



To : Maybank Singapore

Date (dd/mm/yyyy)

**1. Drawer's Name and Address**

**2. Drawee's Name and Address**

Business Registration Number

Customer Reference Number

Contact Person

Telephone Number

Email Address

Fax Number

**3. Collecting Bank's Name, Address and SWIFT Code**




SWIFT Code

**4. Bill Currency & Amount in figures**

[dropdown cur list](#)

In words



**5. Tenor of Draft**

Sight

Usance at  days

Other, please specify

**6. Documentary Collection Instructions (Please tick the appropriate box)**

a)  Discount/Purchase

b) Deliver Documents against :

Acceptance (D/A)

Payment (D/P)

Acceptance / Payment may be deferred pending arrival of vessel carrying goods

Others, if any (please specify) :





Collection of proceeds

c) \*Protest instructions :

Do not protest

Protest for non acceptance

Protest for non payment

d) Advise Payment / Acceptance and Due date by :

SWIFT  Air Mail

e) Advise Non Payment / Non Acceptance by :

SWIFT  Air Mail

\* If no instructions are given regarding protest, the Bank will assume that NO protest is required

**7. Documents Attached (please fill in the number)**

Type	Bill of Exchange	Commercial Invoices	Certified consular Invoice	Certificate of Origin	Insurance policy /certificate	Bill of Lading
Original						
Copies						
Type	Delivery Order	Air Waybill	Packing List	Weight List	Other documents	Other documents
Original					.....	.....
Copies						

**8. Brief Description of Goods**

**9. Instructions on Bank Charges**

a) Payment of Collection Charges

- |   |    |        |
|---|----|--------|
| i) Your charges to be paid by               | Us | Drawee |
| ii) Collecting Bank's charges to be paid by | Us | Drawee |

b) Waive interest and / or Collection charges if refused by the drawee(s) and charge them to us

Yes. Please deduct from proceeds

No. Please do not waive charges.

If no instruction is given regarding payment of collection charges, it shall be deemed that the Bank (e.g. Remitting Bank)'s charges will be paid by the Drawer whilst the Collecting Bank's charges will be paid by the Drawee.

**10. Additional Instructions / Conditions :**


*Customer to ensure all attachments are signed by Authorised Signatory/ies and stamped with the Company's Rubber Stamp, wherever applicable.*

**11. Instructions on Proceeds Disposal & Charges :**

Please credit the financing proceeds to our account

Upon receipt of the proceeds from Collecting Bank, please credit our account

Apply Foreign Exchange Rate of

FX Contract Number

Other instructions, if any (please specify) :

**12. Applicant's Authorisation and Declaration**

- a) We request that you provide the relevant Documentary Collection services (the "Trade Service") in accordance with our instructions requested above.
- b) We agree to be bound by the (a) Transaction Banking Terms, or (b) the Standard Terms and Conditions, the General Trade Terms and any Applicable Country Supplement and/or Service Supplement (as the case may be, and each as may be amended from time to time).
- c) Any term defined in the terms and conditions referred to paragraph 12(b) above shall have the same meaning set out in this Application Form

**13. Authorised Signatory/ies (Complete with Company Stamp, wherever applicable)**

The term "Maybank Singapore" used throughout this Application Form means Malayan Banking Berhad, Singapore Branch or Maybank Singapore Limited, as the case may be, with whom the Applicant has entered into an Agreement for the banking facilities/services referred to in this Application Form.