

**PRODUCT DISCLOSURE SHEET**

Read this Product Disclosure Sheet before you decide to take up the Inward Bills for Collection with Hong Leong Bank Bhd. Be sure to also read the general terms and conditions.

The information provided is merely general information of the product. The terms and conditions indicated in this Product Disclosure Sheet are tentative or indicative and may change at the discretion of the Bank.

Seek clarification from your institution if you do not understand any part of this document or the general terms.

**Hong Leong Bank Bhd  
Transaction Banking,  
Business and Corporate  
Banking**

**Product: Inward Bills for  
Collection (IBC)**

Date:        /        /

**1. What is this product about?**

An Inward Bills for Collection (IBC) is a trade service provided by the Bank, as a Collecting/Presenting Bank to handle and inform customer's (buyer's/drawee's) incoming shipping documents from their supplier (drawer). This intermediary service facilitates trade settlement on terms agreed between customer and their supplier.

The handling by the Collecting/Presenting Bank of the shipping documents is based on instructions received from Remitting Bank, in order to obtain payment or acceptance or based on other pre-determined terms and conditions in Remitting Bank's collection instructions.

Documents for collection are subject to Uniform Rules for Collections, International Chamber of Commerce Publication No. 522 currently in force.

**2. What do I get from this product?**

- a) Payment is made only upon release/after acceptance of the shipping documents, hence greater flexibility.
- b) This payment method is simpler and cheaper as compared to other trade services.

**3. What are my obligations?**

- a) You are required to make payment or accept the Bill of Exchange before the documents are released by the Bank.
- b) You are to pay at maturity of the Bill of Exchange accepted earlier.
- c) You authorize the Bank to debit your account in the Bank for the payment of commission and all customary charges and Bank Agent's charges, if any. In addition, you authorize the Bank to debit your account in the Bank with all monies so paid or for which the Bank is liable under the IBC.
- d) What are the cut-off times to observe for IBC issuance and settlement?

TRADE PRODUCT	CUT-OFF TIME
IBC Issuance	2pm
IBC Payment (RENTAS)	12pm
IBC Payment (Non-RENTAS) <i>* (Foreign currency payment is subject to cut-off time for each currency. Refer to Trade Services Centre for cut-off time for each currency)</i>	2pm *

#### 4. What other charges do I have to pay?

##### **IBC Commission for bills denominated in Foreign Currency**

- 0.10% on bill amount, subject to a minimum of RM 50.00 and a maximum of RM 150.00

##### **IBC Commission for bills denominated in RM**

- 0.10% on bill amount, subject to a minimum of RM 50.00 and a maximum of RM 500.00

##### **Cost of SWIFT**

- RM30.00

##### **Cost of RENTAS**

- SME Customer - RM 5.00
- Non-SME Customer - RM 14.00 (1st party); RM 15.00 (Bank to Bank)

##### **Cost of Inter-Bank Giro (IBG)**

- RM 2.00 per IBG

##### **Cost of Postage**

- RM 5.00 flat

*Note: All fees, commission, charges and other monies payable shall be exclusive of and subject to any Government Tax, where applicable.*

#### 5. What if I fail to fulfil my obligations?

If documents remain uncollected by you, we will return the documents to the presenting bank within 60 days from date of receipt or upon request by presenting bank to return their documents, whichever is earlier.

#### 6. What do I need to do if there are changes to my contact details?

It is important that you inform us immediately of any change in your contact details to ensure that all correspondences reach you in a timely manner.

#### 7. Where can I get assistance?

- To make a complaint on products or services offered, you may contact us at:

Customer Advocacy  
Level 13A Floor, Menara Hong Leong,  
No 6, Jalan Damanlela, Bukit Damansara,  
50490 Kuala Lumpur.  
Phone: 03-76268801/03-76268802/03-76268812  
E-mail: [customerservice@hlbb.hongleong.com.my](mailto:customerservice@hlbb.hongleong.com.my)

- If your query or complaint is not satisfactorily resolved by us, you may contact Bank Negara Malaysia at:

Bank Negara Malaysia LINK or BNMTELELINK  
Address : Block D, Bank Negara Malaysia Jalan Dato' Onn 50480 Kuala Lumpur.  
Telephone : 1-300-88-5465  
Fax : 03-2174 1515  
E-mail : [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)  
Website : [www.ofs.org.my](http://www.ofs.org.my)

## **8. Where can I get further information**

Should you require additional information, please refer to the bankinginfo booklet on [www.bankinginfo.com.my](http://www.bankinginfo.com.my) website.

Alternatively, please contact us at :

**Trade Sales & Product  
Hong Leong Bank Berhad  
Level 10, Menara Hong Leong  
6, Jalan Damanlela  
Bukit Damansara  
50490 Kuala Lumpur  
Tel : (03) 7661 7777  
Or visit [www.hlb.com.my](http://www.hlb.com.my)**

The information provided in this disclosure sheet is valid as at [        /        /        ]