

Trade Services Information

ATTENTION CHIEF COMPLIANCE OFFICER/ CHIEF OPERATING OFFICER / FOREGIN TRADE-
DOCUMENTARY COLLECTIONS

This is in reference to the provision of HBL's Trade related services in Pakistan. We would like to inform you that HBL has only two Centralized Trade Processing Units (CTP) in Pakistan for provision of Trade Related services, which are located at the following addresses:

HABIB BANK LIMITED (HBL),
Centralized Trade Processing (CTP) Karachi, Global Operations Group,
Habib Square, First Floor, Bank House No. 1, M.A. Jinnah Road, Karachi.
Phone number:- 0092-21-37139990 ext. 77125
Email: ctp.helpdesk@hbl.com

HABIB BANK LIMITED (HBL),
Centralized Trade Processing (CTP) Lahore, Global Operations Group,
First Floor, 19-A, Main Boulevard,
Gulberg, Lahore.
Phone number:- 0092-21-37139990 ext. 77180
Email: ctp.helpdesk@hbl.com

Aside from the aforementioned CTP locations, HBL does not process trade related documents in any other location/branch within Pakistan. Hence, regardless of the address and/or location of the counter party in Pakistan all Trade related documents may only be sent to either one of the above CTP addresses in Pakistan. Under no circumstances should any Trade related documents be forwarded/sent to any other HBL branch/ location in Pakistan, nor will HBL be responsible or liable to you or your customer for any trade documents which are sent/forwarded by you at your customer's request to an HBL branch/ location aside from the two CTP locations mentioned above. Hence, you are hereby notified via this SWIFT message that HBL CTP reserves the right not to handle or be liable for any Trade related documents that are sent to or received by an HBL branch/location other than the two CTP addresses mentioned above. Furthermore any Trade documents sent elsewhere in HBL Pakistan will not be covered by ICC rules (URC-522 will not apply).

To avoid any inconvenience and delay, please send all your Documentary Collections to either of the two CTP's above stated addresses.

You are once again reminded that HBL will assume no responsibility or liability whatsoever for Trade related documents which are mailed/couriered to (and/or received at) HABIB BANK LIMITED address other than the two CTP Pakistan addresses listed above.

This intimation applies to you and your head office functions as well as any/all of your branch(es) or subsidiary office locations. Please ensure to cascade this information to all the relevant personnel/departments/units in your organization.

If you are still unclear with any aspect of this message, please contact HBL CTP by email or phone mentioned above before sending Trade related documents.