

CALIFORNIA BANK & TRUST International Banking Group 550 South Hope Street, 3rd Floor Los Angeles, CA USA 90071 Tel: 213-593-2135 Fax: 213-593-2144 Email: IBGops@calbt.com						INTERNATIONAL DOCUMENTARY COLLECTION					
FILE Reference 1.						BANK Reference 2.					
TO BANK AND ADDRESS 3. California Bank & Trust 550 South Hope Street, 3rd Floor Los Angeles, CA USA 90071						DATE 4.			CBT Cost Center 5.		
WE ENCLOSE THE FOLLOWING FOR COLLECTION						FURTHER INSTRUCTIONS					
DRAFT / CHECK NUMBER 7.						FORWARD TO YOUR CORRESPONDENT					
DRAWN ON 8. TEL _____ FAX _____ EMAIL _____						DRAWEE BANK AND ADDRESS 9.					
TENOR 10.			AMOUNT 11.			[] DELIVER DOCUMENTS AGAINST PAYMENT 17.					
[] PAYABLE AT SIGHT 12.						[] DELIVER DOCUMENTS AGAINST ACCEPTANCE 18.					
[] PAYABLE ON DATE 13.						[] DO NOT PROTEST 19.					
[] OTHER 14.						PROTEST FOR [] NON PAYMENT [] NONACCEPTANCE 20.					
[] ADVISE NONACCEPTANCE AND/OR NONPAYMENT BY CABLE 15.						[] Your correspondence's charges are to be paid by Drawee(s) 21.					
[] ADVISE PAYMENT BY CABLE 16.						[] Your charges are to be paid by Drawee(s) 22.					
CREDIT OUR COMMERCIAL ACCOUNT						[] Waive all charges if refused by the Drawee and charge them to us 23.					
ACCOUNT NAME _____ 27.						[] Do not waive charges 24.					
ACCOUNT NUMBER _____ 28.						COLLECT INTEREST FROM DRAWEE(S) 25.					
BANK NAME _____ 29.						If necessary, contact: 26.					
BANK ADDRESS _____ 30.											
BANK ABA/TRANSIT NO. _____ 31.											
DOCUMENT 32.	Draft	Air Waybill	BoL	N/N BoL	Invoice	Packing List	Certificate of Origin	Insurance	Courier Receipt	Other Documents	
ORIGINALS 33.											
DUPLICATES 34.											
COVERING SHIPMENT OF 35.						BOL NO. _____ 36.					
SPECIAL INSTRUCTIONS 37. IBGxIDCrevH											
BANK 38. _____ AUTHORIZED BANK SIGNATURE & TITLE					CUSTOMER 40. _____ CUSTOMER'S SIGNATURE & TITLE					42.	
COLLECTION REFERENCE INFORMATION 39.					CUSTOMER NAME & ADDRESS & TEL/FAX/EMAIL 41.						

California Bank & Trust - International Banking Group

International Documentary Collection - Form Field Definitions

The International Documentary Collection form should be attached with the customer's draft and/or shipping documents for collection, and sent to California Bank & Trust for international collection.

1. FILE REFERENCE - The customer's transaction and/or file number.
2. BANK REFERENCE - (CBT bank use)
3. TO BANK AND ADDRESS - California Bank & Trust, 550 South Hope Street, 3rd Floor, Los Angeles, CA USA 90071.
4. DATE - The Date the request for collection was completed and sent to the bank.
5. CBT COST CENTER - (CBT bank use).
6. Blank - Can be used for remarks.

n/a RESET FORM - Clears all the data fields at once.
7. DRAFT / CHECK NUMBER - Draft or check number assigned by the customer
8. DRAWN ON - The buyer the Draft is made on; with address, telephone, fax number, and email.
9. DRAWEE BANK AND ADDRESS - The buyers bank and address.
10. TENOR - Payable at Sight or at a future date.
11. AMOUNT - Value of the Draft for collection.
12. PAYABLE AT SIGHT - Check if the collection is payable upon receipt of documents by the buyer's bank.
13. PAYABLE ON DATE - Check if the collection is to be payable at some future date.
14. OTHER - Check if the collection is payable with other terms.
15. ADVISE NON ACCEPTANCE AND/OR NONPAYMENT BY CABLE - Check if buyer's bank is to notify CBT of non acceptance or non payment.
16. ADVISE PAYMENT BY CABLE - Check if buyer's bank is to notify CBT when the collection is paid..
17. DELIVER DOCUMENTS AGAINST PAYMENT - Check if the collection is payable upon receipt of documents by the buyer's bank.
18. DELIVER DOCUMENTS AGAINST ACCEPTANCE - Check if the collection is payable by acceptance upon receipt of documents by the buyer's bank.
19. DO NOT PROTEST - Check if the collection is NOT to be formally protested by the buyer's bank.
20. PROTEST FOR - NON PAYMENT or NONACCEPTANCE - Check if the collection is TO BE formally protested by the buyer's bank.
21. Your correspondent's charges are to be paid by Drawee(s) - Check if the buyer's bank charges are to be paid for the by the buyer.
22. Your charges are to be paid by Drawee(s) - Check if CBT charges are to be paid for by the buyer.

- 23.** Waive all charges if refused by the Drawee and charge them to us - Check if the customer is willing to pay for all charges if the buyer refuses.
- 24.** Do not waive charges - Check if the buyer's bank cannot release documents without collecting charges.
- 25.** COLLECT INTEREST FROM DRAWEE(S) - State interest, if any, is to be considered part of the collection.
- 26.** If necessary, contact - Customer contact person and telephone number.
- 27.** ACCOUNT NAME - Customer's name on the business bank account.
- 28.** ACCOUNT NUMBER - Customer's bank account number that corresponds to the account name.
- 29.** BANK NAME - Customer's bank that his account is located in.
- 30.** BANK ADDRESS - Customer's bank address that his account is located in.
- 31.** BANK ABA/TRANSIT NO. - Customer bank's American Banking Association number or wire transit number to reach the customer's account.
- 32.** DOCUMENT - Document(s) names that are being submitted for collection by the bank.
- 33.** DOCUMENT ORIGINALS - Document(s) originals that are being submitted for collection by the bank.
- 34.** DOCUMENT DUPLICATES - Document(s) copies that are being submitted for collection by the bank.
- 35.** COVERING SHIPMENT OF - Description summary of goods and/or services that are being collected for.
- 36.** BOL NO - Bill of Lading, Air Waybill, Straight Bill, Rail Waybill or Courier Receipt number that evidences shipment.
- 37.** SPECIAL INSTRUCTIONS - Special instructions to buyer's bank if not covered above.
- 38.** BANK, AUTHORIZED SIGNATURE & TITLE - Signature and title of bank person authorized to release the request for collection.
- 39.** COLLECTION REFERENCE INFORMATION - (CBT bank use)
- 40.** CUSTOMER CUSTOMER'S SIGNATURE & TITLE - Signature and title of the customer's person authorized to request collection.
- 41.** CUSTOMER NAME & ADDRESS & TEL/FAX/EMAIL - Customers name, address, telephone and facsimile number, and Email address.
- 42.** Digital Signature - Digital signature of customer that CBT has a corresponding digital signature certificate on record to authenticate the request.