

BILL PRESENTATION MEMORANDUM



punjab national bank

Unit 1003, 10th Floor, Li Po Chun Chambers,
189, Des Voeux Road, Central, Hong Kong
Tel: (852) 29704819/22 Fax: (852) 29704289

From:

A/C No.:

Contact (Mr/Ms):

Tel.:

Fax:

Dear Sirs,

Date: _____

We enclose the following documents which please process **with recourse** to us:

- Collect and pay us on realisation less your charges.
- Purchase, subject to final payment.

One **extra copy** of each document is provided for your record.

Please disburse as per following instructions:

- Credit proceeds to our US\$/HK\$ account with you.
- Issue an account payee US\$/HK\$ cheque in our favour.
- Remit by T T/cheque, US\$ _____ in favour of _____

- Remit by Wire transfer/Chats funds in Hongkong Dollars to our account No. _____

with _____ (Name of the Bank) _____ (Name of the Branch) _____ (Bank No.) _____ (Branch No.)

We undertake to refund to you the bill amount plus interest and charges upon demand, if the bill remains unpaid on due date/presentation. We also agree that the bill will be regarded as paid only after the proceeds are received by you in Hong Kong. We undertake not to instruct the shipping company or their agents to change the declared destination or to deliver goods without production of original Bills of Lading.

| Our Invoice No. | Goods | Draft/Tenor | | Bill Amount |
|---|-------------------------|--------------|-------------|--------------|
| () | | DP/DA | Days () | |
| Drawee: | | | | Tel: |
| Shipping Company/Freight Forwarder Address: | | | | Tel: Fax: |
| B/L/AWB No. | Final Destination & ETA | Packing List | Ins. Policy | Cert. Origin |
| () | | () | () | () |

Please follow instructions marked X:

| | |
|---|---|
| Please collect proceed through following Bank: SWIFT/Telex: _____ Fax: _____ | In case of need, please contact our Agents: whom please pay US\$ after settlement of the bill, from proceeds. |
| Please dispatch documents by Courier/Speedpost/Registered Airmail. Deliver documents against payment/acceptance. Collect interest @ _____ % p.a. from drawees from _____ upto date of payment. | Your correspondent is authorised to accept payment in local currency, pending exchange control approval, against written undertaking from the drawees that they will be responsible to effect remittance of full bill amount without delay and to make good exchange loss, if any, at the time of remittance. |
| Please waive interest/do NOT waive interest if refused. Bill Collecting Bank Charges are on account of Drawee. If refused, do not deliver the documents. Defer acceptance/payment until arrival of goods. If the bill remains unpaid/unaccepted on presentation, please arrange to warehouse and insure the goods at our cost. Protest the bill for non-payment, if unpaid on due date. | Adjust Import bill under Ref: _____ for US\$/HK\$ |

“Subject to Uniform Rules for Collections (1995 Revision), International Chamber of Commerce, Publication No. 522”.

Yours faithfully,

S.V.

Company Stamp & Authorised Signatures