

Please complete this form in BLOCK CAPITALS and in black ink, referring to the attached guidance notes for assistance. Upon completion, please send to your Relationship Manager or Trade Centre.

## 1. Customer's details

Customer's name

  


Customer'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

Address for service\*

\*An address for service in England or Wales is required if the Customer's address is not in England, Wales or Scotland.

## 2. Method of issue

Please issue by:

Mail

**OR**

Courier

To be delivered to the:

Customer

**OR**

Beneficiary

**OR**

Other

If 'Other', please specify \_\_\_\_\_

**OR**

Standby Letter of Credit advised through an overseas bank via SWIFT

**OR**

Standby Letter of Credit advised and Confirmed by an overseas bank via SWIFT

**OR**

Standby Letter of Credit issued by an overseas bank via SWIFT

Preferred overseas  
issuing/advising/  
advising and  
confirming bank  
and branch details  
(if known)

**3. Format of Standby Letter of Credit** - please select one of the following options

Bank's standard wording

**OR**

In the format attached

(Please ensure that all details required for completion are provided)

V

**OR**

If the format required has already been submitted and reviewed, please enter the reference

D W R

**4. Amount of Standby Letter of Credit**

Currency (in words)

Amount (in words)

Currency code

Amount (in figures)

**5. Beneficiary details**

Beneficiary's name

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

**6. Brief description of goods/services/purpose of Standby Letter of Credit**

**7. Details of Standby Letter of Credit terms**

Expiry date

Place of expiry

RBS

**OR**

Advising bank

Available for payment at

RBS

**OR**

Advising bank

**7.1 Documents required in the event of a claim**

7.1.1 Certified true and correct copy invoice(s)

7.1.2 Certified true and correct copy transport document, evidencing shipment of the goods. Please specify the type below.  
(e.g. Bills of Lading, AWB, CMR)

7.1.3 Beneficiary statement (signatures appearing thereon to be authenticated by their bankers) that the customer has failed to make payment to them within

(e.g. 30 days from date of invoice).

**8. Special instructions** - please enter any special instructions here (for example, any additional delivery instructions for the Standby Letter of Credit)

  
  

**9. 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

**10. Standby 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](http://www.rbs.co.uk/terms) and enter **tst0607**

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

By signing:

- the Customer confirms the details on the Application are correct.
- the Customer agrees to the Trade Services Terms.

Signed in accordance with the authority held by the Bank

For (name of company/firm)

Customer signature(s)

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

The last page should be retained by the Customer.

**For Relationship Manager use only**

**Please note that the standard tariff, as detailed on the Intranet, will be taken from the date of issue (payable quarterly in advance). If a non-standard tariff has been agreed, via your IBS Sales Business Development Manager with Product Management, this will be held by the relevant Trade Centre and will take precedence.**

**Counter indemnity**

Is an Omnibus Counter Indemnity currently held for this customer? Yes  No

**OR**

Is a Third Party Indemnity required? Yes  No

Name(s) of party(s) e.g. company/individual (if a Third Party Indemnity is required)


**Cash cover**

If cash is held/to be held, is it legally charged? Yes  No

**Confirmation**

A product limit covering all liabilities of £  has been sanctioned under

RMP Facility ID  PRISM Facility ID

Please indicate if the Facility is a MOF  or Group Facility  and if applicable please advise the Parent Company details.


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 Standby Letter of Credit in accordance with the customer instructions.

Relationship Manager's signature

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Date \_\_\_\_\_

Name \_\_\_\_\_

Branch/Unit \_\_\_\_\_

Location \_\_\_\_\_

Contact number

Fax number

ISV number

**For Retail Credit use only**

Credit Sanctioner's signature and approved stamp

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## GUIDANCE NOTES

The numbering below corresponds to the sections on the form. Please complete all sections ensuring the information reflects your contract terms.

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### 2. Method of issue

Please select one of the following options:

#### **Please issue by Mail OR Courier**

If the Standby Letter of Credit is to be issued by the Bank and the beneficiary needs to be advised by fax that it has been issued, please indicate this in Section 8, 'Special instructions'. Please include the beneficiary's fax number and a contact point.

**OR**

#### **Standby Letter of Credit advised through an overseas bank**

**OR**

#### **Standby Letter of Credit advised and confirmed by an overseas bank**

**OR**

#### **Standby Letter of Credit issued by an overseas bank**

Where the beneficiary has nominated a bank, or one is required by the contract and/or local rules and regulations, the bank's name and branch address, if known, should be entered here.

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### 3. Format of Standby Letter of Credit

Please select one of the following options:

#### **Bank's standard wording**

If this box is marked the Bank will endeavour to incorporate your details into one of its standard texts (copies of which are available on request).

**OR**

#### **In the format attached**

When a non-standard text is needed, more time is required before the Standby Letter of Credit can be issued. It is, therefore, important to submit your application as early as possible. The Bank will examine the text and, if satisfactory, will issue the Standby Letter of Credit. If the wording is not satisfactory, the Bank will amend the text. Prior to issuing the Standby Letter of Credit, the Bank will advise you of any amendments. Additional charges may be levied for approving/issuing non-standard text Standby Letters of Credit. This charge is dependent on time taken and complexity.

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### 6. Brief description of goods/services/purpose of Standby Letter of Credit

Please enter the details to identify the transaction that the Standby Letter of Credit covers.

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### 7. Details of Standby Letter of Credit terms

These will be incorporated into the Standby Letter of Credit.

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### 8. Special instructions

Please enter any special instructions here (for example, any additional delivery instructions for the Standby Letter of Credit). All instructions must be clear and comprehensive.

If there is insufficient space to incorporate all special instructions on the application form, they should be detailed on a separate sheet and attached to the form. Make sure that you indicate on the form that special instructions are attached.

#### **Please note:**

##### **Charges**

The Bank charges for providing Standby Letters of Credit. Please refer to your Relationship Manager for details. In addition, there may be Overseas Issuing/Advising/Confirming Bank and/or other charges for telex, postage, amendments, legal fees etc, together with local Stamp Duty/Taxes and such charges, all of which will be for your account.

## Standby Letter of Credit Agreement

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