

..... Office

**COLLECTION ORDER**

**NEGOTIATION**

**COLLECTION**

**PURCHASE / DISCOUNT**

We hand you drafts and/or documents as under for disposal in accordance with the following instructions, subject to our Trade Finance General Agreement relating to goods given to you and to the terms and conditions as agreed and signed by us.

Drawer/Beneficiary

LC No. or Collection Ref.

Bill Amount

Interest / Charges      Drawee (for Collection Documents only)

Tenor      Due Date

Brief Description of Goods      Present to Bank (for collection Documents only)

**Documents enclosed**

Cert. Of Origin	Weight List	Packing List	Insurance	Invoices	Drafts
B/L or AWB	TCN or TWB	Inspection Cert	Shipment Adv.	Benef. Cert.	
Original L/C					

**PLEASE FOLLOW THE INSTRUCTIONS MARKED 'X'**

**For Collection documents only**

**For documents drawn under L/C**

Release documents against	Payment	Acceptance	Check documents and advise discrepancies to us
Collect drawee bank charges from	Us	Drawee	Collect your charges from Us Drawee
Charges	May be waived	May not be waived	Forward documents to the issuing bank for applicant's approval in case of discrepancies
For non-payment / non-acceptance:	Protest	Do not Protest	Forward documents to the issuing bank without checking
Collect interest @ .....%	From .....	until date of payment	Obtain issuing bank's approval for any discrepancies and negotiate documents

In case of need please contact: .....  
On telephone no: .....

Please credit proceeds to A/C no.....

.....  
Authorised Signature & Co. stamp      S.V.

**FOR HSBC OFFICIAL USE ONLY**

1<sup>ST</sup> CHECK      2<sup>ND</sup> CHECK      ADVISED ON      RECTIFIED ON      OUR REF.

**Discrepancies:**

**Please give us your disposal instructions at your earliest.**