

致: 汇丰银行(中国)有限公司  
 To: HSBC Bank (China) Company Limited

银行专用 For Bank Use Only

银行管理号码Bank Control No.

分行/办事处Branch/Office

托收委托书 (OAT) COLLECTION ORDER (OAT)

兹将本公司下列汇票和/或单据呈交贵行, 由贵行按本委托书及本公司向贵行出具的贸易一般性协议规定就下列项目受理:  
 We hand you draft and/or documents as under for disposal in accordance with the following instructions and subject to Trade Financing General Agreement given to you and to the terms and conditions overleaf for:

- 有追索权买单 PURCHASE subject to Final Payment     
  托收 COLLECTION     
  信用证项下押汇 (有追索权) NEGOTIATION under DOCUMENTARY CREDIT (DC)

出票人/受益人 (全称与地址) Drawer/Beneficiary (Full Name and Address)		联系人姓名 (先生/夫人/小姐/女士) Name of Contact Person (Mr/Mrs/Miss/Ms)	
传真号码 Facsimile Number		联系电话号码 (分机: ) Tel No. (Ext. )	
付款人/申请人 Drawee /Applicant		离岸/装船日期 Departure/On Board Date	提单、空运单或邮包收据号码 Bills of Lading, Air Waybills or Parcel Post
传真号码 Facsimile Number	电话号码 Telephone Number	航次 Vessel/Flight Number	装运港 Sea/Airport of Loading
DC开证行和号码/托收行的名称和地址 (适用于非跟单信用证下的汇票) DC Issuing Bank and Number/Collecting Bank's Name and Address (For Non-DC Bills)		卸货港 Port of Discharge	最终目的地 (如在运输中) Final Destination if On Carriage
货物简要描述 (例如玩具、服装等) Brief Description of Goods (eg Toys, Garments, etc)		其他指示 Other Instructions OAT汇票 OAT BILL 贴现 DISCOUNT  <input type="checkbox"/> 是---请在买方承兑后进行贴现。 YES --- upon acceptance from buyer, please discount. <input type="checkbox"/> 否---收到资金后存入我方的账户。 NO --- credit our a/c upon receipt of funds.	
非信用证单据托收指示 Instructions for Bills Not Under Documentary Credit please follow as marked "X"		所附单据的数量 Number of Documents attached	
A	付款放单 Release Documents against PAYMENT	汇票 Draft	商业发票 Commercial Invoice
B	承兑放单 Release Documents against ACCEPTANCE	海关证明 Custom Certificate	海关发票 Customs Invoice
C	可以等待装货船只抵达后承兑/付 ACCEPTANCE/PAYMENT may await Arrival of Carrying Vessel	保险单 Insurance Policy	原产地证书 Certificate of Origin
D	对未作承兑或未付款进行抗辩 Protest for Non-acceptance and / or Non -payment <small>注: Note: 如未作出与拒绝有关的指示, 银行将假设无须抗辩。 If no instructions are given regard -ing. Protest the Bank will assume that protest is NOT required.</small>	重量单 Weight Note	装箱单 Packing List
E	无须抗辩 DO NOT PROTEST	提单 Bill of Lading	空运单 Air Waybill
F	如有需要, 请联系: _____ 该人士 ("代理人") 将协助贵行获得承兑/付款, 但无权修改汇票的条款。  In case of need refer to who will assist you to obtain acceptance/payment but who has no authority to amend the terms of the bill agent.	检验证书 Inspection Certificate	出口许可证 Export License
G	从结汇款中扣除 _____ 支付给上述代理人 From Proceeds deduct _____ to be paid to above Agent	副本提单 Non-negotiable Bill of Lading	普惠制原产地证明书 GSP Form A
其他单据: Other Documents:			
除非在DC中另有规定或下文另有指示, 否则请以快递方式转交单据: Documents to be forwarded by COURIER unless stated otherwise in the DC or instructed otherwise below:			
<input type="radio"/> 挂号信 Registered Mail <input type="radio"/> 特快专递 Speedpost <input type="radio"/> DHL			

H	向付款人收取海外费用 COLLECT Overseas Charges from the DRAWEES	结汇款处置 请跟随“X”所指示 PROCEEDS DISPOSAL please follow instructions marked "X"	
I	从结汇款中扣除费用 DEDUCT Charges from the PROCEEDS	扣款 (金额): Deduct (Amount): 打包贷款发放号码: for Packing Credit Advance Number:	
J	按照 ——%/年的利率向付款人收取利息, 计息期间如下: Collect Interest @ % p.a. from Drawees 起始日期 from Date of 结束日期 until Date of	存入本公司的账号: Credit Our Account Number: 外汇合同编号 (如适用): under Exchange Contract Number (if applicable):	
K	免除WAIVE 利息和/或托收费用 (如被拒付) Interest and/or Collection Charges if refused	结汇款用于进口 <input type="radio"/> 背对背 <input type="radio"/> EWB <input type="radio"/> 转让信用证单据 Proceeds to Import for	
L	不免除 DO NOT WAIVE	金额: Amount: _____	
M	可以在以当地币种付款后交单, 但前提是付款人承诺支付因付款日至最终汇款日期期间的汇率波动所引起的任何差额。 Documents may be released against payment in local currency provided the drawees give their undertaking to pay any difference arising from fluctuations in the exchange rate between date of payment and date of final remittance.	汇票号码/转让信用证号码: Bill Number/Transfer DC Number: _____	
银行专用For Bank Use Only		出口帐号 Export Account Number	汇票币种和金额 Bill Currency and amount
备注Remarks		银行费用借记账号 Account Number to be debited for all Bank Charges	
限制议付单据的贷款授予: Loan Granted under Restricted Bill _____ 请求发放贷款 (金额): Request for loan of (amount) _____ 信用证通知和限制议付于 (付款行名称): DC advice and restricted to (name of paying bank) _____		保险 Insurance <input type="radio"/> 请为本公司向贵行认可的保险公司安排保险。贵行被授权在按照约定的费率获得保险单之后, 将保险费从本公司账户, 账号为 _____ 扣除, 并支付给保险公司。本公司授权贵行代表本公司背书海运货物保险单。本公司应向贵行赔偿贵行可能发生的、直接或间接地起因于该等背书的任何索赔、费用和损失。 <input type="radio"/> Please arrange insurance for us with an insurance company recognized by you. You are Authorised to debit our account number _____ for the insurance premium once the policy is effected at the rate agreed and pay to the insurance company. We authorise you to endorse the marine cargo insurance policy on our behalf. We authorise you to endorse the marine cargo insurance policy on our behalf. We by you arising, directly or indirectly, from such endorsement.	
作为贵行基于在上述被通知和/或限制于付款行的跟单信用证项下提交的单据而向本公司提供贷款的对价, 本公司在此向贵行转让本公司对上述跟单信用证 (以及在 其项下签发的任何汇票) 享有的所有权利、所有权和利益, 作为对贷款以及与之有关而应付的其他任何款项之担保, 且在不减损贵行在上述转让项下之权利的前提下, 不可撤销地指示贵行将就上述跟单信用证而收到的任何款项用于偿还贷款及其可能到期应付的任何利息。 如果贵行在本托收委托书之日后 _____ 日内未收到付款, 本公司授权贵行从本公司的账户扣款以偿还贷款和/或执行上述转让, 而无需发出通知。 本项指示是对贵行几本公司之间作出的其他任何指示或协议的补充, 并不替代该等其他指示或协议。 In consideration, of your granting us a loan against documents submitted under The aforementioned DC advised and/or restricted to the paying bank, we hereby Assign to you, as security for the Loan and any other amounts owing in connection therewith, all our rights, title and interest in the aforementioned DC (and any bills issued thereunder), and without prejudice to your rights under the above assignment, irrevocably instruct you to apply any sums received in respect of the aforementioned DC in reduction of the Loan and of any interest which may be due thereon. In the event that payment is not received by you within _____ days of this Collection Order, we authorise you to debit our account in the refund of the loan and/or enforce the above assignment without notice. This instruction is in addition to and not in substitution for any other Instructions or agreements that have been made between us.		X 授权签字人和盖章 Authorised Signature(s) and Chop  X 公司名称 Company Name <span style="float: right; border: 1px solid black; border-radius: 50%; padding: 2px;">S.V.</span>	
		日期Date	
		银行专用For Bank Use Only	
		贷款批准人 Loan Approved by	信用证 DC <input type="radio"/> 不受限制 <input type="radio"/> 已保兑 <input type="radio"/> 遗失/欺诈性的 Not Restricted Confirmed Lost/Fraudulent Status <input type="radio"/> 受限制 <input type="radio"/> 有追索权 <input type="radio"/> 无追索权 Restricted (with Recourse without Recourse)
		第一审核人 (草签) 1st Checker (Initial)	第二审核人 (草签) 2nd Checker (Initial)
		第三审核人 (草签) 3rd Checker (Initial)	

将单据发至 Send Documents To		期限/到期日 Usance/Maturity		ECIC保险 ECIC Cover <input type="radio"/> 是 Yes <input type="radio"/> 否 No			
		代理费 Agent Commission		偿付费 Reimbursement Fee			
		利息 Interest		汇率 Exchange Rate			
CBID代码 CBID Code	国家代码 Country Code	承兑手续费 Acceptance Commission		汇兑费 Commission in Lieu Exchange			
偿付人 Reimburse From		电报费 Cable Charge		佣金 Commission			
		邮资 Postage		核对费 Checking Fee			
		其他收费 Other Charges		金额转账至进口/出口 Amount Transfer to Import/Export			
CBID代码 CBID Code		收汇款净额 Net Proceeds		直邮 Direct Mail <input type="radio"/> 是 Yes <input type="radio"/> 否 No			
文号代码 Refer Code	偿付指示代码 Reimbursement Instruction Code	保函 Letter of Guarantee <input type="radio"/> 有货权单据 With Title Documents <input type="radio"/> 无货权单据 Without Title Documents		VDU <input type="radio"/> 已获得 Captured <input type="radio"/> 已审核 Checked <input type="radio"/> 已批准 Approved			
日期 Date		日期 Date					
面函指示 Schedule Instructions <input type="radio"/> AZ <input type="radio"/> DD <input type="radio"/> EE <input type="radio"/> FA <input type="radio"/> KK <input type="radio"/> MA <input type="radio"/> NN <input type="radio"/> OO <input type="radio"/> NK <input type="radio"/> DA <input type="radio"/> DE <input type="radio"/> DG <input type="radio"/> DJ <input type="radio"/> NG <input type="radio"/> NE <input type="radio"/> OA <input type="radio"/> OE <input type="radio"/> OF <input type="radio"/> OG <input type="radio"/> ON <input type="radio"/> 其他(请列明): Others (Please Specify)							
发现的不符点 Discrepancies Noted <input type="radio"/> 信用证过期 DC Expired <input type="radio"/> 延迟装运 Late Shipment <input type="radio"/> 延迟提示 Late Presentation <input type="radio"/> 转运 Transshipment <input type="radio"/> 信用证透支 DC Overdrawn <input type="radio"/> 分批装运 Partial Shipment <input type="radio"/> 贸易术语与信用证不符 Trade Term Differs from DC <input type="radio"/> 其他(请列明): Others (Please Specify)							
备注 Remarks							
日期 Date	账号/GL账号代码 Account Number/ GL Account Code	金额 Amount	请打勾 Tick 贷 CR 借 DR		汇率/远期合同编号 Exchange Rate/ Forward Contract Number	记录人 Recorded by	审批人 Approved by

条款与条件: Terms and Conditions

1. 除非汇票的开立和/或文件的提示发生在由汇丰银行（中国）有限公司（下称“银行”）开立或保兑的不可撤销信用证项下，本公司同意：

Unless the bill is drawn and/or documents are presented under an Irrevocable Credit issued or confirmed by HSBC Bank (China) Company Limited (“The Bank”) we agree that:

  - a. 当汇票不获兑现时，无论本公司有否委托银行向付款人采取法律行动，银行对本公司仍有追索权。

Notwithstanding my/our instruction to protest the bill or otherwise, the Bank retains recourse on me/us in the event of dishonour.
  - b. 如果在 M 项指示中授权在本地货币付款后放单，本公司对付汇的汇票全额自行承担 responsibility，且如果上述全额未在收款方认为合理的期间内汇付给收款方，则应要求，本公司应向银行补足差额。

Where authority has been given in instruction M to release documents against payment in local currency, we hold ourselves responsible for the full amount of the bill being remitted, and we will refund to The Bank any shortfall on demand if the full amount is not remitted to them within a period considered by them to be reasonable.
  - c. 银行无须对各代理银行、代理机构或分支代理机构的任何作为、疏忽、违约、停业、无还债能力或破产等负责。

The Bank shall not be responsible for any act, omission, default, suspension, insolvency or bankruptcy of any correspondent, agent or sub-agent.
  - d. 银行无须对在汇款或在托收过程中发生的任何延误或兑换损失等负责。

The Bank shall not be responsible for any delay in remittance or loss in exchange during transmission or in the course of collection.
  - e. 银行无须对在传递或代理银行、代理机构或分支代理机构受理汇票或单据过程中发生的任何遗失或延误等负责。

The Bank should not be responsible for loss or delay of any bill of exchange of documents in transit or in the possession of any correspondence agent or sub-agent.
2. 托收按国际商会第 522 号（托收统则）（1995 年修订版）规定办理。

Collections are subject to the Uniform Rules for Collections (1995 Revision), International Chamber of Commerce Publication Number 522.
3. 跟单信用证项下收款按国际商会第 600 号（跟单信用证统一惯例）（2007 年修订版）规定办理。

Drawings under Documentary Credits are subject to Uniform Customs and Practice of Documentary Credits (2007 Revision), International Chamber of Commerce Publication Number 600.
4. 银行可以全权处理（但无义务）自行决定货物的贮存及投保，费用由本公司负责。

The Bank has full authority (but no obligation) at its discretion to store and insure the goods at out risk and cost.