

| TO: (Applicant name and address) | | | FROM: (Beneficiary name and address) | | | | |
|---|----------------------|-------------------|--|--|-------------------|-----------------------|--|
| | | | | | | | |
| Please find listed below the parti | cular details we | require in your o | documentary | y Letter of C | redit regarding | our | |
| Number | dated | | | · · | | | |
| Please instruct your bank to issue the Customs and Practices for Documents acceptable, please contact us prior to | ary Credits, Interna | itional Chamber o | of Commerce, | in effect at th | e time of issuand | | |
| ■ The Letter of Credit shall be: | □ Irrevocable | | sferable by Commerce Bank and credit st allow third party documents | | | | |
| ■ The Letter of Credit shall be: | □ Confirmed | □ Advised | Ву: | Commerce | | | |
| | □ Restricted to | | | CLS Letters 811 Main, 8 Mailstop: H Kansas City | 3th Floor | | |
| ■ The Letter of Credit shall be no | gotiable and pay | able at the cou | nters of Com | nmerce Banl | ζ. | | |
| Letter of Credit shall provide C allow Commerce Bank to obtain | | | _ | | unt with them | in reimbursement or | |
| ■ Letter of Credit shall be for: | □ exactly | □ up to | □abo | out | % and in | the amount of | |
| | | | | | (USD unle | ess otherwise stated) | |
| ■ Letter of Credit shall be: | ☐ At Sight | □ At | _ days Sight | t □At | days from | m transport document | |
| ■ Letter of Credit shall state: □ All banking charges are for the large outside | | | _ | | ount and accept | tance if applicable). | |
| ■ Partial drawings/shipments to | be: | | | | | | |
| ■ Transhipments to be: | | | | | | | |
| ■ Letter of Credit shall allow tran | nsport document | s dated no later | than | | | _ · | |
| Letter of Credit shall allow doc document date. | uments to be pre | esented at coun | ters of Comr | merce Bank | within | days of transport | |
| ■ Letter of Credit shall indicate e | expiration to be a | at the advising/ | confirming b | oank's count | ers. | | |
| ■ Letter of Credit shall request d the Letter of Credit. | rafts to be drawr | on Commerce | Bank in the (| event Comm | erce Bank is re | quested to confirm | |
| ■ Other: | | | | | | | |



REQUIRED DOCUMENTS

| SIGNED ORIGINAL COMMERCIAL INV | OICE and | issued by beneficiary made out in name of a | applicant stating: |
|---|---------------------|--|--------------------|
| (a)Terms (according to Incoterms 20 | | | |
| | | ce: | |
| | | rt of shipment: | |
| | (named po | rt of destination: |) |
| (b) Covering: | | | |
| ☐ Merchandise as per | Number: _ | dated | |
| – OR – | | | |
| ☐ Merchandise as follows: (indicate short description of m | | Lannear on the invoice) | |
| (| | . аррош оп то постоя | |
| | | | |
| ■ TRANSPORT DOCUMENTS: (check or | ne) | | |
| | | | |
| _ | | | |
| (Fill out information below indicating | g how the above tra | nsport document is to be consigned and freight | t requirement) |
| | | | |
| □ to order of: | | | |
| | | | |
| ■ Marked: | | | |
| Transport Document to indicate ship | ment from | to | |
| ☐ Credit to allow for transport docu | ments issued by Fre | ight Forwarders | |
| | | | |
| OTHER DOCUMENTS: | | | |
| □ Original Packing list and | | | |
| ☐ Original Certificate of Origin and | | | |
| □ Original Insurance: | for | % of invoice value | |
| □ Other: | | | |