other instruction: (Mark X)</b>   |            |  |          |                   |  |
| <input type="checkbox"/> Deliver documents against <input type="checkbox"/> payment / <input type="checkbox"/> acceptance                                    |       |               |          |          |                       |             |             |            |            | <input type="checkbox"/> Use Forward Contract # _____<br><input type="checkbox"/> Debit your bank charges to our account No. _____<br><input type="checkbox"/> Credit proceeds to our account No. _____<br><input type="checkbox"/> Send us your Cashier's Order / Demand Draft.<br><input type="checkbox"/> Deduct _____ for your I/B dept. Bill No. _____<br><input type="checkbox"/> If there are any queries please contact _____ at _____ Ext. _____ quoting our bill no.(s).<br><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 undermentioned bill/bills, which is/are presented by us has/have been fully covered by Messrs. _____ at _____<br>In the event of their failing to have done so, whether fully or partly, we hereby safeguard you against all consequences that may arise therefrom, and we undertake to hold ourselves responsible for the protection of your interest in the matter.<br><input type="checkbox"/> Please specify: |            |  |          |                   |  |
| <input type="checkbox"/> Payment / <input type="checkbox"/> Acceptance may be deferred until arrival of the goods  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Protest for <input type="checkbox"/> non-payment / <input type="checkbox"/> non-acceptance   |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Do not protest for <input type="checkbox"/> non-payment / <input type="checkbox"/> non-acceptance  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| When accepted please advise due date by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| If dishonoured, please advise us immediately by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift giving reasons, store and insure the goods |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Collect charges outside Hong Kong from the drawee  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Please do not waive collecting charges outside Hong Kong from the drawee   |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Collect interest at _____ % P.A. from the drawee from _____ to _____   |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Please do not waive collecting interest from drawee  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| Please advise payment by <input type="checkbox"/> airmail / <input type="checkbox"/> Swift   |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| In case of need notify:  |       |               |          |          |                       |             |             |            |            | We understand that if the collection remains unaccepted or unpaid after arrival of shipment to the destination, the banks have no obligation to take any action to store and insure the goods. Therefore, please ignore our instruction regarding the storage and insurance of the goods if given and refused.   |            |  |          |                   |  |
| whose authority is limited to securing payment in accordance with our instructions.  |       |               |          |          |                       |             |             |            |            |  |            |  |          |                   |  |
| AML Hot List Checked By  |       |               |          |          | Signature verified by |             |             |            |            | Authorized Signature(s) and Company Chop   |            |  |          |                   |  |