### APPLICATION FOR OUTWARD DOCUMENTARY COLLECTION



To: Maybank Singapore Date (dd/mm/yyyy) 2. Drawee's Name and Address 1. Drawer's Name and Address 3. Collecting Bank's Name, Address and SWIFT Code **Business Registration Number** Customer Reference Number Contact Person Telephone Number **Email Address SWIFT Code** Fax Number 4. Bill Currency & Amount in figures 5. Tenor of Draft dropdown cur list Sight In words Usance at days Other, please specify 6. Documentary Collection Instructions (Please tick the appropriate box) Discount/Purchase Collection of proceeds b) Deliver Documents against: c) \*Protest instructions: Do not protest Acceptance (D/A) Payment (D/P) Protest for non acceptance Acceptance / Payment may be deferred pending arrival Protest for non payment of vessel carrying goods Others, if any (please specify): d) Advise Payment / Acceptance and Due date by : **SWIFT** Air Mail e) Advise Non Payment / Non Acceptance by : Air Mail **SWIFT** \* If no instructions are given regarding protest, the Bank will assume that NO protest is required 7. Documents Attached (please fill in the number) Bill of Exchange Commercial Invoices Certified consular Certificate of Origin Insurance policy Bill of Lading Type /certificate Invoice Original Copies **Delivery Order** Air Waybill Packing List Weight List Other documents Other documents Type 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 Standard Terms and Conditions, the General Trade Terms and any applicable Country Supplement, Service Supplement and agreement as you may provide to us (or as agreed between us) from time to time.
- c) The terms and conditions of this Trade Service shall be governed by and construed in accordance with the laws of Singapore.
- d) Any term defined in the Standard Terms and Conditions and General Trade Terms shall have the same meaning set out in this Application Form
- e) We have read, fully understand and accept the terms relating to the collection, use and disclosure of the relevant information (including personal data) as set out in your prevailing rules and regulations governing the relevant Account and Services. We acknowledge and agree that we are responsible for ensuring that each individual whose personal data has been provided to you (including authorised signatories and authorised persons) pursuant to our application(s) hereto and from time to time consents to the collection, use, disclosure and/or processing of his personal data by you and your authorized service providers for purposes set out in policies, circulars, notices or guidelines governing your collection, use and/or disclosure of personal data, including your Data Protection Policy available inter alia at www.maybank2u.com.sg, which you may update from time to time ("Data Protection Policies"). We shall ensure that all relevant individuals are furnished with a copy of the terms that apply to any Account with or Services provided by you and the aforesaid Data Protection Policies.

#### 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.