

To: SHANGHAI COMMERCIAL BANK LIMITED
HONG KONG

Date :

SAMPLE

Re: Application for Invoice Discounting

Pursuant to the Invoice Discounting Facility granted by you on terms and conditions as stipulated in the facility letter concerning the said Facility, we would like to request for your discounting of the invoice(s) as per the following list. Please credit the loan proceeds into our account number:
and debit your charges from the account.

Yours faithfully,

S.V.

List of Invoice(s) to be discounted

Name of Customer:

Payment Term:

<u>Invoice Number</u>	<u>Date of Invoice</u> (DD/MM/YYYY)	<u>Amount of Invoice</u>	<u>Loan Amount</u> <u>Requested</u>	<u>Loan Due date</u> (DD/MM/YYYY)
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Total Invoice / Loan amount:

For Bank Use Only	Approved By:
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