

<b>TO: (Applicant name and address)</b>	<b>FROM: (Beneficiary name and address)</b>

Please find listed below the particular details we require in your documentary Letter of Credit regarding our

Number \_\_\_\_\_ dated \_\_\_\_\_ .

Please instruct your bank to issue this credit by SWIFT to CBKCUS44 in accordance with the following terms and subject to the Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce, in effect at the time of issuance. If these terms are not acceptable, please contact us prior to issuance of the Letter of Credit, to avoid delay or non-shipment.

- The Letter of Credit shall be:     Irrevocable     Transferable by Commerce Bank and credit must allow third party documents
  
- The Letter of Credit shall be:     Confirmed     Advised     Restricted to
 

By: Commerce Bank  
 International Department, 3rd Floor  
 (BB3-5) 1000 Walnut Street  
 Kansas City, MO 64106  
 SWIFT: CBKCUS44
  
- The Letter of Credit shall be negotiable and payable at the counters of Commerce Bank.
  
- Letter of Credit shall provide Commerce Bank instructions to debit issuing bank's account with them in reimbursement or allow Commerce Bank to obtain reimbursement from another USA bank by SWIFT.
  
- Letter of Credit shall be for:     exactly     up to     about \_\_\_\_\_ % and in the amount of \_\_\_\_\_ (USD unless otherwise stated)
  
- Letter of Credit shall be:     At Sight     At \_\_\_\_\_ days Sight     At \_\_\_\_\_ days from transport document
  
- Letter of Credit shall state:
  - All banking charges are for the account of the applicant (including confirmation, discount and acceptance if applicable).
  - All banking charges outside applicant's country are for the account of beneficiary.
  
- Partial drawings/shipments to be:
  
- Transhipments to be:
  
- Letter of Credit shall allow transport documents dated no later than \_\_\_\_\_ .
  
- Letter of Credit shall allow documents to be presented at counters of Commerce Bank within \_\_\_\_\_ days of transport document date.
  
- Letter of Credit shall indicate expiration to be at the advising/confirming bank's counters.
  
- Letter of Credit shall request drafts to be drawn on Commerce Bank in the event Commerce Bank is requested to confirm the Letter of Credit.
  
- Other:

**REQUIRED DOCUMENTS**

- **SIGNED ORIGINAL COMMERCIAL INVOICE** and \_\_\_\_\_ issued by beneficiary made out in name of applicant stating:

(a) Terms (according to Incoterms 2010):

(named place: \_\_\_\_\_ )

(named port of shipment: \_\_\_\_\_ )

(named port of destination: \_\_\_\_\_ )

(b) Covering:

Merchandise as per \_\_\_\_\_ Number: \_\_\_\_\_ dated \_\_\_\_\_

– OR –

Merchandise as follows: \_\_\_\_\_

(indicate short description of merchandise as it will appear on the invoice)

- **TRANSPORT DOCUMENTS: (check one)**

Other: \_\_\_\_\_

(Fill out information below indicating how the above transport document is to be consigned and freight requirement)

Consigned  to \_\_\_\_\_ – OR –

to order of: \_\_\_\_\_

- **Marked:**

Transport Document to indicate shipment from \_\_\_\_\_ to \_\_\_\_\_

Credit to allow for transport documents issued by Freight Forwarders

- **OTHER DOCUMENTS:**

Original Packing list and

Original Certificate of Origin and

Original Insurance: \_\_\_\_\_ for \_\_\_\_\_ % of invoice value

Other: