

單據處理指示。(A項)

APPLICATION FOR PROCESSING EXPORT DOCUMENTS

TO: NANYANG COMMERCIAL BANK, LIMITED (the "Bank")

Date (YYYY/MM/DD): 填表日期

We, the Customer, present the enclosed documents ("Documents") for:

- ☐ drawee's payment without financing under ☐ D/A ☐ D/P (A1項)
- ☐ your **ADVANCE** under ☐ D/A ☐ D/P (A2項)
- ☐ issuing or nominated bank's payment under the **DOCUMENTARY CREDIT** (the "Credit") without financing (A3項)
(☐ checking of documents is required)
- ☐ your **NEGOTIATION** by way of ☐ advancing funds or ☐ agreeing to advance funds under the **Credit** (A4項)
- ☐ your **PURCHASE** or **PREPAYMENT** of a draft accepted or a deferred payment undertaking incurred by you under the **Credit** (A5項)
- ☐ your **ADVANCE** under the **Credit** (A6項)

(The following option is only available if the Customer has executed the Master Agreement for Forfaiting - Without Recourse Financing under Documentary Credit in favour of the Bank)

- ☐ your **NEGOTIATION, PURCHASE** or **PREPAYMENT** (as the case may be) under the **Credit** pursuant to the Master Agreement for Forfaiting - Without Recourse Financing under Documentary Credit executed by us in your favour.

☐ **DOCUMENTARY CREDIT:**

Issuing bank:

信用證項下適用，請填寫開證銀行名稱及信用證號碼

Credit no.:

Shipment date

裝貨日期

B/L, AWB or Cargo receipt no.

提單、空運單據或貨物收據編號

Beneficiary / Drawer (the "Customer")

客戶名稱及地址，以及聯絡方法

Contact Person:

Tel. No.:

Fax No.:

Applicant / Drawee

開證人/受票人名稱及地址

☐ **DOCUMENTARY COLLECTION (For D/P OR D/A)**

Suggested collecting bank (if any):

(A7項)

DA/DP 單據項下適用，如有建議使用的代收行，請填寫其名稱及地址

Vessel / Flight no.

船/空運編號

Port of loading / Airport of departure

裝貨港/起運機場

Draft no. / Invoice no. (To be quoted for future communications)

匯票/發票號碼

Bill currency and amount

單據貨幣及金額

Tenor

單據天期

Port of discharge

卸貨港

Place of final destination

最終目的地

Brief description of goods

貨物資料

INSTRUCTIONS to COLLECTING BANK - for D/P or D/A only

- ☐ 1 Release Documents against **PAYMENT** ("D/P")
- ☐ 2 Release Documents against **ACCEPTANCE** ("D/A")
- ☐ 3 **PAYMENT / ACCEPTANCE** may await until arrival of carrying vessel
- ☐ 4 **PROTEST** for Non-Payment / Non-Acceptance (B1項)
- ☐ 5 SWIFT advice of Non-Payment / Non-Acceptance
- ☐ 6 **STORE** and **INSURE** goods in case of dishonour at our expenses
- ☐ 7 **COLLECT** collecting bank charges from the **DRAWEE**
- ☐ 8 **DEDUCT** collecting bank charges from the **PROCEEDS**

- ☐ 9 Collect interest @ _____ % p.a. from drawee from date of _____ until date of _____ (B2項)
- ☐ 10 **WAIVE** interest, expenses and/or collection charges if refused
- ☐ 11 **DO NOT WAIVE** interest, expenses and/or collection charges if refused (B3項)
- ☐ 12 In case of need refer to :- (B4項)
who will assist to obtain payment / acceptance but has no authority to amend the terms of the bill.

▼ **Please mark number of documents attached**

<input type="checkbox"/>	Draft	<input type="checkbox"/>	Bills of Lading
<input type="checkbox"/>	Commercial Invoice	<input type="checkbox"/>	Air Waybill
<input type="checkbox"/>	Customs Invoice	<input type="checkbox"/>	Cargo Receipt
<input type="checkbox"/>	Certificate of Quality	<input type="checkbox"/>	Packing List
<input type="checkbox"/>	Certificate of Quantity	<input type="checkbox"/>	Fax Copy
<input type="checkbox"/>	Inspection Certificate	<input type="checkbox"/>	
<input type="checkbox"/>	Certificate of Origin	<input type="checkbox"/>	
<input type="checkbox"/>	Beneficiary Certificate	<input type="checkbox"/>	
<input type="checkbox"/>	Insurance Policy/Cert.	<input type="checkbox"/>	

▼ **Please follow INSTRUCTIONS marked "X"**

- ☐ Please send documents by courier / registered mail at our expenses
- ☐ Please credit proceeds to our a/c no. _____ in currency _____ 收款賬號及貨幣
- ☐ Please debit the relevant interest, fees, charges, commissions and expenses from our a/c no. _____ 相關費用利息扣賬戶口
- ☐ Use **FORWARD CONTRACT** no. _____ to convert the proceeds
- ☐ Apply the proceeds to settle the **PACKING LOAN** no. _____ 收款後指示
- ☐ Apply the proceeds to settle the drawing under **TRANSFER LC** no. _____
- ☐ Others:

For Back-to-Back Credit (if applicable)

A back-to-back credit no. _____ (the "Back-to-Back Credit") has been issued by you against the support of the Credit.

背對背信用證項下適用，註明子證號碼

This application (of 4 pages in total excluding attachment(s), if any) is subject to the terms and conditions below which are also available at www.ncb.com.hk

For and on behalf of the Customer

FOR BANK USE ONLY	
V. SIG.	Total number of attachment(s): _____ page(s)

授權人有效簽署

Authorised Signatory(ies) of the Customer
(Bills A/C no.: _____) 押匯戶口賬號

Attachment(s): _____ page(s) 附件頁數

處理出口文件申請書填寫指引

A) 單據處理指示註釋：

A1 – A7 必須選擇一項：

A1：D/A 及 D/P 單託收

A2：D/A 及 D/P 單買單

A3：信用證項下單據託收

A4：信用證項下買單或將會買單

A5：信用證項下買單（遠期）

A6：以南洋商業銀行開出的信用證項下單據買單

A7：信用證項下沒有追索權的融資，僅適用於已簽署福費廷主協議書之客戶

B) D/A、D/P 托收指示註釋：

B1：若不獲付款/承兌，收取拒付證明。此法律手續由律師事務所派出公證人將曾被拒絕付款/承兌的票據向受票人作出提示，若再被拒絕付款/承兌，公證人將作為紀錄，並作成拒付證明，可作為進行法律訴訟之用。若申請人（出票人）明確指示代收銀行需辦理此法律手續時，由此而產生的費用（包括銀行以及律師行的費用）一概由發出指示的一方承擔。

B2：若需向受票人收取利息，必須註明有關利率、計算利息的時間以及計算基礎（e.g. 按 360 天或是 365 天計算）。

B3：如被拒絕支付利息、開支及/或託收費用，不放棄收取。若選此項，當受票人承兌/付款而遭拒付利息/費用時，代收銀行將不予交單，直至受票人付清有關利息/費用後，才予交單及通知到期日/付款。除非委託人（出票人）選擇此項，否則即使選擇了第 7 項及第 9 項，代收銀行亦可向委託人（出票人）收取其費用及棄收利息（若遭拒付）。

B4：有需要時的代理人（“Case-of-need”）

若委託人（出票人）需指定一名代表，在遭到拒絕承兌/付款時作為“Case-of-need”，則應明確而充分地指明此代理人的權限。若無指明，銀行對該代理人的任何命令可以不受理。

C) 交單文件：

請註明所提交文件的名稱、份數、正/副本等資料，例如：3/3 Bills of Lading，2C Customs Invoice；若有多於 1 套同類型文件，例如 2 套提單，則表達為“2x3/3”。