Documentary Collection / Negotiation Form

Kindly fill up the relevant sections below and tick ☑ in the box where applicable:

1. Collecting Bank Name and Address	2. Drawee/Consignee (Name and Address)
3. Drawer/Consignor/Presenter's (Name and Address)	4. Company/Business Registration No. of Drawer/Consigner/Presenter's
	5. Reference No.
	6. Tenor of Bill of Exchange (a) ☐ Sight (b) ☐ ..... days after sight / ..... days after shipment date
	7. Others (specify)
	8. Transaction Amount (CCY) (Figures)

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

9.* Bill(s) Drawn Under L/C No

☐ Presentation to issuing / negotiating / restricted bank for payment

10.** Bill(s) Drawn other than under L/C No

☐ Collection of Proceeds

11. Bill of Exchange	12. Commercial Invoices	13. Certified Consular Invoice	14. Certificate of Origin	15. Bill of lading	16. Weight List	17. Delivery Order	18. Airway bill	19. Packing List	20. Insurance Policy Cert
				Original ☐ Copies ☐					

21. Other Documents (specify)

22. Goods (brief description without excessive detail)

23. INSTRUCTION FOR BILLS TO BE SENT FOR COLLECTION

(A) Deliver Documents
- (i) ☐ Against payment
- (ii) ☐ Against acceptance

(B) ☐ Acceptance / Payment may be deferred pending arrival of vessel carrying goods

(C) Protest Instructions
- (i) ☐ Do not protest
- (ii) ☐ Protest for non-acceptance
- (iii) ☐ Protest for non-payment

24. PLEASE INSTRUCT COLLECTING BANK TO :

(A) Advise non-acceptance and / or non-payment by
- (i) ☐ Cable
- (ii) ☐ Air Mail

(B) Advise payment and / or Acceptance & due date by
- (i) ☐ Cable
- (ii) ☐ Air Mail

(C) Remit proceeds by
- (i) ☐ Cable
- (ii) ☐ Air Mail

25. COLLECTION FEES / CHARGES
- (a) ☐ All fees / charges are to be paid by us
- (b) ☐ Your changes are to be paid by drawee(s)
- (c) ☐ Waiver or ☐ Do not Waive Collection Charges if refused by the Drawee

26. ADDITIONAL INSTRUCTIONS

27. PROCEEDS DISPOSAL
- (a) ☐ Upon receipt of reimbursement from issuing / paying bank in accordance with L/C reimbursement terms
- (b) ☐ Upon receipt of Collection Proceeds
- (c) ☐ Please credit our Account ..... with you
- (d) ☐ Please issue your Cashier's Order
- (e) ☐ Other instruction (specify)

28. We agree to the terms and conditions appearing in the reverse hereof

29. I/We undertake and confirm that I am/we are in full compliance of the Strategic Trade Act 2010 ("STA") and am/are not involved/engaged in any activity(ies) prohibited by the STA, such activity(ies) to be known as "STA related activities". I/We understand that the Bank may use all information gathered for verification purposes to ensure compliance with the STA. In the event that I/we subsequently become involved in the STA related activities, I/we undertake to immediately notify the Bank in writing of such involvement/engagement. I/We acknowledge and agree that the Bank shall take such action as is deemed necessary, including notifying the regulators of the STA (which includes but is not limited to the Ministry of International Trade and Industry) of my/our involvement/engagement in the STA related activities. I/We accept that the Bank may at its discretion decline our application, without any further reference to us. I/We agree and acknowledge that the Bank is absolved of all and any liabilities to me/us in this regard.

	For Bank Use Only
Signature _____ Company Chop _____	
Name of Signatory _____ Application Date _____	Signature Verified By _____

* Subject to ICC Uniform Customs and Practice for Documentary Credit currently in force insofar as its in accordance with and not repugnance to Shariah.

** Subject to ICC Uniform Rules for Collection currently in force insofar as its in accordance with and not repugnance to Shariah.

Term and Conditions For Foreign/Domestic Outward Bills of Collection-i

The term and conditions hereinafter appearing shall regulate and govern the relationship between Al Rajhi Banking and Investment Corporation (Malaysia) Bhd (Company No. 200501036909 (719057-X) ("the Bank") and ourselves as the Drawer named *above / in the attached document ("the Customer").

The Customer hereby appoints the Bank and the Bank hereby accepts the appointment by the Customer as an agent of the Customer in accordance with Shariah principle of *Al-Wakalah bi al-Ujr* (Agency with fee) for the purpose of obtaining payments from drawee, deliver commercial documents against drawee's acceptance and to obtain payment on maturity of the bills and to obtain drawee's acceptance and deliver commercial documents against payment, all in regards to the trade transactions the particulars of which are as
*provided above / in the attached document, upon and subject to the terms and conditions herein contained.

The Parties hereby agree as follows:-

1. In consideration of the aforesaid services agreed to be rendered by the Bank, the Customer shall pay to the Bank the agreed charges in the Schedule of Charges as attached hereto.
2. All drafts, bills and/or documents handled and /or negotiated by or through the Bank shall be with full recourse to the Customer (such recourse for the avoidance of doubt, to be available even if there are any discrepancies or irregularities, whether noted by the Bank or not, in any documents). The Customer shall on demand (and without demand in the cases where payment or reimbursement is due to the Bank on determined date) pay and/or hold harmless and/or fully indemnify the Bank for all costs charges and expenses which the Bank may have incurred or will incur or be liable for save and expect where such costs, charges and liability were incurred due to negligence or misconduct of the Bank.
3. For the purpose as stated in Clause 1 above, the Bank is authorised to debit any of the Customer's account(s) with any moneys due to the Bank and if as a result of such debit the account(s) shall be overdrawn or be in excess of the limit of any facility granted to the Customer, the Customer shall be liable to reimburse the difference in the amount to the Bank. The Customer also agrees that the Bank will not in any way be held liable for any cheques dishonoured as a result of the Customer's account being debited as provided for above.
4. In rendering its services as envisaged herein, the Bank shall not demand payment of any interest or any default charges from the Customer.
5. All goods and services traded and being the subject matter of the draft, bills and documents handled by the Bank herein must be goods and services as permissible by Shariah.
6. All collections, negotiations and presentations of the drafts, bills and documents for the above trade transaction shall be subject to the Uniform Rules for Collection ICC Publication No. 522 (1995 Revision) or The Uniform Customs and Practice for Documentary Credits ICC Publication No. 600 (2007 Revision) (as the case may be) insofar as they are in accordance with and not in repugnance to Shariah.
7. Without in any way affecting any of the provisions in this Agreement, the Applicant /Buyer acknowledge and agree that if any kind of service tax or any tax, charge or levy of a similar nature is required by any law to be paid in respect of any financing, banking services or provision of account provided by the Bank under or in relation to, this Agreement such tax, charge or levy shall be included in the Indebtedness and shall be paid by the Applicant /Buyer. In the event the Applicant /Buyer fails to pay to the Bank the abovementioned tax, the Bank is hereby authorised at any time to debit from any of the Applicant /Buyer's account maintained with the Bank towards payment of the said tax subject to written notification to the Applicant /Buyer.
8. The Customer agrees to indemnify the Bank, and to hold the Bank harmless from and against any and all damages, liens, judgments, penalties, liabilities and expenses (including all fees and charges of internal or external counsel with whom the Bank consulted and all expenses of litigation and preparation therefor) which the Bank incurred and/or is asserted against the Bank by any person, state, country, entity or governmental authority, international governmental organization or other relevant authority (collectively referred to as "Sanction Authorities') arising from or incurred in connection with any violation of sanctions or laws of any Sanction Authorities and authorises the Bank to debit our account(s) with you towards payment of the same. This indemnity shall survive payment of any amounts hereunder.
9. The Customer abovenamed, hereby confirm that it completely understands the above terms and conditions of the Bills of Collection-i and is hereby agreed to be bound by the above terms and conditions of the Bills of Collection-i herein contained.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date first above written.

Signed for and on behalf of)
AL-RAJHI BANKING & INVESTMENT)
CORPORATION (MALAYSIA) BHD)
200501036909 (719057-X))
In the presence of)

Name:
Designation:

* Signed by the above named Customer)
in the presence of)

Name:
NRIC No.

* Signed for and on behalf)
of the above mentioned Customer)
in the presence of)

Name:
Designation:

(* please delete if not applicable)

SCHEDULE OF CHARGES

Services	Charges (RM)
Handling / Collection *Handling of export documents on behalf of the Customer to be sent to the collecting bank/presenting bank for payment*	RM500.00
Foreign Currency Bills Settlement in foreign currency *Crediting of Export proceeds into the Customer's foreign currency account as there is no foreign exchange rate involved*	RM300.00
Second and subsequent presentation of Outward Collection Bill *Amended/revised documents presented by the Customer*	Actual costs inclusive of postage, courier, RENTAS, SWIFT and other expenses
Document delivered free of payment *Handling of export documents on behalf of the Customer for sending to the collecting bank/presenting bank without any payment. The Customer will liaise directly with the drawee/buyer*	RM500.00
Protest Bills *Instructions to the collecting bank / presenting bank to protest the bills in order to get the payment if the drawee/buyer refuses to pay the bills*	Actual cost based on the Presenting/Collecting Bank country (Protest Fee, SWIFT, Postage, Courier and other expenses) plus the Remitting Bank actual cost (SWIFT, Postage and Courier and other expenses)
Tracer Tracer RM30.00 plus actual cost (SWIFT or Courier). *The bank will send a tracer to the presenting bank for unpaid bills*	RM30.00 for each tracer being sent (SWIFT)