

Please complete this form, referring to the inserted guidance notes for assistance.
Upon completion, please send to your Relationship Manager or Trade Centre.

1. Applicant's details

Name of Company

Applicant's reference number

Address line 1

Address line 2

Address line 3

Address line 4 OR country

Postal code

Contact name

Position held

Preferred daytime contact number
(including extension if applicable)

Fax number

Email address

Address for service correspondence*

*Please provide an address for service correspondence if it is different from the above given address.

2. Beneficiary details

Beneficiary's name

Address line 1

Address line 2

Address line 3

Address line 4 OR country

Postal code

Contact name	<input type="text"/>
Position held	<input type="text"/>
Preferred daytime contact number (including extension if applicable)	<input type="text"/>
Fax number	<input type="text"/>

3. Beneficiary's bank details – advice to be issued by teletransmission

Name and address of branch (if known)	<input type="text"/>
	<input type="text"/>
Town OR overseas country	<input type="text"/>
Advising bank to add confirmation	Yes <input type="checkbox"/> No <input type="checkbox"/>

Where the seller has indicated their preferred advising (beneficiary) bank please provide details here. The Bank will endeavour to route the letter of credit to the preferred advising bank, however, on occasions this may not be possible and therefore an alternative bank will be used without further reference to you. 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".

4. Amount of Letter of Credit

Currency and amount (in words)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Currency	<input type="text"/>
Amount (in figures)	<input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>
Tolerance	+/- <input type="text"/> %

5. Details of Letter of Credit

Expiry date	<input type="text"/>
Place of expiry	Country of beneficiary <input type="checkbox"/> RBS counters <input type="checkbox"/>
Available	At sight – by payment <input type="checkbox"/> OR negotiation <input type="checkbox"/>
	At term – by negotiation <input type="checkbox"/> OR acceptance/deferred payment <input type="checkbox"/>

If 'Term', please specify _____

Is the Letter of Credit to be transferable? Yes No

- 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 8. With a Deferred Payment/Acceptance Credit, the expiry date does not need to cover the period until payment is due. 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).
- ii) Available : At sight – payment is due to your seller when compliant documents are received at the counters of the paying/negotiating bank. All sight credits will be issued available by payment/negotiation without drafts except for those issued to the alternative bank, where drafts will be called for to comply with local market practice.
The bank's preferred method of issuing 'Sight' Import Letter of Credit is by Negotiation, if no option is chosen the Letter of Credit will be issued in this method.
NB if the credit is payable in the currency of the sellers country you may have to pay interest.
- iii) 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. All term credits will be issued available by negotiation without drafts except for those issued to the alternative bank where drafts will be called for to comply with local market practice and be made available by either acceptance or negotiation.

6. Shipment details

Shipment/Despatch no later than

Shipment/Despatch from

Shipment/Despatch to

Partial shipment allowed

Yes

No

Transshipment allowed

Yes

No

Documents to be presented within days of shipment as evidenced by the relative transport document.

Quantity and brief description of goods

Purchase Order number (if applicable)

INCO term

CIF/CIP

CFR/CPT

FOB/FCA

EXW

Other

Please refer to guidance notes to ensure the INCO terms selected is consistent with the freight paid / payable requirements on your transport document in Section 7.

This section is to state:

- Latest shipment date
- Where goods are to be despatched from
- The destination of the goods. These details must comply with Section 5. A port of loading and port of discharge must be quoted when you select a Marine Bill of Lading in section 7.2.1.
- Please indicate whether Part Shipment/Part Drawings are allowed or prohibited.
- Indicate whether Transshipment is allowed or prohibited. If you require goods to be despatched without unloading and re-loading during the voyage, 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.
- Number of days after date of despatch within which documents must be presented. If left blank 21 days will apply. The number of days entered here, when added to the latest date for despatch, should be the same as the expiry date in Section 5.
- Quantity and description of goods – please keep as brief as possible but must include a short description in words (reference numbers only are not acceptable). Documents e.g. Proforma Invoices should not be attached, although reference may be made to them in the description.
- Inco Terms for Price Basis:

Price Basis	Freight	Insurance
EXW (Ex-works)	Collect	Buyer
FOB (Free on Board) / FCA (Free Carrier)	Collect	Buyer
CFR (Cost and Freight) / CPT (Carriage Paid to)	Paid	Buyer
CIF (Cost, Insurance and Freight) / CIP (Cost, Insurance to a named point)	Paid	Seller

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

7. 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:

- Signed commercial invoice. Insert how many copies should be presented (if left blank, 3 copies will be requested).
- Packing List. Insert how many copies should be presented.
- Certificate of Origin – Indicate if the Certificate of Origin should be certified by the Chamber of Commerce.

7.1 Insurance documentsInsurance will be arranged by the customer **OR**Insurance to be arranged by the beneficiary as follows: Insurance Certificate/Policy (delete as applicable) 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) _____

Please indicate who will arrange the Insurance. Indicate who is arranging the insurance, the value (usually 10% above CIF/CIP value) and type of cover required. Please refer to the chart above to ensure that price basis meets with the insurance requirement. Please note we will accept an Institute Cargo Clauses (All Risks). Policy/Certificate in lieu of an Institute Cargo Clauses 'A' clausured Policy/Certificate.

7.2 Transport documents – please fill out the section that relates to the mode of transport to be used.

Only the section relating to the mode of transport to be used should be completed here. Indicate transport document required – usually only one type of transport document required. The document must be appropriate for mode of transport e.g. Multimodal Transport document covers transportation of goods by at least 2 different modes of transport with usually (but not always) the main part of the journey by sea. Also indicate whether transport document to be marked freight paid or freight collect (must be consistent with price basis – see note 6.ix).

7.2.1 Goods by seaFull set of clean 'shipped on board' Marine Bills of Lading issued to order and blank endorsed' Bills of Lading marked as: Freight paid **OR** Freight payable at destination

Please specify name and address of party to be notified (customer or other)

7.2.2 Goods by more than one mode of transport – e.g. sea/air or road/seaFull set of multi-modal transport documents issued to order and blank endorsed' Document marked as: Freight paid **OR** Freight payable at destination

Please specify name and address of party to be notified (customer or other)

7.2.3 Goods by airAir transport document evidencing date of despatch Document marked as: Freight paid **OR** Freight payable at destination

Please specify name and address of consignee

*Consignee details do not apply to Marine Bills or multi-modal transport documents as these will be issued to order.

7.3 Other documents – please specify any other documents required here

Please state any other documents required e.g. Export Licence, GSP Form A etc.

8. Special instructions – please detail special requirements if any

9. Charges

Customer to pay all RBS bank charges and Beneficiary to pay all other bank charges

Customer to pay all charges

Beneficiary to pay all charges

Please specify which charges you are willing to pay. This should reflect your agreement with the Seller. If you only wish to pay the Bank's charges, then the first box should be ticked. If you are willing to pay all bank charges, including those of the overseas bank, then the second box should be ticked. If your seller has agreed to pay all bank charges, including the Bank's, the third box should be ticked. It is commonplace for the Buyer to pay UK charges and the Seller to pay the overseas bank charges (i.e. the first box). In the event that the Credit expires unutilised, all outstanding charges, including the overseas bank's will be for your account.

10. Account details

Sterling account number Sort code --

Currency account number (if applicable)

Please debit all charges to: Sterling account **OR** Currency account

Please debit all payments to: Sterling account **OR** Currency account

We have entered into a Forward Contract with the Bank Yes No

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.

Please indicate whether the charges and/or payments should be debited from a sterling or currency account. Please indicate whether you have entered a Forward Contract with the Bank.

11. 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 Letter 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

For (name of company/firm) _____

Authorised Signature(s)

Name _____

Name _____

Date

Date

Customers are advised to retain a copy of this document for their records.

For Relationship Manager use only

Confirmation

1.1 - to be completed by UKCB Relationship Managers only

Currency

A product limit covering all liabilities of , , , , , .

has been sanctioned under

RMP Facility ID

PRISM Facility ID

1.2 - to be completed by UKCB and Retail Relationship Managers

I confirm the application has been completed in accordance with the current Bank Account Mandate and recommend its acceptance by the Bank. Please issue the Letter of Credit in accordance with the customer instructions.

Relationship Manager's signature

Customer ISV confirmed

RM name _____

Branch/Unit _____

Date _____

Location _____

RM contact number

RM ISV number

For Retail Credit use only

Credit Sanctioner's signature and approved stamp

Case reference number _____