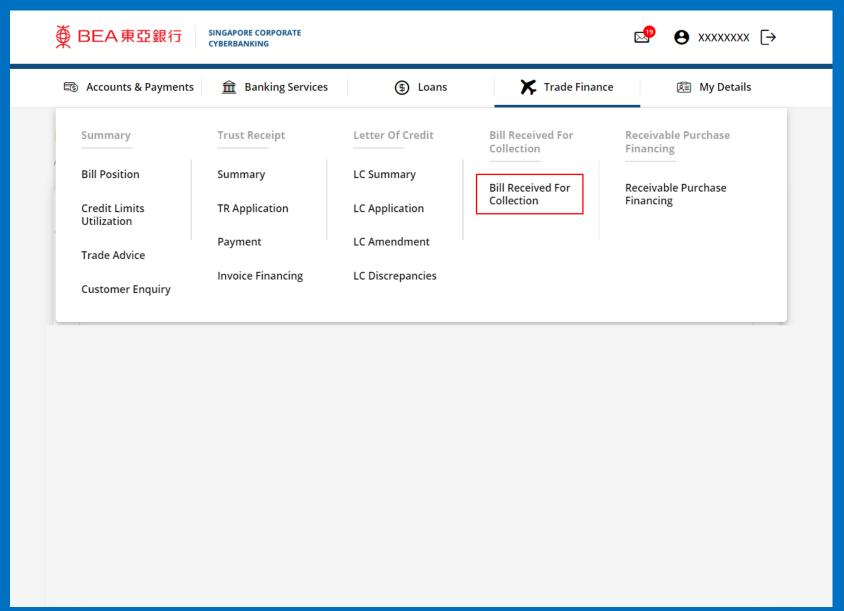
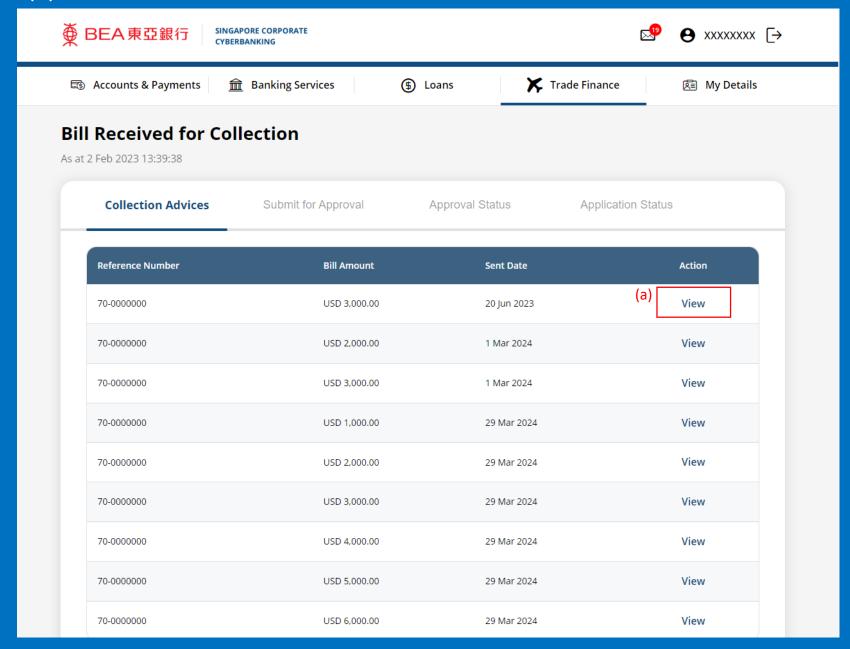
Log into Cyberbanking. Select **Trade Finance** > **Bill Received For Collection**.

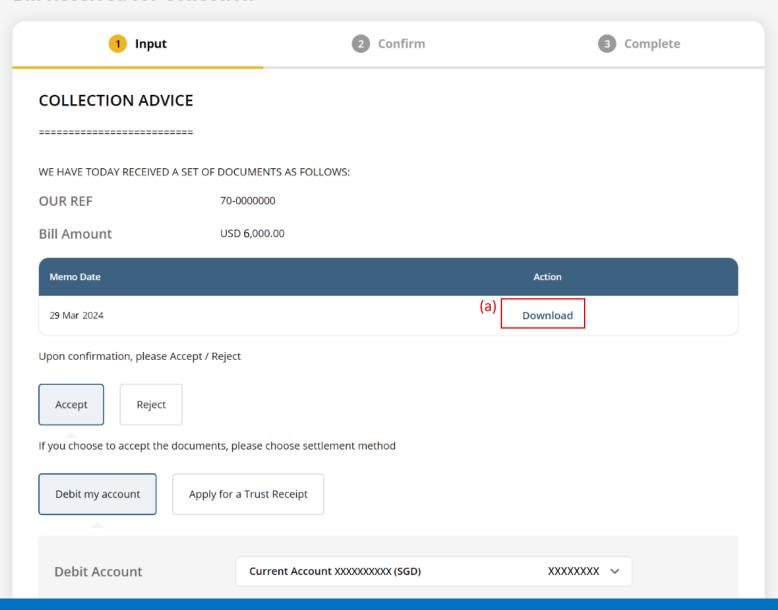


(a) Select View.



(a) Click **Download**.

Bill Received for Collection



(a) Review the Bill Received for Collection Memo.



DATE: 29/03/2024

XXXXXXXX ADDRESS 1 ADDRESS 2

ADDRESS 3

DEAR SIRS

PLEASE BE ADVISED THAT WE HAVE RECEIVED A SET OF DOCUMENTS RELATING TO:

OUR REF NO.: BRC70-0000000
DRAWER : XXXXXXXX
TENOR : D/P SIGHT

AMOUNT : USD******6,000.00 SHIPMENT : 10 MT OF BASE OIL

INSTRUCTIONS FROM THE REMITTING BANK:

- ALL COLLECTING BANK CHARGES ARE FOR ACCOUNT OF DRAWEE.

- DELIVER DOCUMENTS AGAINST PAYMENT.

NOTE: PLEASE CONTACT US IMMEDIATELY (TEL XXXXXXXX/XXXX)
TO FIX THE EXCHANGE RATE AND TO MAKE PAYMENT.

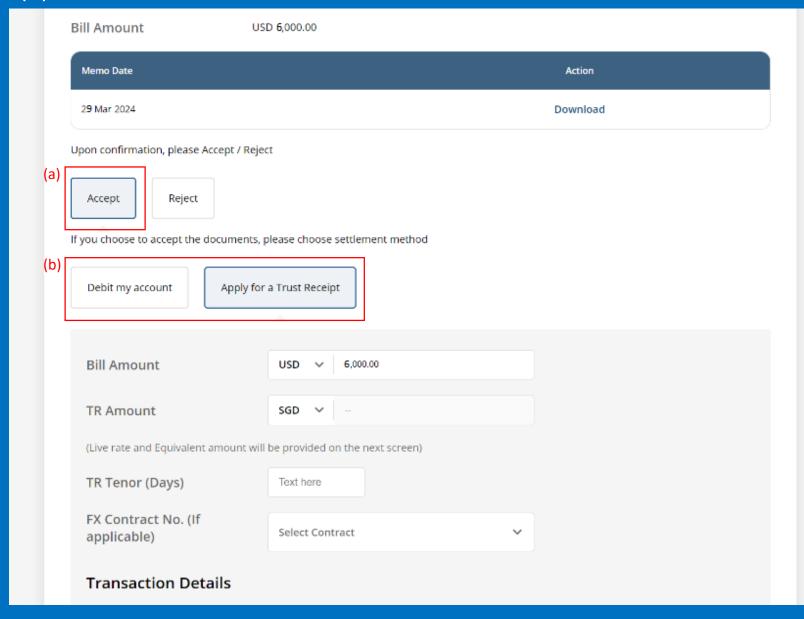
THIS IS A SYSTEM GENERATED ADVICE. NO SIGNATURE IS REQUIRED.

The Bank of East Asia, Limited 東亞銀行有限公司

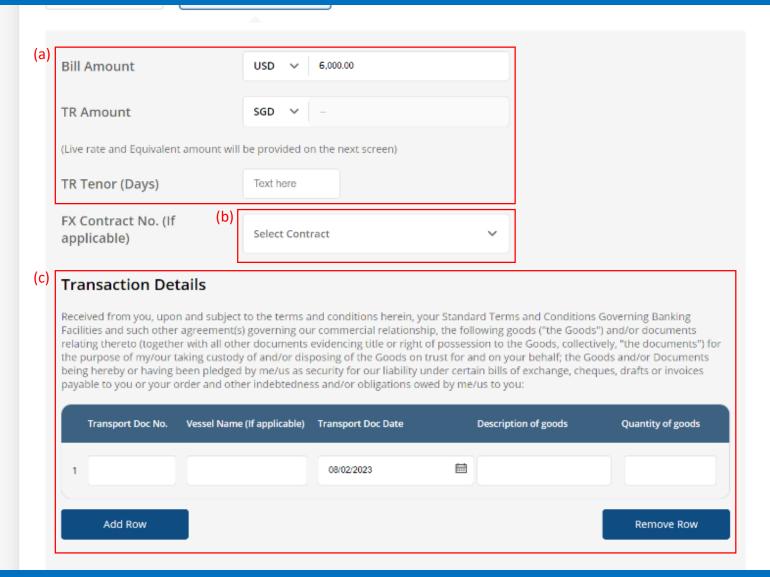
Singapore Branch 60 Robinson Road, BEA Building, Singapore 068892 Telephone: (65) 6602 7702 Fax: (65) 6225 1805 www.hkbea.com URN: SSZFC1059A

(a) Select Accept.

(b) Select Settlement Method.



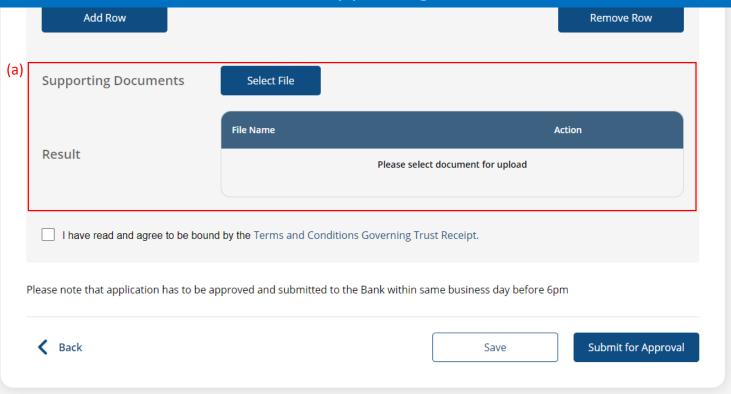
- (a) Input the **Trust Receipt Details**.
- (b) Select the **Contract Number** if any.
- (c) Input the **Transaction Details**.





Accept Bill Received for Collection and Apply for Trust Receipt with Foreign Exchange

(a) Click **Select File**, then attach supporting documents.

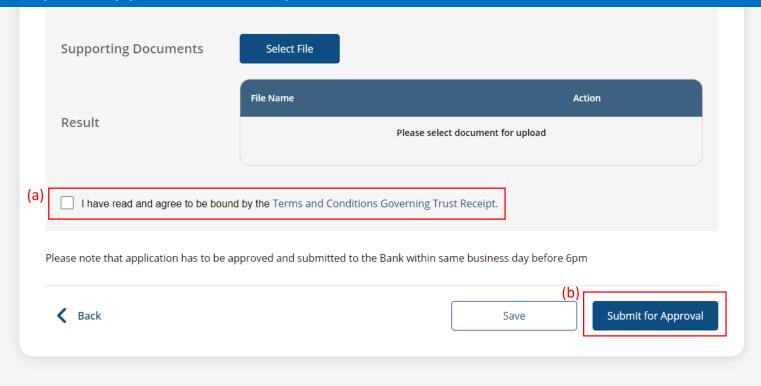




Accept Bill Received for Collection and Apply for Trust Receipt with Foreign Exchange

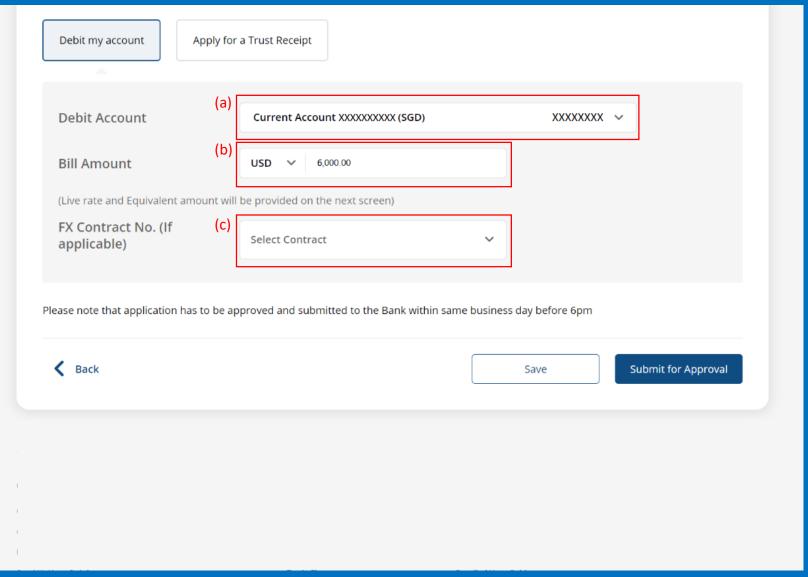
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- (a) Tick the checkbox after reading the **Terms and Conditions**.
- (b) Click **Submit for Approval**, then click **Confirm**.
- Notify the approver to verify.





- (a) Select the **Debit Account**.
- (b) Select the Bill Currency and input the Bill Amount.
- (c) Select the **Contract Number** if any.





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(a) Click **Submit for Approval**, then click **Confirm**. Notify the approver to verify.

