

**Instructions for opening
a Documentary Credit**

Name and address of the applicant:

Name

Name

Street

Post code/place

Contact person for further information

Phone No. Fax

E-Mail

Our ref.-number:

Account number/IBAN

To

- irrevocable transferable
- by teletransmission/S.W.I.F.T. with preadvice by telecommunication/S.W.I.F.T.

The third party mentioned is a majority owned subsidiary (>50% share)
Consequently, please issue the documentary credit for the economic interest of: (no P.O. Box address)

Name _____

Street, number _____

Postal Code, City _____

Country _____

Duty of the account holder to cooperate pursuant to the German Money-Laundering Act:

In the event that the mandatory information given to the bank, changes in the course of the business relationship, the account holder is obliged to notify the bank without undue delay.

Date of expiry _____ **Place of expiry** _____

Name and address of beneficiary

Bank of the beneficiary

S.W.I.F.T.-Code : _____
(You are authorised to advise this credit to the beneficiary through a correspondent of your choice)

Currency and amount _____

- exactly tolerances: +/- 10% others _____

- Credit available** with: you by: sight payment
- your correspondent bank deferred payment, due _____
- acceptance

Against presentation of the documents detailed herein and
 beneficiary's draft due at/on _____ drawn on _____
(name of the bank)

Shipment

Partial shipment allowed not allowed conditional* **Transshipment** allowed not allowed conditional*

* Please specify accordingly in field description of goods, additional conditions or shipment period

Place of taking in charge/dispatch from . . . /place of receipt** _____

Port of loading/airport of departure _____

Port of discharge/airport of discharge _____

Place of final destination/for transportation to . . . /place of delivery** _____

** in case of a multimodal transport document

- not later than _____ shipment period



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Goods (brief description without excessive details, details regarding shipment, if applicable)

HS-Code(s) (if several HS codes are entered, please separate them with a semicolon)

Documents to be presented by the beneficiary

- Commercial invoice signed _____ original(s) _____ copy(ies)
- Full set of clean on board marine bills of lading
 - made out to order endorsed in blank made out to _____
 - marked: „freight prepaid“ „freight payable at destination“
- notify (name and address) _____
- Full set of multimodal transport document *) Truck consignment note (CMR) *)
- Duplicate of railway consignment note *) Airwaybill (Original for shipper) *)
 - evidencing the actual flight date

*) addressed to: _____

- Insurance policy Insurance certificate, covering the following risks:
 - _____
 - exactly CIF value minimum _____ %
 - Insurance will be covered by us
- Certificate of origin _____ original(s) _____ copy(ies) Country of origin: _____
 - certified by _____

Other

- Forwarders certificate of receipt (FCR) _____ original(s) _____ copy(ies) _____
- Packing list _____ original(s) _____ copy(ies) _____
- _____ original(s) _____ copy(ies) _____
- _____ original(s) _____ copy(ies) _____
- _____ original(s) _____ copy(ies) _____

Delivery terms (as per incoterms latest version)

- _____
- other terms _____

Time limit for presentation

- Documents to be presented within _____ days after
- the date of transport document
 - the invoice date
 - _____

but within the validity of the credit.

Further instructions

(e.g. shipment, issuer, contents and signature of documents, detailed instructions regarding the documents to be presented)

Mailing by courier

Advice: In case documents of title were presented dispatch has to occur in 1st and 2nd mail.

Charges

- Foreign bank charges to be borne _____ by the beneficiary
 - Your charges will be borne _____ by the beneficiary
- In case the documentary credit expired unutilised all charges will be borne

Confirmation not requested requested only if requested by the beneficiary

You are authorised, to debit our

IBAN _____ BIC _____

Signature(s):

This order is to be executed in accordance with the current version of the „Uniform Customs and Practice for Documentary Credits“ published by the International Chamber of Commerce, Paris. In addition, your General Business Conditions shall apply. We are aware that if necessary the notifications for documentary payments required by the „Außenwirtschaftsverordnung“ (AWV) have to be effected by ourselves in accordance with the regulations published by the German Central Bank (Deutsche Bundesbank).“

Place and date of application _____

Stamp and authorised signature(s)  _____



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