

Please complete this form in BLOCK CAPITALS and in black ink
 Upon completion, please send to:
 NatWest Bank, Ground Floor, PO Box 39971, Devonshire Square, London,
 EC2M 4XB. Telephone 020 7672 7230
 SWIFT code NWBKGB2L Fax 020 7672 6221

Collections Centre use									
T	F	P	C	Y	O				

1. Key collection information

Customer name and address	Customer reference
	Amount of collection
	Currency
Contact name	Tenor (e.g. Sight/60 Days Sight/30 Days after Shipment etc)
Preferred daytime contact number	Deliver documents against:
	Acceptance <input type="checkbox"/>
Fax number	OR Payment <input type="checkbox"/>
	OR Special instruction (Section 5) <input type="checkbox"/>
Buyer/Drawee bank name and address	

2. Documents

Bill of exchange <input type="checkbox"/>	Original Bill of lading <input type="checkbox"/>	Parcel post rec't <input type="checkbox"/>	<input type="checkbox"/>
Comm'l invoice <input type="checkbox"/>	Multi-modal trans <input type="checkbox"/>	Ins pol/cert <input type="checkbox"/>	<input type="checkbox"/>
Certified invoice <input type="checkbox"/>	Air waybill <input type="checkbox"/>	Cert of origin <input type="checkbox"/>	<input type="checkbox"/>

Please deal with the enclosed remittance in accordance with instructions marked below.

3. Charges

Collect all charges outside of the UK from buyer/drawee Charges outside of the UK may be waived Yes No

Additionally, collect NatWest charges from buyer/drawee NatWest charges may be waived Yes No

All charges to be paid by ourselves

4. Instructions for non-acceptance/non-payment

Acceptance/Payment may be deferred until goods arrive

Yes No

Protest in the event of non-acceptance

Yes No

Protest in the event of non-payment

Yes No

We have insured the goods OR Insurance covered by Buyer

5. Special instructions

6. In case of need refer to

For guidance

Accept their instructions

7. All documents to be sent abroad by courier

Only cross this box if the documents are to be sent by International Recorded Post via Royal Mail.

8. Settlement instructions

If necessary accept a deposit in local currency together with buyer/drawee's written undertaking to take all possible action to ensure remittance of sterling/dollars and to make good any exchange loss. Advise date paid in local currency.

8.1 NatWest account - please state where to pay proceeds and deduct charges.

A. Sterling: sort code and account number Proceeds Charges

B. Currency: account number Proceeds Charges

held at _____ branch.

C. Forward contract details Rate

8.2 Non-NatWest account

D. Remit proceeds at my expense to my account number (quote IBAN if known)

held at _____

9. Complete only if advance required

Advance the sum of (currency and amount) , , , .

Now Deferred date



1. Instructions

The following instructions are given by the Bank to the collecting Bank and are applicable except in so far as they may be modified or contradicted by any special instructions from the Customer.

- 1.1 Acknowledge receipt, quoting both your and our reference numbers.
- 1.2 If documents are not taken up on arrival of goods please advise us, stating reason (all charges accrued on the goods are for the principals account).
- 1.3 Advise reasons for refusal to us and confirm case of need, where given, has been advised.
- 1.4 Advise acceptance and due date.
- 1.5 Send all advices by **SWIFT** unless instructed otherwise.
- 1.6 Term bills not already accepted should be presented immediately upon receipt and after acceptance, should be held for payment at maturity.
- 1.7 When collections cover consignments addressed to yourselves by parcel and/or airfreight, the relative packages should be released in accordance with the instructions given for the release of documents.
- 1.8 If documents of title are attached and are not taken up on arrival of the consignment or any difficulty arises, please advise us, stating the reason.

Meanwhile, please ensure that the goods are properly protected but do not insure them.

All charges accrued on the goods are for the buyer/drawee's account.

Failure on your part to comply with all instructions given will be at your sole responsibility.

Subject to Uniform Rules for Collection URC522, ICC Publication.

It must be understood that we assume NO responsibility for the correctness, validity or genuineness of any of the drafts or documents handed to us referring to the goods, the subject of bills collection or for the description, quality, quantity or delivery of the goods which the documents may purport to represent.

2. On transactions drawn in countries with strict exchange control regulations the Bank may give the following instructions to the collecting Bank in order to protect the goods and the Customer's interests:
If necessary accept a deposit in local currency together with the buyer/drawee's written undertaking to take all possible action to ensure prompt remittance of (currency name) and to make good any exchange loss. 'Advise date paid in local currency'.

Export Collection Agreement

The Trade Services Terms are available to be read and printed online. To access the Terms go to www.natwest.com/terms and enter **tst1209**

Alternatively, a copy can be obtained from the Customer's Relationship Manager.

By signing:

- the Customer confirms the details on the Application are correct.
- the Customer agrees to the Trade Services Terms.