

**APPLICATION FOR HANDLING/NEGOTIATION OF DOCUMENTS UNDER EXPORT DOCUMENTARY CREDIT**



To : Maybank Singapore

Date (dd/mm/yyyy)

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

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

Business Registration Number

Beneficiary's Reference Number

Contact Person

Telephone Number

Email Address

Fax Number

**3. LC Issuing Bank's Name and Address**

Malayan Banking Berhad,  
Singapore Branch

Maybank Singapore Ltd

Other Banks

Documentary Credit No.

Issuance Date

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

Figures in words

**5. Tenor of Draft**

Sight

Usance at  days

Other, please specify

**6. Documents Processing Instructions (Please tick the appropriate box)**

**Financing Instructions (subject to our approval and satisfaction to our terms and conditions)**

Negotiate the documents prior to acceptance by Issuing Bank.

Negotiate the documents after acceptance by Issuing Bank.

**Documents Handling & Checking** *Note : Option 2) is mandatory if the documents is to be financed/negotiated by us.*

1) Do not check the documents and send to Issuing Bank/Nominated Bank for payment/acceptance.

2) Check the documents and advise us the discrepancies. The above named contact person is authorised to provide further instructions.

**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. Description of Goods (please give a brief explanation)**

  
  


**9. Additional Instructions / Conditions :**

  
  


*Note: If the space of any field is insufficient, please submit additional information as an attachment, signed by the authorised signatory(ies) with Company's stamp.*

**10. Instructions on Charges and Proceeds:**

Please Credit Proceeds to our Account Number :

Please apply rate against Foreign Exchange Contract Number:  at rate

for the amount of

Other instructions, if any (please specify) :

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

- a) We request that you provide the relevant Negotiation 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](http://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.

**12. 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.