

Please complete this form. Upon completion, please send to:

National Westminster Bank Plc, Manchester Trade Services,  
7th Floor, 1 Hardman Boulevard, Manchester, M3 3AQ.  
Telephone 0345 366 1512  
Fax 0121 566 0079  
SWIFT code NWBKGB2L

Service & Operations use

## 1. Key collection information

Seller/Drawer name and address

  
  
  


Contact name

Preferred daytime contact number

Fax number

Email address

Buyer/Drawee company name

Buyer/Drawee bank name  
and address

  
  


Seller/Drawer reference

Amount of collection

 .  Currency 

Tenor (e.g. Sight/60 Days Sight/30 Days after Shipment, etc.)

Deliver documents against:

Acceptance ☐

OR Payment ☐

OR Special instruction (Section 5) ☐

## 2. Documents - Enter number of documents for each of the following

	Original	Copy		Original	Copy
Bill of exchange	<input type="text"/>	<input type="text"/>	Packing list	<input type="text"/>	<input type="text"/>
Commercial invoice	<input type="text"/>	<input type="text"/>	Insurance pol/cert	<input type="text"/>	<input type="text"/>
Certified invoice	<input type="text"/>	<input type="text"/>	Cert of origin	<input type="text"/>	<input type="text"/>
Original bill of lading	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Multi-modal trans	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Air waybill	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Please deal with the enclosed remittance in accordance with instructions marked below.

### 3. Charges

Collect all charges outside of the UK from buyer/drawee ☐ Charges outside of the UK may be waived Yes ☐ No ☐

Additionally, collect NatWest charges from buyer/drawee ☐ NatWest charges may be waived Yes ☐ No ☐

All charges to be paid by ourselves ☐

Courier costs will be for the Seller/Drawer

### 4. Instructions for non-acceptance/non-payment

Acceptance/Payment may be deferred until goods arrive Yes ☐ No ☐

Protest in the event of non-acceptance Yes ☐ No ☐

Protest in the event of non-payment Yes ☐ No ☐

We have insured the goods ☐ **OR** Insurance covered by buyer ☐

### 5. Special instructions

### 6. Settlement instructions

If necessary, accept a deposit in local currency together with buyer/drawee's written undertaking to take all possible action to ensure remittance of sterling/dollars and to make good any exchange loss. Advise date paid in local currency. ☐

#### 6.1 NatWest account - please state where to pay proceeds and deduct charges.

A. Sterling: sort code and account number   Proceeds ☐ Charges ☐

B. Currency: account number    Proceeds ☐ Charges ☐

held at  branch.

C. Forward contract details  Rate

#### 6.2 Non-NatWest account

D. Remit proceeds at my expense to my account number (quote IBAN if known)

held at

### 7. Complete only if advance required

Advance the sum of (currency and amount)

Now ☐ Deferred date ☐ (DD/MM/YYYY)

8. Export Collection Agreement

The Trade Services Terms are available to be read and printed online. To access the Terms go to [www.natwest.com/terms](http://www.natwest.com/terms) and enter **tst0710**

Alternatively, a copy can be obtained from the Customer’s Relationship Manager.

By signing:

- I/We confirm the details on the Application are correct.
- I/We agree to the Trade Services Terms.

Please Note: All documents to be sent abroad by courier.

Signed in accordance with the authority held by the Bank

For   
(name of company/firm)

Authorised signatories

Name \_\_\_\_\_

Name \_\_\_\_\_

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

Customers are advised to retain a copy of this document for their records.

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## 1. Instructions

The following instructions are given by the Bank to the collecting Bank and are applicable except in so far as they may be modified or contradicted by any special instructions from the Customer.

- 1.1 Acknowledge receipt, quoting both your and our reference numbers.
- 1.2 If documents are not taken up on arrival of goods, please advise us, stating reason (all charges accrued on the goods are for the principal's account).
- 1.3 Advise reasons for refusal to us and confirm case of need, where given, has been advised.
- 1.4 Advise acceptance and due date.
- 1.5 Send all advices by **SWIFT** unless instructed otherwise.
- 1.6 Term bills not already accepted should be presented immediately upon receipt and, after acceptance, should be held for payment at maturity.
- 1.7 When collections cover consignments addressed to you by parcel and/or airfreight, the relative packages should be released in accordance with the instructions given for the release of documents.
- 1.8 If documents of title are attached and are not taken up on arrival of the consignment, or any difficulty arises, please advise us, stating the reason.

**Meanwhile, please ensure that the goods are properly protected but do not insure them.**

All charges accrued on the goods are for the buyer/drawee's account.

**Failure on your part to comply with all instructions given will be at your sole responsibility.**

Subject to Uniform Rules for Collection URC522, ICC Publication.

It must be understood that we assume NO responsibility for the correctness, validity or genuineness of any of the drafts or documents handed to us referring to the goods, the subject of bills collection, or for the description, quality, quantity or delivery of the goods which the documents may purport to represent.

2. On transactions drawn in countries with strict exchange control regulations, the Bank may give the following instructions to the collecting Bank in order to protect the goods and the Customer's interests:

If necessary accept a deposit in local currency together with the buyer/drawee's written undertaking to take all possible action to ensure prompt remittance of (currency name) and to make good any exchange loss. 'Advise date paid in local currency'.