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To: The Manager

ANZ Trade and Supply Chain Select (Branch)

Date (dd/mm/yyyy)

From (customer name and address, include company identification number if applicable):

Export Verification Ref. No. (if applicable)

Customer Reference

Contact person and Telephone number

I/we request that ANZ handle the attached documents in accordance with instructions marked "X" and subject to the Uniform Rules for Collections (1995 Revision) ICC Publication No. 522.

COLLECTION

Negotiate by crediting account/s stated below immediately and forward for collection.

Forward for collection and negotiate by crediting account/s stated below upon receipt of the collecting bank's guarantee of the payment of the bill (avalisation)

Forward for collection and credit proceeds to account's stated below on receipt of payment from Collecting Bank.

Drawee's Bankers (name, address and SWIFT code)

Drawee (name and address)

Currency

Tenor

Amount

DOCUMENTS PRESENTED (No of copies)

Originals	Duplicates
	Bills of Exchange
	Invoice
	Bill of Lading
	Air Waybill
	Insurance Certificate
	Certificate of origin
	Packing List

Originals	Duplicates
	Health Certificate
	Inspection Certificate
	Test Certificate
	Quality Certificate
	Tally Sheet
	Beneficiary's Certificate
	Log List



Dispatch documents as follows

Original and Duplicate [one copy/two copies]

SHIPPING DETAILS

From To Via

Shipping Date (dd/mm/yyyy) ETA of Vessel

Carrier Name Vessel name

Description of Goods

COLLECTION INSTRUCTIONS

- Release documents against Payment – D/P (for Sight Collections).
- Obtain advice of acceptance / payment by authenticated telecommunication.
- ANZ charges (including interest if applicable) are for the account of . (Charges for our account will be calculated at the exchange rate applicable on the day of lodgement).
- Request buyer’s bank to guarantee payment of the bill of exchange (avalise) and confirm by SWIFT
- [waive/ do not waive] charges / interest if refused.
- Release documents against Acceptance – D/A (for Term Collections).
- Overseas / local / other bank charges, including commission, stamp duty, telecommunication costs and postage are for drawee’s account.
- Presentation may be delayed until arrival of goods at port of destination without Noting / Protesting.
- Collect interest at % p.a (based on day year) from to date.

If the drawee has not effected acceptance within days of presentation or made payment on due date then

- Note or protest for
- Do not note or protest for
- Advise by Telecommunications
- Store and insure goods.

SPECIAL INSTRUCTIONS

Please note: Banks have no obligation to take action in respect of goods to which the documentary collection relates, including storage and insurance of the goods even when specific instructions are given to do so.



CREDIT PROCEEDS TO

Domestic Account No
 Foreign Currency Account No

Apply proceeds against Forward Exchange

No Due

Account held with (Beneficiary's Bank's name and address)

Charges:

Debit our following account for all charges relating to this instruction:

Currency

Account Number

This application is subject to, and we are bound by, the terms in the ANZ Trade Terms booklet and any other applicable Trade Agreements. We confirm that ANZ has given us the booklet or we have accessed it at anz.com/corporate and given us the other applicable Trade Agreements. We acknowledge ANZ recommends that we read these documents and seek clarification from ANZ about any issues of concern.

Authorised Signature

Name of Authorised Signatory

Authorised Signature

Name of Authorised Signatory

Company stamp or chop (if applicable):

BANK USE ONLY

Date received (dd/mm/yyyy)

Signature(s) verified

Yes No

All checks complete

Approved by

Trade Relationship Officer

Manager / Team Leader