

# Export Document Presentation Form



(Please follow the instructions marked 'X')

|  |   |
|--|---|
| <input type="checkbox"/> Documents to be sent on COLLECTION basis to importer's bank | <input type="checkbox"/> Documents under D/C for Negotiation/Payment/Acceptance by Al Masraf                    |
| <input type="checkbox"/> Documents to be sent for AVALIZATION by importer's bank     | <input type="checkbox"/> Documents under D/C to be sent to restricted bank for Negotiation/ Payment/ Acceptance |

We hand you drafts and/or documents as under for disposal in accordance with the instructions mentioned herein, subject to the terms and conditions as agreed and signed by us.

|   |                                     |
|---|-------------------------------------|
| Principal/Beneficiary                           | D/C No. or Collection Ref.          |
|   | Bill Currency & Amount              |
| Drawee (For Collection Documents only)          | Tenor                               |
|   | Due Date                            |
| Present to Bank (For Collection Documents only) | Brief Description of Goods/Services |

Documents enclosed (please indicate the number of originals and copies)

|                 | Original | Copies |                 | Original | Copies |                     | Original | Copies |              |  |
|-----------------|----------|--------|-----------------|----------|--------|---------------------|----------|--------|--------------|--|
| Drafts          |          |        | Cert. of Origin |          |        | Inspection Cert.    |          |        | Original D/C |  |
| Invoices        |          |        | Insurance       |          |        | Beneficiary's Cert. |          |        | Amendment    |  |
| B/L or AWB      |          |        | Packing List    |          |        | TCN/TWB             |          |        |              |  |
| Shipment Advise |          |        | Weight List     |          |        |                     |          |        |              |  |

| For Collection Documents Only                     |                          |               |                          | For Documents Drawn Under D/C Only |                          |  |  |
|---|--------------------------|---------------|--------------------------|------------------------------------|--------------------------|--|--|
| Release documents against                         | <input type="checkbox"/> | Payment       | <input type="checkbox"/> | Acceptance                         | <input type="checkbox"/> | Check documents and advise discrepancies to us for correction  |  |
| Collect your charges from                         | <input type="checkbox"/> | Us            | <input type="checkbox"/> | Drawee                             | <input type="checkbox"/> | Request restricted bank to forward documents to the issuing bank for acceptance/payment                          |  |
| Collect drawee bank charges from                  | <input type="checkbox"/> | Us            | <input type="checkbox"/> | Drawee                             | <input type="checkbox"/> | Send documents to issuing bank without checking for their honour.  |  |
| Charges   | <input type="checkbox"/> | May be waived | <input type="checkbox"/> | May not be waived                  | <input type="checkbox"/> | Obtain issuing bank's approval for any discrepancies before forwarding documents to them for acceptance/payment. |  |
| For non-payment / non-acceptance                  | <input type="checkbox"/> | Protest       | <input type="checkbox"/> | Do no Protest                      | <input type="checkbox"/> |  |  |
| Collect interest @ _____ % from _____ until _____ |                          |               |                          |                                    |                          |  |  |
| Basis of calculation (360 /365) days              |                          |               |                          |                                    |                          |  |  |

|   |                                      |
|---|--------------------------------------|
| In case of need please contact on Tel: _____ Mob: _____ | Authorized Signatory & Company Stamp |
| Fax: _____  |                                      |
| Collect your charges from our A/C No. _____ (If any).   |                                      |
| Please credit proceeds to A/C No. _____                 |                                      |

**\*Terms & Conditions:**

- Unless the bill is drawn and/or documents are presented under an Irrevocable Credit issued or confirmed by AL MASRAF, we agree that :
  - Notwithstanding my/our instructions not to protest the bill Al Masraf retains recourse on me/us in the event of dishonor.
  - Al Masraf shall not be responsible for any act, omission, default, suspension, insolvency and bankruptcy of any correspondent, agent or sub agent.
  - Al Masraf shall not be responsible for any delay in remittance or loss in exchange during transmission or in course of collection.
  - Al Masraf shall not be responsible for loss or delay of any bill of exchange or documents in transit or in the possession of any correspondent agent or sub agent.
- Collections are subject to Uniform Rules for Collection, International Chamber of Commerce Publication No. 522.
- Drawings under Documentary Credits are subject to Uniform Customs and Practice (UCP 600) for Documentary Credit, International Chamber of Commerce Publication No. 600.
- This form is subject to Al Masraf applicable terms and conditions which, may change from time to time subject to Al Masraf sole discretion.