



Global trade finance, letter of credit  
facilities, bonding and payment  
solutions.

# LOCK BOX SERVICE

## Introduction

Lock Box is a service provided by Trade and Merchant Solutions Limited to companies for their secure receipt of payment from senders of money and the subsequent secure payment to those beneficiaries designated by the payor under specific and supervised method

Trade and Merchant will meet the needs of counterparties within a transaction and make sure that proper attention, security and quality of service is given to cash management regardless of size of business

# Lock Box Information Pack

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## Buyer and Seller Agree to Terms



- Description of Merchandise
- Sale Price
- No of Days for Buyer Inspection
- Shipping Information
- Lock Box Agreement signed by all Parties

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## Buyer transfers funds to Lock Box Manager



- Lock Box Manager opens Lock Box account in Payor's name
- Payor submits payment to Trade and Merchant for credit to Payor's Lock Box Account
- Lock Box Manager verifies receipt of funds and provides confirmation to the Seller
- Account View is available through online platform

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## Seller ships Merchandise and/or Contract to Buyer



- Lock Box Manager provides receipt of payment verification to the buyer
- Seller submits tracking/shipping information
- Lock Box Manager verifies receipt of shipment

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## Buyer Accepts Merchandise



- Buyer Accepts or Rejects merchandise within agreed timeframe

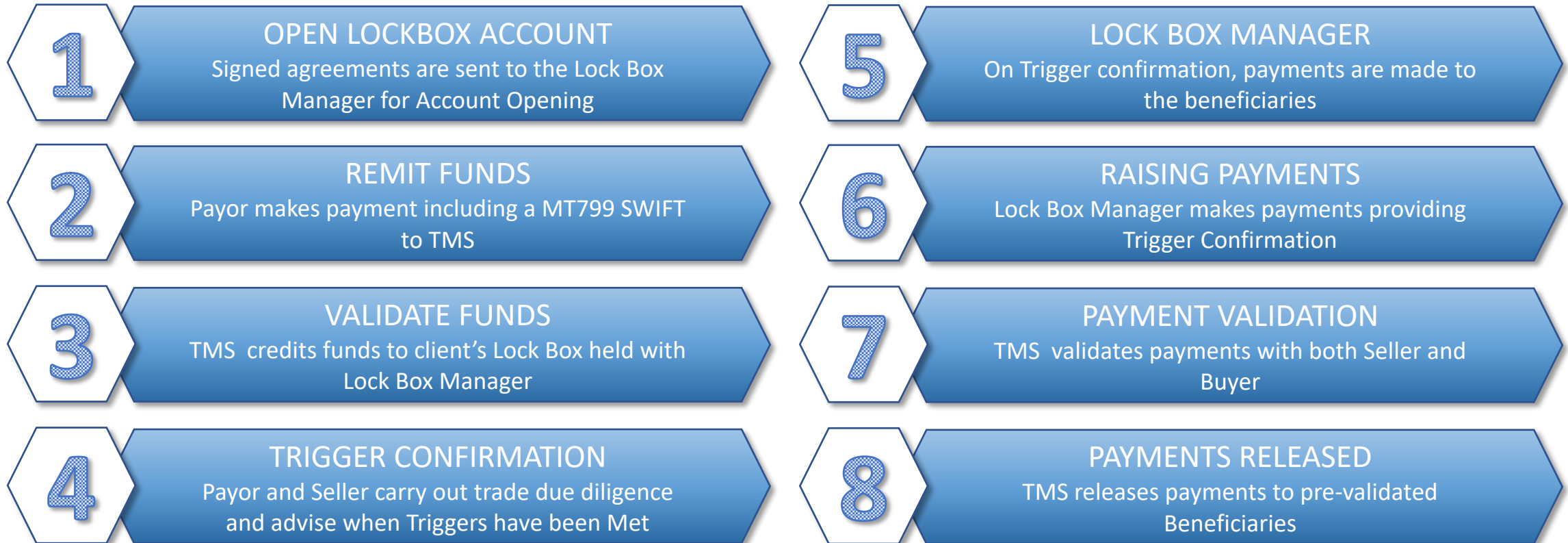
5

## Lock Box Manager pays Seller



- Buyer and Seller confirm transaction to Lock Box Manager through agreed trigger method and control
- Lock Box Manager releases funds to the Seller

# Lock Box Flow Chart



# Lock Box Security



- Trade and Merchant Solutions Limited in association with Neo Payment Factory SL provide a fully secure Lock Box service.
- Under the license of Neo Payment Factory SL, who are authorised and regulated by the Bank of Spain, (Firm number #6891).
- To undertake payment services, we can collect, hold and pay money on behalf of our clients in either the receiving currency or any other currency the seller may wish to receive.
- Clients' funds are strictly segregated and held outside of Neo Payment Factory SL and Trade and Merchant Solutions Limited assets.
- All clients' funds are deposited at all times with a banking institution as custodian.
- The banking institution may change from time to time but will always reside with a tier one investment grade bank.
- Currently our Custodian Bank is ING.

# Generic Lock Box Agreement



## LOCK BOX AGREEMENT

AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_, 2021, by and between Trade and Merchant Solutions Limited, registered in the United Kingdom, company number 10051213 which maintains its principal place of business registered at Suite 72 2 Lansdowne Row, Berkeley Square, London, England, W1J 6HL (hereinafter referred to as "TMS") and \_\_\_\_\_, organised and existing under the laws of \_\_\_\_\_, which maintains its principal place of business located at \_\_\_\_\_ (hereinafter referred to as "Lock Box Manager") and collectively referred to as the account managers.

WHEREAS, Lock Box Manager has requested that as a service to it, TMS will perform certain financial services and,

WHEREAS, Trade and Merchant Solutions Limited has agreed to perform certain Lock Box Services as follows:

The Lockbox services provide a safe location for purchase monies for the execution of the transaction known as [XXXXXXXXXXXX] by and between the parties to the transaction (Exhibit "A") and on behalf of the lockbox manager, and for such monies to held by under the control of Trade and Merchant Solutions Ltd. The transaction shall have a buyer(s) and a seller.

Once instructed by the buyer through the issuance of a SWIFT MT799 from their bank or by a separate payment release procedure to be agreed, as described in the attached payment release document to this agreement (Exhibit "B"), and at which time the funds will be released to the seller.

NOW, THEREFORE, in consideration of and other valuable consideration in hand, the parties agree as follows:

1. On the signing of this Agreement, the Lock Box Manager shall remit, or shall arrange the remittance of the principle sum of \_\_\_\_\_ (hereinafter referred to as the "Payment") to [a/c Trade and Merchant Solutions Limited Re: (Customer), account no. (xxxxxxxx) c/o (Lock Box Manager, Address)], for deposit into the Lock Box, and he shall act as the Lock Box Manager in accordance with the terms of this Agreement.

2. The Lock Box Manager shall advise Trade and Merchant Solutions Limited and the Customer, when he has received the payment into the Lock Box.

3. Payment Monies shall remain in the account controlled by TMS until such time and upon the receipt of the payment release from the seller by TMS until such time as the Lock Box Manager has been informed in writing by Trade and Merchant Solutions Limited to release purchase monies as defined by Exhibit A. Then the Payment shall be made to the seller by the lock box manager and the fee is paid as hereinafter provided.

4. Annexed to this Agreement as Exhibit "A", the transaction document, and Exhibit "B", the description payment release document.



5. The fee to Trade and Merchant Solutions Limited shall be paid by the Lock Box Manager and shall be [2%] of principle sum and shall be paid to the Lock Box Manager as part of the Payment and USD 1500 prior to the transaction to provide such services.

6. The parties to the transaction agree that this is an irrevocable agreement and cannot be changed without consent from all parties to the transaction.

7. The account managers shall not be liable for any mistake of fact. They shall only be liable for gross negligence or wilful or wonton actions with regard to the Lock Box payment.

8. This Agreement shall be governed by the laws of England and Wales. The parties agree that in the event of any dispute arising under this Agreement that they shall submit to the jurisdiction of the Courts in England and Wales

9. This Agreement constitutes the entire Agreement between the account managers and shall not be modified or changed in whole or in part except by Agreement in writing signed by the account managers and that each account manager represents to the other that the person signing this Agreement has full authority to bind their respective companies.

For:  
Trade and Merchant Solutions Limited

By: \_\_\_\_\_ Trade and Merchant Solutions, Director

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

For:  
Lock Box Manager

By: \_\_\_\_\_ [name], Lock Box Manager

Agreed By:

For:  
[Buyer]

By: \_\_\_\_\_ [name], Buyer

For:  
[Seller]

By: \_\_\_\_\_ [name], Seller

Attachments:  
Exhibit "A": transaction between the parties  
Exhibit "B": payment release document