

Guidelines for completion of 'PRESENTATION OF EXPORT COLLECTION DOCUMENTS'

Dear valued customer,

Please find below guidelines for completion of the **'PRESENTATION OF EXPORT COLLECTION DOCUMENTS'**. These guidelines have been created keeping in mind your requirements and this will assist you in your queries regarding the completion of the application form. At ENBD we value your time and we are confident that these guidelines will help you submit your request for PRESENTATION OF EXPORT COLLECTION DOCUMENTS which will be processed without delay and to your complete satisfaction.

1. Bill reference number and Bill amount

Please indicate your reference number and the Bill amount in these fields. This will help us to quote your reference number in future communication if any.

2. Drawee name

Please indicate the Drawee name, address, city and contact numbers. Drawee is the party on whom you have drawn the Export Collection Documents and the Bill of Exchange if any.

3. Collecting bank

Please indicate the Collecting bank name, address, city and contact numbers. Collecting bank is Drawee's bank as advised to you by the Drawee. In the absence of a Collecting bank, we will forward the Export Collection documents to our preferred correspondent at Drawee's location.

4. TENOR

Please provide clear instructions whether documents are to be delivered against payment (D/P) or against acceptance (D/A). If documents are to be delivered against acceptance, please clearly indicate the number of days corresponding to the document to which the tenor applies.

5. DOCUMENTS ENCLOSED

Please indicate the number of documents (originals as well as copies) in the list provided. In case of documents not listed, please provide such details in the blank fields provided below the list.

6. SPECIAL INSTRUCTIONS

Please provide clear instructions on charges whether these are to be debited to your account or if these are to be claimed along with the



Bill amount and credited to your account upon receipt of collection proceeds.

PLEASE PROVIDE DETAILS OF CONTACT PERSON AND TELEPHONE NUMBERS IN YOUR OFFICE FOR US TO GET IN TOUCH WITH YOU IN CASE OF NEED.

Please note that Emirates NBD will include other standard terms and conditions in respect of instructions to Advising / Negotiating / Presenting Bank's and as prescribed by Regulatory authorities from time to time.