

Drawer		Export Licence No.
		Cert. of Origin No.
Tel. No.	<b>TO: PUBLIC BANK (HONG KONG) LIMITED</b>	
Consignee	I/We hand you draft and/or documents as listed below for disposal in accordance with the following instructions and subject to the terms and conditions of the General Letter of Guarantee, General Letter of Hypothecation and/or Trade Financing General Agreement signed by me/us for:	
Drawee (if not Consignee)	<input type="checkbox"/> ADVANCE against bills/documents <input type="checkbox"/> COLLECTION <input type="checkbox"/> NEGOTIATION with recourse under DOCUMENTARY CREDIT	
Departure Date	B/L AWB or P O Receipt No.	Documentary Credit No. Issued by (Bank and Branch)
Vessel/Flight No.	Sea / Airport of Loading	ICC incoterms (e.g. FOB, CFR, etc.) Payment Terms & Currency Code (As ISO 4217)
Port of Discharge	Final Destn. if on Carriage	Drawees Order No. Drawers Order No. Draft No. Invoice No.

INSTRUCTIONS For Bills not under Credit please follow as marked X		Other instructions	
A	Release Documents against PAYMENT	NOTE: If no instructions are given regarding protest the Bank will assume that protest is required.	
B	Release Documents against ACCEPTANCE		
C	ACCEPTANCE/PAYMENT may await arrival of carrying vessel		
D	CABLE advice of Non-payment and / or Non-acceptance		
E	AIRMAIL		
F	PROTEST for Non-acceptance and / or Non-payment		
G	DO NOT PROTEST		
H	In case of need refer to:	who will assist you to obtain acceptance/payment but who has no authority to amend the terms of the bill.	
I	From proceeds deduct to be paid to above agent.	▼ Please mark number of	▼ documents attached
J	If Unpaid / Unaccepted, store and insure goods	Draft	Certificates
K	COLLECT overseas charges from the DRAWEES	Commercial Invoice	Air Waybill
L	DEDUCT overseas charges from the PROCEEDS	Customs/Consular Invoice	Bills of Lading
M	Collect interest @ % p.a. from drawees from date of until date of	Packing List	Parcel Post Receipt
		Inspection Cert.	Insurance Policy
		Cert. of Origin	Weight List
N	WAIVE interest and/or collection charges if refused	Other documents	
O	DO NOT WAIVE		
P	Documents may be released against provisional payment in local currency provided the drawees give their undertaking to pay any difference arising from exchange rate fluctuations between payment date and date of final remittance.		

PROCEEDS DISPOSAL please follow instructions marked X				
Deduct HKD for Packing Credit Loan No.		Please present documents through the following bank: (For documents not under L/C only)		
Deduct in settlement of				
Credit our Savings/Current Account A/C No.				
Under Exchange Contract No.				
Send us your Cashier Order Demand Draft in favour of				
Brief Description of Goods		Bill Amount:		
Claims, Payable at		Account No.:		
Insured Value		In case of enquires please call Mr/Mrs/Miss. Tel.		
		Authorised Signatory's Name in Block Letters		
<b>FOR BANK USE ONLY</b>				
Bank Reference:		Signature verified by:		
AMC	BDC	NOI	WAL	CLC
Remarks:		Checked by:		

## Terms and Conditions

1. We agree that:-
  - a) Notwithstanding my/our instruction not to protest the bill you retain recourse on me/us in the event of dishonour.
  - b) Where authority has been given in instruction P to release documents against payment in local currency, we hold ourselves responsible for the full amount of the bill being remitted, and we will refund to you any shortfall on demand if the full amount is not remitted to you within a period considered by you to be reasonable.
  - c) You will not be responsible for any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or sub-agent.
  - d) You will not be responsible for any delay in remittance or loss in exchange during transmission or in the course of collection.
  - e) You will 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. In consideration of your advance or negotiation of our documentary drafts covering shipments which are insured by our buyers abroad, we hereby hold ourselves responsible for all losses and consequences and agree to indemnify you against all liabilities, losses and expenses that may be incurred by you in connection thereto.
3. In consideration of your handling this advance, negotiation or collection at our request, we agree to indemnify you and keep you indemnified at all times against all liabilities which you may incur or sustain by reason of your so doing and to provide you with funds with which to meet payments made by you or your agent together with all interests, commission, charges, disbursements and expenses of whatsoever nature, due to or incurred, or defrayed by you and/or your officers and agent in relation to this advance, negotiation or collection, and we authorize you to debit our account with you with all monies for which you may be or become liable to pay hereunder as aforesaid and we confirm that you shall not be under any obligation to give us any notice of such debit before the same is made.
4. We further agree that your bank assumes no responsibility for the authenticity or genuineness of documents delivered to your bank, nor for the quantity, quality, condition, genuineness, identity, title or delivery of the goods to which the documents relate.
5. Collections are subject to the Uniform Rules for Collections as published by International Chamber of Commerce and currently in force.
6. Drawings under Documentary Credits are subject to Uniform Customs and Practice for Documentary Credits as published by International Chamber of Commerce and currently in force.