



Experience greater convenience with Trade eForms

Dear Customer,

Important Attention: **Since 25 Dec 2017**, we have added some more Smart Forms (see below yellow highlighted parts). **The old version of Account Payable Finance & Account Receivable Finance (ARF) / Bills Receivable Discounted/Sales (BRS/BRD) will not be used since 25Dec2017, and the old version of other forms will not be used since 01 April 2018.** Please ensure to submit us the latest Smart Forms when applying below trade finance products. The latest Smart Forms can be obtained following the steps in 'How do I Start'.

1. Import LC Issuance & Amendment
2. Export Bill under LC and Export Bill under Collection (DA & DP)
3. Account Payable Finance
4. Irrevocable Standby Letter of Credit Application & Amendment
5. Letters of Guarantee / Indemnity Application & Amendment
6. Application for Account Receivable Finance (ARF) / Bills Receivable Discounted/Sales (BRD/BRS)

As part of our ongoing efforts to make banking simpler, we have enhanced our Trade Smart Forms, Electronic Application Forms for trade finance services. Enjoy greater convenience by using Trade Smart Forms for your trade application today!

Trade Smart Forms can expedite the form filling and data validation process, as well as keeping records organized and compact. Trade Smart Forms can be used for Irrevocable Documentary Credit (LC), Application for Amendment to Documentary Credit, Collection Order, Application for Account Payable Financing, Bank Guarantee Issuance & Amendment, Standby LC Issuance & Amendment, Account Receivable Financing.

Benefits of using Trade eForms:

- **Easy to use:** Consolidate four trade application forms into a single file
- **Improve efficiency:** Save the form templates that are used regularly
- **Reduce data error:** Validate data with preset logic

How do I start?

Step 1



Download the eForms

- Visit dbs.com.cn and select the respective trade service you want to apply for.
- Read and accept the Terms and Conditions (T&C) of the selected application form.
- Save a copy of the eForm to your local drive.

Step 2



Access the eForm

- Open the eForm on your local drive.
- Click on 'Enable all features' at the top right hand corner of the file, followed by 'Enable Javascript for this document always'.
- Select application form on the menu and tick the T&C acceptance checkbox.

Step 3



Fill up the eForm

- Avoid symbols ("&", "@") when you type your company name.
- Replace the symbols with "and", "at" respectively, if necessary.
- Complete all the mandatory fields (highlighted in red) in the eForm.

Step 4



Print and submit the eForm

- Click on "Confirm and Print" at the bottom of the form.
- Sign the form.
- Submit the duly signed application form to any ***Trade Counter***.

For further enquiries, please contact DBS Business Care at 400 821 8881 between 9:00am and 6:00pm on Mondays to Fridays excluding public holidays.

Thank you for banking with DBS and we look forward to your continued support.

Yours sincerely,

DBS Bank (China) Limited
Global Transaction Services