



## Instant@dvice and Trade Transactions Tracker

Instant@dvice also gives you access to Trade Transaction Tracker, a complimentary tool on the HSBCnet Mobile app (available on mobile devices) providing you with the transaction status of your trade and guarantees products.

### **Greater visibility and control**

Receive copies of import and export documentary credits (DCs), guarantees and trade transactions advices directly to your company's specified email addresses or mobile device, keeping you up-to-date on the status of your transactions.

### **Manage your costs more effectively**

Accelerate the release of documents and save on potential demurrage costs on your imports. You can receive import payment instruction letters via email that you can immediately print, complete and return\* to us.

### **Improve your cash flow position**

Track the delivery of your export documents sent internationally by HSBC offices so that you can act more quickly to help reduce your days sales outstanding (DSOs) and accelerate your export proceeds.

### **Better supply chain management**

Strengthen existing suppliers' relationships and speed up the delivery of your commodities by receiving faster confirmation of payments to your suppliers from HSBC.

### **Leverage HSBC's international network**

If your buyers and suppliers are HSBC clients, they can also use Instant@dvice and Trade Transactions Tracker for timely transaction updates, accelerating your trade cycle and helping you to strengthen your partnerships with your buyers and suppliers.

# How to get started with Instant@dvice and Trade Transactions Tracker

## How does it work?

- Instant@dvice: You can nominate up to five email addresses within your company to receive a copy of your export or import DCs, and guarantees and subsequent amendment(s) and other trade related advices.
- Trade Transactions Tracker: You can use Trade Transactions Tracker on a mobile device running a supported operating system (available for Apple iPhone and Android phones) from which you can access the service.

Once you download the HSBCnet Mobile App with Trade Transactions Tracker on your mobile device, you will be required to enter:

- Your trade account number (if you have multiple trade accounts you can choose one)
- The email address registered for Instant@dvice service (if you have multiple email addresses registered you can choose one)
- A recent transaction reference number processed by HSBC linked to the trade account you've chosen in step 1.

In order to use Instant@dvice and Trade Transactions Tracker you must complete this Authorisation form and accept the terms and conditions.

## Information Service Only

Instant@advice and Trade Transactions Tracker are information services only. Instant@dvice service email address, from which all messages are sent, doesn't receive incoming emails, so emails sent to this email address will not be actioned. If you want to provide instructions, please contact your assigned Global Trade and Receivables Finance (GTRF) Services centre. If you are unsure which GTRF Services centre is assigned to you, please ask your Relationship Manager or contact us. You can find our details at the end of this form.

## What do I need to do now?

Read, complete and sign the Authorisation for Instant@dvice and Trade Transactions Tracker section and then send the form to:

HSBC Bank Middle East Limited  
P.O. Box 57, Building 2505, Road 2832, Al Seef 428,  
Kingdom of Bahrain

You must be a registered user of Instant@dvice with an active subscription when enabling and using the Trade Transactions Tracker. Trade Transactions Tracker service will be automatically revoked if the associated Instant@dvice subscription is terminated.

## Authorisation for HSBC Instant@dvice and Trade Transactions Tracker

### Exports

With immediate effect, send a copy of all export SWIFT DCs, subsequent amendments and export advices to the following email addresses (write in capital letters):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

In addition, enable Trade Transactions Tracker to the following email address (write in capital letters):

- \_\_\_\_\_

### Imports

With immediate effect, send a copy of all import SWIFT DCs, subsequent amendments and import related advices to the following email addresses (write in capital letters)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

In addition, enable Trade Transactions Tracker to the following email address (write in capital letters):

- \_\_\_\_\_

### Bank Guarantees

With immediate effect, send a copy of all guarantee related advices and SWIFT messages for Guarantees issued and/or amended to the following email addresses (write in capital letters):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

In addition, enable Trade Transactions Tracker to the following email address (write in capital letters):

- \_\_\_\_\_

These terms and conditions govern your use of Instant@dvice and Trade Transactions Tracker. HSBC means the member of the HSBC Group to which you are making this request.

We accept that any DCs, guarantees or amendments and any trade related advices transmitted to us by HSBC via email or other electronic means is for information only and copies of DCs, guarantees, amendments and trade related advices transmitted to us are non-negotiable copies.

We accept that any electronic communication (including email, facsimile, text messaging, telephone or other electronic communication) may be subject to interruption, transmission blackout, delayed or incorrect data transmission and that messages sent via electronic communication may not be secure or error-free as they can be intercepted, corrupted or lost or may arrive late or contain viruses. We undertake to immediately notify HSBC in writing of any changes to our email addresses.

We agree and accept that HSBC does not have any liability for any losses, damages, errors or omissions or late or non-arrival or disclosure to third parties of messages sent via electronic communication due to any reason whatsoever. HSBC may update or change these terms and conditions at any time.

For and on behalf of

(Company) Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Signed in accordance with the bank mandate

Authorised Signature(s): \_\_\_\_\_

\* Customers wishing to provide instructions by fax will need to complete the relevant indemnity, prior to providing any instructions. We shall be pleased to supply details upon request.

For more information please contact us on:

Phone: 973-17569644

lines open Sunday – Thursday 0800 – 1600hrs)

Email: Bahrain\_HSBCGTRF@hsbc.com