

DOCUMENTARY COLLECTION AND/OR NEGOTIATION FORM

1. Drawer/Consignor (Name and Address)		3. Name and Address of Bank MUFG Bank (Malaysia) Berhad 199401016638 (302316-U) Level 22, 23 & 24, Plaza Conlay, No.18, Jalan Conlay, 50450 Kuala Lumpur.					
2. Drawee/Consignee (Name and Address)		4. Company/Business Registration No of Drawer/Consignor	5. Reference No.				
6. Tenor of Bill of Exchange 1. <input type="checkbox"/> Sight <input type="checkbox"/> _____ days after sight		7. Other (specify)					
8. Amount in figures _____							
Bill(s) of Exchange and accompanying documents listed below (specify the number of copies) are presented for:							
9. * Bills Drawn Under L/C No _____ 1. <input type="checkbox"/> Purchase/discount/negotiation 2. <input type="checkbox"/> Presentation to issuing/reimbursing bank for payment		10. ** Bills Drawn other than under L/C 1. <input type="checkbox"/> Purchase/discount/subject to final payment 2. <input type="checkbox"/> Collection of Proceeds					
11. Bill of Exchange	12. Commercial Invoices	13. Certified/ Consular Invoice	14. Certificate of origin	15. Insurance policy/ certificate	16. Bill of lading Original 1. <input type="text"/> Copies 2. <input type="text"/>	17. Delivery Order	18. Air Waybill
19. Packing List	20. Weight List	21. Other Documents (specify):			21a. Send documents in <input type="checkbox"/> 1 lot <input type="checkbox"/> 2 lot (Unless otherwise stated in L/C)		
22. Goods (brief description without excessive detail)							
23. INSTRUCTIONS FOR BILLS TO BE SENT FOR COLLECTION To: _____ _____ Delivery documents							
1. <input type="checkbox"/> against payment		2. <input type="checkbox"/> against acceptance		3. <input type="checkbox"/> Acceptance/Payment may be deferred pending arrival of vessel carrying goods		Protest Instructions 4. <input type="checkbox"/> Do not protest 5. <input type="checkbox"/> Protest for non-acceptance 6. <input type="checkbox"/> Protest for non-payment	
24. PLEASE INSTRUCT COLLECTING BANK TO: advise non-acceptance and/or non payment by: advise payment and/or Acceptance & due date by: remit proceeds by:							
1. <input type="checkbox"/> cable 2. <input type="checkbox"/> air mail		3. <input type="checkbox"/> cable 4. <input type="checkbox"/> air mail		5. <input type="checkbox"/> cable 6. <input type="checkbox"/> air mail			
25. COLLECTION CHARGES							
1. <input type="checkbox"/> Interest to be collected from drawee (s) at _____ % from date of bill until _____		2. <input type="checkbox"/> Waive interest and/or collection charges if refused by the drawee(s) and charge them to us		4. <input type="checkbox"/> All charges are to be paid by us			
3. <input type="checkbox"/> Do not waive interest and/or collection charges if refused by the drawee(s)		5. <input type="checkbox"/> Your charges are to be paid by drawee(s)					
26. ADDITIONAL INSTRUCTIONS:							
27. PROCEEDS DISPOSAL 1. <input type="checkbox"/> Upon negotiation/discount of this bill 2. <input type="checkbox"/> Upon receipt of reimbursement from issuing/paying bank in accordance with L/C reimbursement terms 3. <input type="checkbox"/> Upon receipt of Collection Proceeds 4. <input type="checkbox"/> Please credit our Account No _____ with you 5. <input type="checkbox"/> Please issue your Bankers Cheque 6. <input type="checkbox"/> Please apply rate against FX Contract No: _____ at _____ for _____ 7. <input type="checkbox"/> Other instructions (specify) _____				28. We agree to the terms and conditions appearing on reverse hereof			
* Subject to ICC Uniform Customs and Practice for Documentary Credits currently in force. ** Subject to ICC Uniform Rules for Collections currently in force.				29. Signatory's Company			
31. Tel No: _____				30. Date: _____			
32. Person to Contact: _____				_____			

NOTES TO THE APPLICANT WHOSE NAME AND AUTHORIZED SIGNATURE (S) APPEAR ON THE FRONT OF THIS FORM

CONDITIONS

1. THIS COLLECTION IS SUBJECT TO THE CURRENT VERSION OF THE INTERNATIONAL CHAMBER OF COMMERCE PUBLICATIONS (UNIFORM RULES FOR COLLECTIONS OR UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDIT THE CASE MAY BE ANY GUIDELINES OR DIRECTIVES PRESCRIBED BY BANK NEGARA MALAYSIA AND/OR THE ASSOCIATION OF BANKS IN MALAYSIA AND THE LAWS OF MALAYSIA.
2. ALL ITEMS NOT PAYABLE AT THIS OFFICE, AND RELATIVE DOCUMENTS ARE RECEIVED ONLY FOR TRANSMISSION AT YOUR RISK BY MAIL OR OTHER MEANS AND WITHOUT LIABILITY TO US MAY BE ROUTED DIRECTLY OR CIRCUITIOUSLY THROUGH ANY OF OUR BRANCHES OR CORRESPONDENTS SUBJECT TO THEIR INTERNAL REGULATIONS OR BE SENT DIRECTLY TO THE DRAWEE OR MAKER OR PAYING AGENT FOR PAYMENT IN ANY CASE IN CASH OR CREDIT TO THE TRANSMITTING BANK OR DRAFT OR CERTIFICATION OF THE DRAWEE. MAKER PAYING OR OTHER BANK WE ACCEPT NO RESPONSIBILITY FOR AND YOU HEREBY EXEMPT US FROM ANY AND ALL LIABILITY ARISING OUT OF OR IN CONNECTION WITH ANY ERROR, ACT, NEGLIGENCE, OMISSION OF FAILURE ON THE PART OF ANY OF OUR EMPLOYEES, AGENTS, SUB-AGENTS OR CORRESPONDENTS OR THEIR EMPLOYEES OR AGENTS FOR ANY DELAY, LOSS, DAMAGE OR EXPENSE INCURRED ARISING OUT OF OR AS A CONSEQUENCE OF THIS APPLICATION OR CAUSED DIRECTLY OR INDIRECTLY BY ANY MATTER BEYOND OUR CONTROL OR AS A CONSEQUENCE OF ANY OTHER CAUSED WHATSOEVER.
3. CREDITED ITEMS MAY BE CHARGED BACK AT ANY TIME PRIOR TO RECEIPT OF FULL PAYMENT IN CASH AT THIS OFFICE.
4. FURTHERMORE COLLECTIONS ARE SUBJECT TO OUR CONDITIONS AND TO THOSE OF OUR CORRESPONDENTS, AGENTS, AND SUB-AGENTS, AS WELL AS TO THE LAWS AND REGULATIONS RULING IN THE COUNTRIES CONCERNED.
5. WE SHALL EXERCISE DUE DILIGENCE IN THE SELECTION OF OUR CORRESPONDENTS AND AGENTS HOWEVER, IN THE EVENT YOU DESIGNATE A CORRESPONDENT OR AGENT OTHER THAN THE ONE OF OUR OWN SELECTION WE SHALL FOLLOW YOUR INSTRUCTIONS. UPON THE EXPLICIT UNDERSTANDING THAT YOU ASSUME AND CONFIRM ALL THE ACTS OF SUCH CORRESPONDENT OF YOUR OWN CHOOSING AND AGREE TO HOLD US HARMLESS FROM ALL CONSEQUENCES THEREOF.
6. IN CONSIDERATION OF US, AGREEING, AT YOUR REQUEST, TO RELEASE TO YOU THE FUNDS RECEIVED BY US FROM THE RELEVANT PAYING BANK PERTAINING TO THE LETTERS OF CREDIT FROM TIME TO TIME UNDER COLLECTION BY US (HEREINAFTER CALLED THE SAID FUNDS) PRIOR TO OUR RECEIPT OF WRITTEN CONFIRMATION FROM THE ISSUING BANK AND IF FOR ANY REASON WE ARE OBLIGED TO REIMBURSE THE PAYING BANK YOU HEREBY BY SIGNING THIS APPLICATION FORM. IRREVOCABLY AND UNCONDITIONALLY UNDERTAKE TO INDEMNIFY US AND SAVE US HARMLESS FROM AND AGAINST ALL LOSSES, COSTS, DAMAGES, CLAIMS, DEMANDS, PROCEEDINGS AND ANY OTHER CONSEQUENCE WHATSOEVER SUFFERED OR INCURRED BY US ARISING OUT OF IN CONNECTION WITH OUR AGREEING TO RELEASE THE SAID FUNDS TO YOU AND YOU HEREBY AGREE IN SUCH EVENT TO REIMBURSE US THE AMOUNT REMITTED BY THE PAYING BANK. IT IS MUTUALLY AGREED THAT A CERTIFICATE FROM US SPECIFYING THE AMOUNT OR AMOUNTS FOR THE TIME BEING DUE AND PAYABLE BY YOU UNDER OR BY REASON OF OR IN CONNECTION WITH THIS INDEMNITY SHALL IN THE ABSENCE OF MANIFEST ERROR BE CONCLUSIVE EVIDENCE AGAINST YOU OF THE AMOUNT OR AMOUNTS DUE AND PAYABLE.
7. IT IS MUTUALLY AGREED THAT YOUR USE OF OUR COLLECTION SERVICES ENTAILS YOUR ENTIRE ACCEPTANCE OF OUR SERVICES AS APPLIED FOR HEREIN ENTAILS YOUR UNCONDITIONAL ACCEPTANCE OF THE ABOVE CONDITIONS.
8. IT IS MUTUALLY AGREED THAT ANY NOTICE HEREUNDER SHALL BE DEEMED TO HAVE BEEN SUFFICIENTLY GIVEN TO YOU IF SENT BY PREPAID LETTER TO YOUR ADDRESS LAST KNOWN TO US OR STATED HEREIN AND SHALL BE DEEMED TO HAVE REACHED YOU IN THE COURSE OF POST.

MUFG BANK (MALAYSIA) BERHAD 199401016638 (302316-U)
LEVEL 22, 23 & 24, PLAZA CONLAY,
NO.18, JALAN CONLAY, 50450 KUALA LUMPUR.

BILL OF EXCHANGE

NO. _____ **MALAYSIA** _____

For _____

At _____ of this **FIRST** Bill of Exchange (**SECOND**

being unpaid) pay to **MUFG BANK (MALAYSIA) BERHAD** or order the sum of

Value received and charge the same to account of _____

Drawn under _____

L/C No. _____ dated _____

To

BILL OF EXCHANGE

NO. _____ **MALAYSIA** _____

For _____

At _____ of this **SECOND** Bill of Exchange (**FIRST**

being unpaid) pay to **MUFG BANK (MALAYSIA) BERHAD** or order the sum of

Value received and charge the same to account of _____

Drawn under _____

L/C No. _____ dated _____

To

Pay to the order of

For : MUFG BANK (MALAYSIA) BERHAD 199401016638 (302316-U)

Authorised Signature

Pay to the order of

For : MUFG BANK (MALAYSIA) BERHAD 199401016638 (302316-U)

Authorised Signature