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

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| 1. ***SOFT COPY TRADE FINANCE APPLICATION FORM: -***
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| 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 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 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 a 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 and Draft (Bill of Exchange) | ***Note:*** ***For more information about the product features, risks and fees and charges, please refer to the Product Disclosure Sheet available on the internet or via this link: https://www.ocbc.com.my/business-banking/help-and-support*** | Application for Letter of Credit (LC) |  |
|  |  | Application for Letter of Credit (LC) - Amendment |  |
| Application for Transfer of Transferable Letter of Credit (TLC) |  | Application for Trust Receipt (TR) and Draft (Bill of Exchange) |  |
| Letter of Indemnity for Export Negotiation (General) |  | Application for Shipping Guarantee (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 |  |

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| **(3) Trade Financing Application Forms: -** |
| Application for Banker’s Acceptance (BA) Purchase & Sales |  | Application for Export Credit Refinancing (ECR) |  |
| Application for Invoice Financing (IF) Purchase & Sales |  |  |  |
| Application for Foreign Currency Trade Finance (FCTF) Purchase & Sales |  | Account Receivable Purchase (ARP) |  |
| **(4) Guarantees Forms: -** |
| Application for Bank Guarantee (BG) |  | ***Note:*** ***For renewal of BG/SBLC, please complete the Application for Bank Guarantee (BG) / Application for Standby Letter of Credit (SBLC).*** |
| Application for Standby Letter of Credit (SBLC) |  |  |

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| 1. ***SCHEDULE OF STANDARD FEES AND CHARGES: -***
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| 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 FORM SUBMISSION / CORRESPONDENCE ADDRESS: -***
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| 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
2. If the nearest BBSD is not available: -

OCBC Bank (Malaysia) BerhadCentral Services Level 2, Menara OCBC18, Jalan Tun Perak50050 Kuala LumpurFax: 603 8688 9621SWIFT: ***OCBCMYKL***  |
| 1. ***TRADE FINANCE ENQUIRIES: -***
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| Please contact your Relationship Manager or Trade Sales Manager or call our TRADE ACTION LINE at 1300 88 7000, (Press no.3 (Trade)) from Monday to Friday; 9:00am to 5:00pm. |