

SAMPLE

DATE:

We request you to issue your IRREVOCABLE documentary credit for our account in accordance with the following instructions: (marked with an "X" where appropriate) and subject to the conditions in the general credit agreement and the version of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce, Paris, France, which is in effect on the date of issue.

Applicant: (Name and Address) A/C No.		Expiry date ___/___/___ (DD/MM/YY) in the country of beneficiary		Documentary Credit No.
Tel: Contact:		Beneficiary: (Name and Address)		
Advising Bank: (if blank, any correspondent at your option)		Amount (in figures and words)		
Credit to be issued by <input type="checkbox"/> Airmail <input type="checkbox"/> Courier <input type="checkbox"/> Collection at your counter Tel: <input type="checkbox"/> Full swift <input type="checkbox"/> Brief swift followed by airmail confirmation		Credit amount and shipment quantity ___ % more or ___% less acceptable		
Place of Receipt		Port of Loading/Airport of Departure		Beneficiary's draft(s) drawn at _____ sight on Shanghai Commercial Bank Limited Hong Kong for full invoice value.
Port of Discharge/Airport of Destination		Place of Delivery		<input type="checkbox"/> Confirmation by advising bank is required <input type="checkbox"/> This D/C is transferable <input type="checkbox"/> Please cover exchange Forward Exchange Contract No.:
Latest shipment date ___/___/___ (DD/MM/YY)		Partial Shipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed		Transshipment <input type="checkbox"/> allowed <input type="checkbox"/> not allowed
This is a Back to Back D/C Application, the Master D/C No.		Issued by <input type="checkbox"/> attached <input type="checkbox"/> held by bank		

Documents required:

- Full set of clean on board bills of lading made out to your order notifying the applicant with full address mentioning this D/C No. marked "freight prepaid/collect".
- Clean Air waybills issued by Airline Company showing goods consigned to you notifying the applicant with full address mentioning this D/C No. marked "freight prepaid/collect".
- Full set of clean on board Multimodal/combined transport document made out to your order notifying the applicant with full address mentioning this D/C No. marked "freight prepaid/collect".
- Original cargo receipt dated, issued and signed by L/C applicant (whose signature(s) and signing authority must be in conformity with the record held in our file) certifying the goods received in good order and condition mentioning this D/C No., date of delivery, description, quantity and value of goods.
- Signed commercial invoices in triplicate.
- Full set of Insurance policies or certificates in assignable form and endorsed in blank for 110% of invoice value with claims payable at destination in currency of draft showing number of originals issued covering:
 - Institute Cargo Clauses A/B/C, Institute War Clauses (Cargo), Institute Strikes Clauses (Cargo)
 - Institute Cargo Clauses (Air), Institute War Clauses (Air Cargo), Institute Strikes Clauses (Air Cargo)
- Insurance to be covered/arranged by Applicant (Cover Note Attached) Your Bank Ultimate Buyer
- Other documents required:

Evidencing shipment of:

- EXW FCA FOB CFR CIF CPT CIP OTHER TERMS

Other terms and conditions:

All documents must be presented within _____ days after the date of shipment.

- All banking charges outside Hong Kong are for account of beneficiary. If the beneficiary refuses to pay the charges, please debit the same to our account.
- Please debit D/C opening charges to our A/C No.
- Payment Commission on Hong Kong Dollars Bills is for account of applicant/beneficiary.
- Acceptance Commission on Tenor Bills is for account of applicant/beneficiary.

We acknowledge that insurance cover for the above shipment(s) must be effected by the ultimate buyers in advance when such is not covered by us (e.g. for shipment terms of EXW, FCA, FAS, FOB, CFR, CPT, DAT, DAP, DDP, etc) failing which, we undertake to hold ourselves responsible and indemnify you against all consequences that may arise.

For any transaction involving Renminbi trade settlement services and/or trade finance, we agree that it will be subject to the applicable laws, rules, regulations or guidelines issued by Shanghai Commercial Bank Limited ("the Bank"), relevant authorities in Hong Kong or the Mainland China from time to time and also the Specific Terms and Conditions for Renminbi Accounts and Services for RMB Trade Settlement Enterprises of the Bank as amended from time to time.

FOR BANK USE ONLY	Issue date:	Approved by:		Stamp & Authorized signature(s) of applicant
	<input type="checkbox"/> Margin: <input type="checkbox"/> T/R:	Officer	Manager	
				S.V.