

COLLECTION ORDER

Drawer (name & address) <i>(Please fill out in block capitals or using a stamp)</i>	Drawee (name & address)
Contact person / Phone no.:	Export collection no :
Invoice no / in the amount of	
Number of originals/copies	Type of documents

Please release the a/m documents to the Drawee through the following bank *(please enter full name and address and **SWIFT code**):*

- against payment payable at
- against acceptance of the draft in the amount of payable at
- against issuance promissory note in the amount of payable at
- against issuance written obligation to pay the amount of payable at

Please send the documents at our cost:

- by registered mail
- by priority mail
- by courier arranged by Bank
- by courier arranged by Drawer

Full set of Bill of Lading / insurance policy or certificate should be sent:

- in one lot
- in two lots

Please let us know the reasons of:

- non-payment non-acceptance breaching the instructions

In case of: non-acceptance dishonor a draft,
 please: protest it not protest it

Fees and costs of a drawee's bank covered by: drawee drawer

Bank Handlowy w Warszawie S.A. fees and costs covered by: drawee drawer

Costs of intermediary banks covered by: drawee drawer

In case of non-payment by the drawee of the fees and costs of drawee's bank: do not release documents waive

In case of non-payment by the drawee of the fees and costs of Bank Handlowy w Warszawie S.A.:

do not release documents waive

In case of difficulty, please inform :

Collection amount please credit to our account no.:

held with

Charges & fees due please debit our account with Bank Handlowy w Warszawie S.A. no :

I hereby declare that:

- I am not a manufacturer/exporter of dual-use items as defined in Regulation (EU) no. 2021/821
- I am a manufacturer/exporter of dual-use items as defined in Regulation (EU) no. 2021/821.
The items are exported to the following countries:
I declare that I have relevant licenses and export, brokering and transfer authorizations related to goods defined in Regulation (EU) no. 2021/821.

In the event that the company is a manufacturer/exporter of goods described in Article 12g of Regulation (EU) no. 833/2014:

- I declare that the contract to which this letter of credit/ documentary collection relates **includes** relevant clauses prohibiting re-exportation to Russia and re-exportation for use in Russia and relevant measures ensuring enforcement of the said prohibitions in line with Article 12g of Regulation (EU) no. 833/2014.
- I declare that the contract to which this letter of credit/ documentary collection relates **does not include** relevant clauses prohibiting re-exportation to Russia and re-exportation for use in Russia as it is not required in line with Article 12g of Regulation (EU) no. 833/2014.
- I declare that the contract to which this letter of credit/ documentary collection relates **does not include** relevant clauses prohibiting re-exportation to Russia and re-exportation for use in Russia and relevant measures ensuring enforcement of the said prohibitions in line with Article 12g of Regulation (EU) no. 833/2014.

Enclosures :

GENERAL TERMS FOR THE EXECUTION OF A COLLECTION ORDER

1. A collection order should be provided in time enable the Bank to execute it.
2. A collection order should be filled in writing out precisely to eliminate potential doubts and should contain all necessary instructions required for correct execution of an order. If not, the Bank does not bear responsibility for any consequences resulting. Appropriate documents should be attached to it. Any changes to collection orders must be provided in writing or in the electronic form according to the agreement based on it electronic system of processing and data transmission delivered by the Bank to the customer.
3. A collection order should be signed under the drawer's company stamp and the signature should be consistent with the specimen of signatures held by the Bank.
4. This collection order is subject to the Uniform Rules for Collections – Publication no 522 by International Chamber of Commerce, and in consequence:
 - a) The Bank assumes no liability or responsibility for the goods while in transit and/or for omissions on the part of any third parties entrusted with the custody and/or insurance of the goods.
 - b) Bank is not responsible for the insurance or storing of the goods.
 - c) The Bank is not obliged to take delivery of the goods dispatched directly under its address without its prior agreement.
 - d) The Bank may cooperate with another bank/other banks in order to execute an order, but it always acts for the account of and at the risk of a drawer, even if the Bank has chosen a cooperating bank.
 - e) The Bank assumes no liability or responsibility for a form, sufficiency, accuracy or legal enforceability of any documents as well as for any general and/or specific conditions mentioned in documents or which are imposed on them. Moreover, the Bank assumes no liability or responsibility for a description, weight, quality, quantity, condition, packing, delivery, value and existence of goods quoted in a document or documents as well as for good faith and/or negligence, solvency, performance or financial standing of suppliers, transport agents, forwarders or insurance agents or any other third parties.
 - f) The Bank is not responsible for the authenticity of any signature or for the authority to sign a draft, receipt or other similar instrument.

- g) The Bank assumes no liability or responsibility for the consequences arising out of delay and/or loss in transit of any messages, letters or documents or for delay, mutilation or other errors arising in the transmission by telecommunication or for errors in translation and/or interpretation of technical terms.
 - h) The Bank assumes no liability or responsibility for delays caused by the necessity of receiving additional explanations because of unclear order instructions.
 - i) The Bank assumes no liability or responsibility for consequences arising out of interruption in its business by Acts of God, riots, civil commotions, insurrections, wars, strikes or lockouts or any other causes beyond its control.
 - j) The Bank will not release documents and will not be responsible for any consequences arising out of delay in releasing the documents, if a drawee refuses to pay interest, costs, charges and/or charges, which it is not authorized to waive.
 - k) The Bank reserves the right to cover costs according to the Table of Fees and Commissions of Bank and/or collect its charges in advance from the party which has authorized it to execute cost related instructions provided that the costs have already been covered.
 - l) The Drawer may file a complaint by e-mail, by phone with a CitiService advisor, in writing or in person at units of the Bank which serve the Drawer to the address published on the Bank's website (www.citibank.pl) in the Corporate and commercial tab you will find the CitiService tab.
 - m) The Bank shall reply to a filed complaint immediately but no later than 30 days after the date of receipt of the complaint. In particularly complex cases, the deadline for reply may be extended to 60 days for natural persons who are entrepreneurs and to 90 days in other cases, unless the legislation provides for a shorter complaint processing deadline.
 - n) The Bank shall reply to a filed complaint in writing, by e-mail or by phone, unless the legislation provides for a special form of reply.
 - o) At the request of the Drawer, the Bank shall confirm the receipt of a complaint by phone or otherwise as requested by the Drawer.
 - p) Detailed information on the complaint filing and processing procedure are available on the Bank's website referred to in point l) above.
 - q) The Bank shall notify the Drawer, that the Bank's activity is supervised by the Polish Financial Supervision Authority.
5. We hereby declare, that Bank Handlowy w Warszawie S.A. will bear no responsibility for damages which I/we may suffer as a result of proper execution of this Order, unless such damage has occurred due to an intentional fault of Bank Handlowy w Warszawie S.A.
6. We acknowledge that the courier/Polish Post does not provide securities transport services and therefore the documents can be sent by the Bank via the courier/Polish Post only as an ordinary courier mailing without indicating the value and to the extent of Courier's/Polish Post's liability (for failure to perform or improper performance of the transport agreement) envisaged for ordinary courier/post mailings. We accept all the risks related to the documents sending method and release the Bank from liability for the courier selection and for failure to perform or improper performance of the transport agreement by the Courier/Polish Post.

Place date

Stamp, name and surname of authorized person in the name of Drawer and signature

Signature(s) of authorized representatives - as per the National Court Register, unless a separate Power of Attorney has been provided