

**Instructions for opening  
a Documentary Credit**

**Name and address of the applicant:**

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Street

\_\_\_\_\_

Post code/place

\_\_\_\_\_

Contact person for further information

\_\_\_\_\_

Phone No. \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_

E-Mail

\_\_\_\_\_

Our ref.-number:

\_\_\_\_\_

**Account number/IBAN**

- 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

# Instructions for opening a Documentary Credit

**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 transportdocument \*)  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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\_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

Post code/place \_\_\_\_\_

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Phone No. \_\_\_\_\_ Fax \_\_\_\_\_

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Our ref.-number: \_\_\_\_\_

Account number/IBAN \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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