BANK ISLAM

Assuring Trust. Delivering Value.

BB 31   **DOCUMENTARY COLLECTION-i AND/OR NEGOTIATION FORM**   Date :

Date	Month	Year

1. Drawer/Consignor

Name : _____

Address : _____

_____

Email Address : _____

2. Name and Address of Bank

Name of Bank : _____

Address : _____

_____

3. Drawee/Consignee

Name : _____

Address : _____

_____

4. Company/Business Registration No of Drawer/Consignor : _____

5. Tenor of Bill of Exchange : ☐ Sight   ☐ _____ days after sight   **6. Other (Specify) :** _____

7. Amount in figures : _____ Amount in words : _____

_____

8. Bill(s) of Exchange and accompanying documents listed below (specify the number copies) and presented for:

a. Bills drawn Under LC No : _____

☐ Purchase/Discount/Negotiation

☐ Presentation to Issuing/Reimbursing Bank for payment

b. Bills drawn other than under LC: _____

☐ Purchase/Discount subject to final payment

☐ Collection of Proceeds

9. Please fill in the number of documents attached :

☐	Bill of Exchange	☐	Insurance Policy / Certificate	☐	Air Waybill	☐ Others (please specify) :
☐	Commercial Invoices	☐	Bills of Lading (Original)	☐	Packing List	_____
☐	Certified / Consular Invoice	☐	Bills of Lading (Copies)	☐	Weight List	_____
☐	Certificate of origin	☐	Delivery Order	☐	Inspection Certificate	_____

10. Goods (brief description without excessive detail):

_____

_____

11. Instructions for bills to be sent for collection:

a. Delivery documents:

☐ against payment

☐ against acceptance

☐ Acceptance/Payments may be deferred pending arrival of vessel carrying goods

b. Protest Instructions:

☐ Do not protest

☐ Protest for non-acceptance

☐ Protest for non-payment

12. Please instruct Collecting Bank to:

a. Advise of non-acceptance and/or non-payment:

☐ cable

☐ air mail

b. Remit proceeds by :

☐ cable

☐ air mail

c. Advise payment and/or Acceptance & due date by:

☐ cable   ☐ air mail

13. Collection charges:

☐ Your collection charges are to be paid by us

☐ Your collection charges are to be paid by drawee(s)

☐ Your agent's charges to be paid by us

☐ Your agent's charges to be paid by drawee(s)

14. Additional instructions: _____

_____

_____

_____

15. Proceeds disposal:

☐ Upon negotiation/discount of this bill

☐ Upon receipt of reimbursement from issuing/paying bank in accordance with L/C reimbursement terms

☐ Upon receipt of Collection Proceeds:

☐ Please credit our Account No. _____ with you

☐ Please issue your Banker's Cheque

☐ Please apply rate against FX Contract No. _____

at _____ for _____

☐ Other instructions (Specify): _____

We request and hereby appoint you as our agent for OBC-i under the contract of Wakalah bil Ujrah. We agree to be bound by the executed continuing Trade Facility Agreement and by the terms and conditions prevailing as at the date of this application, a copy of which is available at your Trade Centre:

16. Authorised Signatory/ies and Company's Rubber Stamp

17. Customer Contact Person :

Name : _____

Tel & Fax No : _____   Email address : _____

FOR BANK USE ONLY	Verified by :	Reference No. :

*Subject to ICC Uniform Customs and Practice for Documentary Credit currently in force.
**Subject to ICC Uniform Rules for Collection currently in force.
Your charges (0.1% flat on the invoice amount, Minimum : RM50.00, Maximum : RM100.00 - Foreign currency, RM500.00 - Local currency) will be paid upon received payment from Negotiating/ Collecting Bank. Otherwise you may debit or request us to issue a cheque for the said commission plus other charges incurred from the transaction.