

To: Trade and Supply Chain  
 HSBC Bank USA, National Association  
 Trade and Supply Chain  
 2 Hanson Place, 14th Floor  
 Brooklyn, NY 11217

# CUSTOMER COLLECTION TRANSMITTAL LETTER

**COLLECTING BANK**  
 (If blank, your correspondent)

DATE \_\_\_\_\_

DO NOT USE THIS SPACE

WE ENCLOSE THE FOLLOWING ITEM FOR  COLLECTION **AND**  CREDIT TO OUR ACCOUNT NUMBER \_\_\_\_\_  
 ADVANCE  REMITTANCE TO US BY CHECK

Subject to Uniform Rules for Collections, 1995 Revision, International Chamber of Commerce, Brochure No 522.

DRAWER'S REFERENCE NUMBER _____		DATE OF DRAFT _____		TENOR _____		AMOUNT _____			
DRAWER _____				DRAWEE _____					
ADDRESS _____									
<small>BILLS OF LADING ORIG.</small>	<small>DUPL.</small>	<small>PARCEL POST RECEIPTS</small>	<small>INSUR. CERT'S</small>	<small>INVOICES</small>	<small>CONSULAR INVOICES</small>	<small>PACKING LISTS</small>	<small>WEIGHT CERT'S</small>	<small>CERT'S OF ORIGIN</small>	<small>OTHER DOCUMENTS</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> DELIVER DOCUMENTS AGAINST		<input type="checkbox"/> ACCEPTANCE		<input type="checkbox"/> PAYMENT		<input type="checkbox"/> YOUR CHARGES		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ADVISE BY CABLE		<input type="checkbox"/> NON-ACCEPTANCE		<input type="checkbox"/> NON-PAYMENT		<input type="checkbox"/> MAIL DOCUMENTS		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> REMIT PROCEEDS BY CABLE		<input type="checkbox"/> DRAWEE'S EXPENSE		<input type="checkbox"/> DRAWER'S EXPENSE		<input type="checkbox"/> FOREIGN BANK CHARGES		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> REMIT PROCEEDS BY AIRMAIL						<input type="checkbox"/> WAIVE CHARGES IF REFUSED			
<input type="checkbox"/> PROTEST		<input type="checkbox"/> NON-ACCEPTANCE		<input type="checkbox"/> NON-PAYMENT		<input type="checkbox"/> DO NOT WAIVE CHARGES			
<input type="checkbox"/> DO NOT PROTEST						<input type="checkbox"/> HOLD FOR ARRIVAL OF MERCHANDISE			
<input type="checkbox"/> IF DOLLAR EXCHANGE IS NOT IMMEDIATELY AVAILABLE AT MATURITY (OR ON PRESENTATION IF DRAWN AT SIGHT) AND IT IS NECESSARY TO PROVISIONALLY ACCEPT LOCAL CURRENCY PENDING AVAILABILITY OF DOLLAR EXCHANGE, IT MUST BE DISTINCTLY UNDERSTOOD THAT THE DRAWEE SHALL REMAIN LIABLE FOR ALL EXCHANGE DIFFERENCES. AT TIME OF DEPOSIT OF LOCAL CURRENCY OBTAIN FROM DRAWEE'S THEIR WRITTEN UNDERTAKING TO BE RESPONSIBLE FOR ANY EXCHANGE DIFFERENCES. THE DRAFT MUST NOT BE SURRENDERED TO DRAWEE'S UNTIL FINAL PAYMENT FOR FACE AMOUNT IN U.S. DOLLAR EXCHANGE.									
<input type="checkbox"/> ALLOW A DISCOUNT OF _____ IF PAID _____									
<input type="checkbox"/> COLLECT INTEREST AT THE RATE OF _____ % FROM _____									
<input type="checkbox"/> IN CASE OF NEED REFER TO _____				<input type="checkbox"/> WHO IS EMPOWERED BY US: TO ACT FULLY ON OUR BEHALF I.E. AUTHORIZE REDUCTIONS, EXTENSIONS, FREE DELIVERY, WAIVING OF PROTESTS, ETC.				<input type="checkbox"/> WHO MAY ASSIST IN OBTAINING ACCEPTANCE OR PAYMENT OF DRAFT, AS DRAWN, BUT IS NOT TO ALTER ITS TERMS IN ANY WAY.	

OTHER INSTRUCTIONS

CUSTOMER'S NAME AND ADDRESS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

AUTHORIZED SIGNATURE

\$ \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_  
 \_\_\_\_\_ DAYS AFTER \_\_\_\_\_ of this SOLE BILL OF EXCHANGE

**SOLE BILLOF EXCHANGE**

pay to the order of HSBC Bank USA, National Association

Value received and charge the same to account of

To \_\_\_\_\_