

APPLICATION FOR PROCESSING EXPORT DOCUMENTS

To: **CHONG HING BANK LIMITED** (the "Bank" or "you")

Transaction Reference (for Bank use)

Date: **01**

We hereby present the enclosed documents to you for disposal in accordance with the following instructions (marked "x" where appropriate) and subject to terms and conditions of this application, the General Customer Agreement and, if any, Facility Letter(s) signed and delivered by us to you.

Under Documentary Credit ("DC") 02		Not Under Documentary Credit - D/A or D/P 03	
<input type="checkbox"/> Please negotiate/advance/prepay the documents <input type="checkbox"/> Please negotiate/advance/prepay after receipt of acceptance from DC issuing bank <input type="checkbox"/> Please send documents to issuing/nominated bank for approval and payment and pay to us after proceeds received from issuing/nominated bank		<input type="checkbox"/> Financing or Purchase under D/A or D/P with recourse to us <input type="checkbox"/> Payment to us after proceeds received under D/A or D/P	
Beneficiary/Drawer (Name and address) 04		Invoice No. 07	
Applicant/Drawee (Name and address) 05		Brief Goods/Services Descriptions 08	
Issuing Bank/Collecting Bank (Name and address) 06		Tenor 09	
		Trade Term 10	
		DC No. 11	
		Bill Amount	
		USD	12

Documents enclosed (Please provide extra copy each of invoice and transport documents for Bank's retention)

<input type="checkbox"/>	Draft	<input type="checkbox"/>	Insurance Policy / Cert	<input type="checkbox"/>	Inspection Certificate	<input type="checkbox"/>	
<input type="checkbox"/>	Commercial Invoice	<input type="checkbox"/>	Original Bill of Lading	<input type="checkbox"/>	Beneficiary's Cert/Statement	<input type="checkbox"/>	
<input type="checkbox"/>	Custom Invoice	<input type="checkbox"/>	Original Air Waybill	<input type="checkbox"/>	Certificate of Origin / Form A	<input type="checkbox"/>	
<input type="checkbox"/>	Packing List	<input type="checkbox"/>	Forwarder Cargo Receipt	<input type="checkbox"/>	Export License	<input type="checkbox"/>	
<input type="checkbox"/>	Weight List	<input type="checkbox"/>	Courier/Parcel Receipt	<input type="checkbox"/>	Original Documentary Credit	<input type="checkbox"/>	

Collection Instructions (Not Under Documentary Credit - D/A or D/P)		Proceeds Disposal (please fill in instructions) 15	
<input type="checkbox"/>	Deliver Documents against PAYMENT (D/P)	Credit proceeds to our HKD account no. _____	
<input type="checkbox"/>	Deliver Documents against ACCEPTANCE (D/A)	Credit proceeds to our USD account no. _____	
<input type="checkbox"/>	Acceptance/Payment may await arrival of carrying vessel	Debit your charges from our account no. _____	
<input type="checkbox"/>	Collect your charges from Drawee	Utilizing exchange contract no. _____	
<input type="checkbox"/>	Collect other bank charges from Drawee	to convert proceeds	
<input type="checkbox"/>	Collect interest from Drawee at _____% p.a. from (date) _____ to date of final payment on <input type="checkbox"/> 360 <input type="checkbox"/> 365 basis	Deduct (amount) _____ to settle your Import Bill or Transfer LC or Packing Credit transaction reference _____	
<input type="checkbox"/>	Do not waive charges and interest from Drawee if refused (if no instructions, Bank will assume charges & interest may be waived)	Retrieve documents from Import Bill or Transfer LC reference _____	
<input type="checkbox"/>	Protest for Non-acceptance and/or Non-payment at Drawer's expenses (if no instructions, Bank will assume no protest is required)	Upon receipt of final payment, please inform _____ at _____ (phone no.)	
<input type="checkbox"/>	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.	Other instructions 16	

- Save as expressly provided to the contrary in this application, this application is subject to the Uniform Customs and Practice for Documentary Credits ("UCP") or Uniform Rules for Collections ("URC") for D/A and D/P transactions or other applicable rules of the International Chamber of Commerce as are in effect from time to time.
- Unless otherwise agreed by the Bank in writing, the Bank shall have full recourse against us for all costs, expenses, interests, damages and liabilities (including legal fees on solicitor-and-own-client basis) which the Bank (including its staff and agents) may suffer regarding any negotiation, prepayment, purchase or advance ("Financing") provided by the Bank. We acknowledge and agree that we will repay the Bank on demand for all indebtedness (whether due or not) under any Financing together with interest calculated from the date of Financing to the date of full receipt by the Bank.
- In respect of shipment on FCA, FOB, FAS, CFR, CPT or other terms not covering insurance, we certify that appropriate and sufficient insurance has been covered by drawee or ultimate buyer(s). We undertake to be responsible for the protection of your interest and keep you fully indemnified against all losses, costs and expenses.
- We understand that if the collection remains unaccepted or unpaid after arrival of shipment at the destination neither you nor your correspondent banks shall have any obligation to take any action to store or insure the goods. You are entitled to ignore our instruction regarding storage and/or insurance of the goods.
- This application is governed by Hong Kong laws and we irrevocably submit to the non-exclusive jurisdiction of Hong Kong courts.

For Bank Use:					<div style="text-align: center;">17</div> Authorized signature(s) and company chop		
Process on	Prepare	Check	Approve				
					Contact person	Tel.	

Completion Guide for Application for Processing Export Documents

辦理出口單據申請表填寫指示

Item	Field Name and/or Explanation
01	Application Date 申請日期
02	Under Documentary Credit (“DC”): 信用証項下： <input type="checkbox"/> Please negotiate/advance/prepay the documents If this box is ticked, it indicates customer request for bills examination and financing. Chong Hing Bank (the “Bank”) will grant financing subject to approval. 如選此項，表示客戶要求審單及融資。本行將按批核處理是否提供融資。 <input type="checkbox"/> Please negotiate/advance/prepay after receipt of acceptance from DC issuing bank If this box is ticked, it indicates customer request for financing after receipt of acceptance advice from DC issuing bank. The Bank will grant financing subject to approval. 如選此項，表示客戶要求待開証行承兌後融資。本行將按批核處理是否提供融資。 <input type="checkbox"/> Please send documents to issuing/nominated bank for approval and payment and pay to us after proceeds received from issuing/nominated bank If this box is ticked, documents will not be examined by the Bank and will be dispatched to DC issuing bank directly. The Bank will not grant financing but will pay to customer only after receipt of bill payment. 如選此項，表示單據毋須經本行審核並直送往開証行。本行將不會提供融資，並於收訖單據款項後付予客戶。
03	Not Under Documentary Credit – D/A or D/P: 非信用証項下 – 承兌交單或付款交單： <input type="checkbox"/> Financing or Purchase under D/A or D/P with recourse to us If this box is ticked, it indicates customer request for financing and the Bank has rights of recourse to customer. 如選此項，表示客戶要求融資及本行對客戶有絕對追索權。 <input type="checkbox"/> Payment to us after proceeds received under D/A or D/P If this box is ticked, it indicates financing not required. The Bank will send the documents to the collecting bank for acceptance or payment, and pay to customer only after receipt of bill payment. 如選此項，表示單據毋須融資。本行會把單據送往代收行作承兌或付款，並於收訖單據款項後付予客戶。
04	Beneficiary/Drawer (Name and address) 受益人/委托方(名稱及地址)
05	Applicant/Drawee (Name and address) 申請人/付款人(名稱及地址)
06	Issuing/Collecting Bank (Name and address) 開証行/代收行(名稱及地址)
07	Invoice no. 發票號碼
08	Brief Goods/Services Descriptions 貨物/服務簡述
09	Tenor: e.g. at sight, 120 days after date of shipment 付款期限：例如，at sight (即期), 120 days after date of shipment (發運日後起計 120 日)
10	Trade Term: Generally refers to the Incoterms agreed upon by the buyer and seller. 貿易術語：通常指經買方與賣方同意的 Incoterms(國際貿易術語)
11	DC No. 信用証號碼
12	Bill Amount 單據金額
13	Documents enclosed: Specify the number of each type of document, e.g. 2/2 Draft, 3/3 Original Bill of Lading 夾附單據：請填上各單據類別的數量，例如，2/2 Draft, 3/3 Original Bill of Lading

Item	Field Name and/or Explanation
14	Collection Instructions (Not Under Documentary Credit – D/A or D/P) 托收指示 (非信用証項下 – 承兌交單或付款交單)
A	<input type="checkbox"/> Deliver Documents against PAYMENT (D/P) Instruct the collecting bank to release documents to Drawee (buyer) against its payment. 指示代收行憑付款交付單據予付款人(買家)
B	<input type="checkbox"/> Deliver Documents against ACCEPTANCE (D/A) Instruct the collecting bank to release documents to Drawee (buyer) against its acceptance or maturity date. 指示代收行憑承兌交付單據予付款人(買家)
C	<input type="checkbox"/> Acceptance/Payment may await arrival of carrying vessel Customer may check this box if you accept acceptance/payment await until arrival of carrying vessel. 如客戶接受於貨運到港後才進行承兌或付款，可選此項。
D	<input type="checkbox"/> Collect your charges from Drawee. Instruct the Bank to collect charges from the Drawee (buyer). 指示本行向付款人(買家)收取費用。
E	<input type="checkbox"/> Collect other bank charges from Drawee Instruct other bank to collect charges from the Drawee (buyer). Notwithstanding as such instructed, deduction from bill proceeds may still be incurred upon payment. 指示其他銀行向付款人(買家)收取費用。儘管如此指示，付款時仍可能引致貨款扣減。
F	<input type="checkbox"/> Collect interest from Drawee Instruct the collecting bank to collect interest from the Drawee (buyer). Please specify the interest rate per annum, interest period and the basis of calculation (for example 360 or 365 days in a year). 指示代收行向付款人(買家)收取利息。請註明年利率、計息期、計息基礎(例如，一年是以 360 日或是 365 日計算)
G	<input type="checkbox"/> Do not waive charges and interest from Drawee if refused Instruct the collecting bank not to waive the charges and interest if the Drawee (buyer) refuses to pay 指示代收行不得放棄向付款人(買家)收取費用及利息，儘管付款人拒絕付費。
H	<input type="checkbox"/> Protest for Non-acceptance and/or Non-payment at Drawer's expenses Customer may request the collecting bank to appoint an appropriate party (e.g. notary public, lawyer) to arrange PROTEST, at customer's own expense, in case of non-payment and/or non-acceptance. 客戶可指示代收行代其委任適當人士(例如，公証人、律師)於不付款及/或不承兌時，由委托方付費，安排辦理拒絕證書。
I	<input type="checkbox"/> In case of need, refer to (company name and address) Customer may nominate a representative to act as case-of-need (with company name and address) to assist the collecting bank in obtaining payment and / or acceptance in case of non-payment or non-acceptance, and you have to clearly and fully indicate the powers of such case-of-need. 客戶可指定一名代表作為於發生不付款及/或不承兌時的預備人(附公司名稱及地址)以協助代收行獲得付款及/或承兌，惟須清楚詳盡地指明該預備人的許可權。
15	Proceeds Disposal: Please fill in the account number for payment credit and exchange contract number (if any). If deduction for settling Import Bill, Transfer LC or Packing Credit is required, please indicate relevant transaction reference and/or amount. 收款處理：請填上收款賬戶號碼及兌換合約編號(如有)。如須扣款作結算入口單據、轉讓信用証或打包放款，請註明相關交易編號及/或金額。
16	Other Instructions 其他指示
17	This application must be signed by the Authorized signatory(ies) of Applicant with company chop. Please indicate the name and phone/fax number of the contact person(s). 此申請書必須由申請人的授權人簽署及附有公司印章。 請列明聯絡人的姓名及電話/傳真號碼。

If you fax an application to Bank, please return the original application within 5 banking days and mark "FAXED on (Date)".
如閣下以傳真向本行發送申請書，請於 5 個工作天內送回正本申請書並註明「FAXED on (日期)」。

For inquiry, please call our Trade Finance Hotline: (852) 3768-7466
For form download, visit our website www.chbank.com/en => Commercial => Trade Finance