**TRADE FORMS / CHARGES AND TRADE RELATED INFORMATION: -**

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| 1. ***SOFT COPY TRADE FINANCE APPLICATION FORM: -***   As part of our continuous effort to serve you better, Trade Finance application forms are now available in soft copy templates. You will find these templates more convenient and simpler to use with little room for errors.  Complete the forms and submit the printed copies together with the related trade documents to any OCBC Al-Amin/OCBC Bank branch with Business Banking Service Desk (BBSD). In Klang Valley, if there is no BBSD within your vicinity, please submit to Central Services Department (CSD) at Menara OCBC. Please refer to item 3 in page 2 below for the address of Business Banking Service Desk (BBSD) or Central Services Department (CSD).  ***Guide for data entry: -***   * The fields “     ” are defaulted to input with *“Capital Letters”*. * Use the *“Tab”* key to move to the next field. * Avoid using the *“Enter”* key as this is used only to start a new line within the same field. The *“Enter”* key is ***only*** used when keying in your Company’s/Bank’s name and address, description of goods, etc, that require few lines.   ***Click on each of the icons to open the trade finance application forms: -*** | | | | | | | |
| **(1) Export/Sale Related Forms: -** | | **(2) Import/Purchase Related Forms: -** | | | | | |
| Application for Documentary Collection /Negotiation-i and Draft (Bill of Exchange)  ***Note: For Purchase/Discounting of Export Bills – to submit Bai Al-Dayn Contract Note.*** |  | Application for Letter of Credit-i (LC) | | |  | | |
|  |  | Application for Letter of Credit-i (LC) - Amendment | | |  | | |
| Letter of Indemnity for Export Negotiation (General) |  | Application for Shipping Guarantee-i (SG) / Bill of Lading (BL) & Airway Bill Endorsement (AWB) | | |  | | |
| Letter of Indemnity for Export Negotiation (Specific) |  | Letter of Indemnity for Non-Surrender of Bill of Lading | | |  | | |
| **(3) Guarantees Forms: -** | | | | | | | |
| Application for Bank Guarantee-i (BG) |  | | Application for Bank Guarantee-i (BG) and Standby Letter of Credit-i (SBLC) -Amendment | | | ***Note:***  ***For renewal of BG /SBLC, please complete the BG /SBLC application form instead of the BG and SBLC amendment form.*** | |
| Application for Standby Letter of Credit-i (SBLC) |  | |  | | |  | |
| **(4) Trade Financing Application Forms: -** | | | | | | | |
| All Trade Financing Application Forms are to be accompanied by the relevant Shariah Contract Forms as follows:   |  |  | | --- | --- | | **Financing Product** | **Relevant Shariah Form** | | Accepted Bill-i (AB) (purchase) / Trust Receipt-i (TR) | * Murabahah Financing Agent Claim Form, and * Murabahah Contract Note | | Accepted Bill-i (AB) (sales) | * Bai Al-Dayn Contract Note | | | | | **Shariah Contract Forms: -** | | | |
|  | | | | *To be submitted with AB (Purchase) or TR application form* | | |  |
|  | | | | *To be submitted with AB (Sales) application form* | | |  |
| Application for Acceptance Bill-i (AB) Purchase & Sales | | | |  | | | |
| Application for Invoice Financing-i (IF) Purchase & Sales  ***Effective 1 September 2017, application for Invoice Financing-i (IF) Purchase & Sales based on Tawarruq / Commodity Murabahah*** | | | |  | | | |
| Application for Trust Receipt-i (TR) and Draft (Bill of Exchange) | | | |  | | | |
| 1. ***SCHEDULE OF STANDARD COMMISSION: -***   Please refer to the fees and charges available on https://www.ocbc.com.my/personal-banking/help-and-support/general/fees-and-charges   1. ***TRADE FINANCE OPERATIONS CENTRE / CORRESPONDENCE ADDRESS: -*** | | | | | | | | |
| 1. To locate the OCBC Business Banking Service Desk (BBSD) nearest to you, please visit:   https://www.ocbc.com.my/personal-banking/locate-us?p=1   1. If the nearest BBSD is not available, please submit to the following address: -   OCBC Al-Amin Bank Berhad  Central Services  Level 2, Menara OCBC  18, Jalan Tun Perak  50050 Kuala Lumpur  Fax: 603 8688 9621  ***SWIFT Code: OABBMYKL***   1. ***TRADE FINANCE ENQUIRIES: -*** | | | | | | | | |
| Please contact your *Relationship Manager or Trade Sales Manager* or call our *TRADE ACTION LINE* at 603 8314 9090 from Monday to Friday; 9:00am to 5:00pm. | | | | | | | | |