

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please complete in BLOCK CAPITALS.

Please complete this form, referring to the inserted guidance notes for assistance.

Upon completion, please send to your Relationship Manager or Trade Centre.

1. Current Letter of Credit Reference (Applicable for amendments only)

M

2. Applicant's Details

Name of Company (Buyer)

Applicant's reference number

Address line 1

Address line 2

Address line 3

Address line 4

OR country

Postal code

Contact name

Preferred daytime contact number
(including extension if applicable)

Email address

Fax number

Preferred form of contact

3. Amount of Letter of Credit

Currency and Amount
(in words)

Currency and Amount
(in figures)

CCY / . Tolerance +/- %

4. Beneficiary's Bank Details

Name and Address of Branch
(**If blank we will use our preferred
correspondent bank)

Town or Overseas Country

Bank BIC/SWIFT Address

Has Beneficiary requested the bank
to add confirmation?***

Where the seller has indicated their preferred advising (beneficiary) bank please provide details here.

**The Bank may, on occasion and at its discretion use an alternative bank or agent without further reference to you. The Bank is not responsible for any act, delay, error, default or insolvency of any correspondent bank or agent.

***Confirmation: Please state whether the Advising Bank should add their confirmation to this Letter of Credit. If you are not sure whether confirmation is appropriate and the seller has not requested that the Letter of Credit be confirmed, then we would suggest that you mark "No"

5. Beneficiary Details

Beneficiary's name (Seller)

Address line 1

Address line 2

Address line 3

Address line 4
OR country

Postal code

Contact name

Contact number

Email address

6. Shipment Details

Shipment/Despatch no later than

(DD/MM/YYYY)

Shipment/Despatch from

Shipment/Despatch to

Partial shipment allowed

Transshipment allowed

Documents to be presented within

days of shipment as evidenced by the relative transport document.

** The number of days, when added to the latest shipment date, should not exceed the expiry date.**

(If left blank 21 days will apply)

Quantity and brief description of goods

Purchase Order number
(if applicable)

INCOTERM

If 'Other' please advise

- i) The destination of the goods. A port of loading and port of discharge must be quoted when you select a Marine Bill of Lading in section 8.2.
- ii) Please indicate whether part shipment/part drawings are allowed or prohibited.
- iii) Indicate whether transshipment is allowed or prohibited. If you require goods to be despatched without unloading and re-loading during transportation, then transshipment should be prohibited.

HOWEVER IT SHOULD BE NOTED THAT TRANSHIPMENT MAY STILL OCCUR IN CERTAIN CIRCUMSTANCES AND YOUR ATTENTION IS DRAWN TO UCP600, ARTICLES 19, 20, 21, 23 and 24. Transshipment is allowed if not specifically excluded.

iv) INCOTERMS for Price Basis:

INCOTERM	Description	Freight	Insurance
EXW	EX-Works	Collect	Buyer
FCA	Free Carrier	Collect	Buyer
CPT	Carriage Paid To	Paid	Buyer
CIP	Carriage and Insurance Paid To	Paid	Seller
DAT	Delivered At Terminal	Paid	As agreed
DAP	Delivered At Place	Paid	As agreed
DDP	Delivered Duty Paid	Paid	As agreed
FAS	Free Alongside Ship	Collect	Buyer
FOB	Free On Board	Collect	Buyer
CFR	Cost and Freight	Paid	Buyer
CIF	Cost Insurance and Freight	Paid	Seller

A comprehensive guide to the trade terms known collectively as INCOTERMS can be obtained from the International Chamber of Commerce

7. Details of Letter of Credit

Expiry Date (DD/MM/YYYY)

Place of expiry

Tenor

Is this letter of credit to be transferable

If "At Term" please specify

- i) The expiry date is the latest date by which documents must be presented in the country/place of expiry. However if this does not meet with your wishes please state in section 9. For Letters of Credit with a term tenor, the expiry date does not need to cover the period until payment is due.
- ii) For Credits expiring in the beneficiary's country and in the event documents have not been received at our counters upon expiry, the applicant's liability will cease no later than 21 days after expiry (to allow for receipt & processing of conforming documents by the presenting bank and onward dispatch to our bank).
- iii) Available : At sight – payment is due to your seller when compliant documents are received at the counters of the paying/negotiating bank.
- iv) At term (also known as usance) – Where your seller has agreed to give you a credit period, this must be a determinable date e.g. 90 days from the date of a transport document or invoice or a number of days sight.
- v) The bank's preferred method of issuing Import Letters of Credit is by Negotiation, The Letter of Credit will be issued by this method except for Letters of Credit where the Beneficiary has requested the bank to add confirmation (as selected in section 4). In such a case the Letter of Credit may be issued as available by payment for Letters of Credit with a sight tenor or, available by acceptance or deferred payment for Letters of Credit with a term tenor. NB if the credit is payable in the currency of the sellers country you may have to pay interest.

8. Documents to be presented to the Bank

Signed Commercial Invoice

plus

copies. If left blank, 3 will be requested.

Packing List

plus

copies.

Certificate of Origin

evidencing goods of

origin.

Certified by Chamber of Commerce

Please confirm which documents are to be presented to the Bank:

- i) Signed Commercial Invoice. Insert how many copies should be presented (if left blank, 3 copies will be requested).
- ii) Packing List. Insert how many copies should be presented.
- iii) Certificate of Origin – Indicate if the Certificate of Origin should be certified by the Chamber of Commerce. If "GSP Certificate of Origin" required please specify details in section 8.3.

8.1 Insurance Documents

Please mark boxes to indicate choice

Insurance will be arranged by the Applicant ☐

OR

Insurance will be arranged by the Beneficiary ☐ as follows: Insurance blank
endorsed by the assured dated no later than the date of shipment or date of "transport document" whichever is earlier
covering CIF/CIP value plus % (if left blank 10% will be assumed) and the following risks: Institute Cargo Clauses 'A'
Institute Strikes Clauses and Institute War Clauses.

Any other risks required (please specify)

8.2 Transport Documents - Please select one of the four options below (this must be completed for all transport documents)

**Document/Bill of lading marked as

Please specify name and address of party to be notified (customer or other). For air and road shipments please also specify name and address of consignee

8.3 Other Documents - Please specify any other documents required here

9. Special Instructions – Please detail special requirements if any

Where a condition is stated without stating the document to indicate compliance with the condition, banks will deem such condition as not stated and disregard it.

10. Charges

It is commonplace for the Buyer to pay UK charges and the Seller to pay the overseas bank charges (the first option). In the event that the Credit expires unutilised, all outstanding charges, including the overseas bank's will be for your account. Please note that if a credit states any charges are for the account of the beneficiary and charges cannot be collected or deducted from proceeds you are liable to pay such charges including those of any overseas bank.

11. Account details

Sterling account number

Sort code

Currency account number
(if applicable)

Please debit all charges to

Please debit all payments to

We have entered into a Forward
Contract with the Bank

If 'Yes', please provide the number

If 'No', and we arrange a Forward Contract at a later date we will advise the relative details to you.

12. Documentary Letter of Credit Agreement

THIS APPLICATION AND THE BANK'S TRADE SERVICES TERMS TOGETHER FORM AN IMPORTANT AGREEMENT. YOU SHOULD TAKE LEGAL ADVICE BEFORE SIGNING.

The Trade Services Terms are available to be read and printed online. To access the Terms go to www.rbs.co.uk/terms and enter **tst0710**

Alternatively, a copy can be obtained from the Customer's Relationship Manager.

By signing:

- I/We confirm the details on the Application are correct.
- I/We pledge all documents presented to the Bank and the goods.
- I/We agree to the Trade Services Terms.

Please Note:

Charges

The Bank charges for providing Import Letters of Credit. Please refer to your Relationship Manager for details. In addition, there may be overseas issuing/advising bank and/or other charges for SWIFT, postage, amendments, legal fees etc., together with local Stamp Duty/Taxes and such charges, all of which will be for your account.

Signed in accordance with the authority held by the Bank

Signed for the Applicant in accordance with the authority held by the Bank

Authorised signatories

Name _____

Name _____

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

For Relationship Manager use only

Sanction / facility details

A product limit covering all liabilities of

Currency code

Amount (in figures)

 .

RMP Facility ID

PRISM Facility ID

I confirm the application has been completed in accordance with the current Bank Account Mandate and recommend its acceptance by the Bank. I can also confirm that the counterparty in whose name the Letter of Credit is to be issued has appropriate CDD in place. Please issue the Letter of Credit in accordance with the applicant's instructions.

Relationship Manager's signature

Name

Contact No

ISV

Date (DD/MM/YYYY)