California Bank & Trust

Export Letter of Credit Instructions

To (Buyer):_____ Date:_____

From (Seller):_____ Ref:_____

Please instruct your Bank to issue the following Irrevocable Documentary Letter of Credit:

Reset & Clear Form

(1) Confirmation: ☐ REQUIRED ☐ MAY ADD ☐ NOT REQUIRED	**(2) Transferable:** ☐ YES ☐ NO
(3) Beneficiary: (Seller)	**(4) Applicant: (Buyer)**
(5) Advising Bank: (Seller's Bank) CALIFORNIA BANK & TRUST International Banking Group 550 South Hope Street, 3rd Floor Los Angeles, CA 90071 SWIFT: CALBUS66 Telex: 470075 SUMI UI Phone: 213-593-2128 Fax: 213-593-2144	**(6) Amount**: + / - _____%
(7) Draft Payable At: ☐ SIGHT ☐ _____ ☐ AFTER SIGHT ☐ AFTER B/L DATE ☐ _____	**(8) Shipping Terms:** ☐ FOB ☐ CFR ☐ CIF ☐ EXW ☐ CPT ☐ _____ **(9) Shipment Via:** ☐ OCEAN ☐ AIR ☐ TRUCK ☐ RAIL ☐ COURIER
(10) Shipment from:	**(11) Shipment to:**
(12) Partial Shipments: ☐ Allowed ☐ Not Allowed	**(13) Transshipments:** ☐ Allowed ☐ Not Allowed

(14) Latest Shipment Date:	**(15)** Documents must be presented to the negotiating bank no later than _____ days after issuance of transport document.	**(16) Expiration Date:** **Expiration Location:**

(17) Description of Merchandise:

(18) Documents Required:	☐ INSURANCE POLICY/CERTIFICATE
☐ SIGNED COMMERCIAL INVOICE	☐ AIR WAYBILL
☐ PACKING LIST	☐ OCEAN BILL OF LADING
☐ CERTIFICATE OF ORIGIN	☐ _____
☐ INSPECTION CERTIFICATE	☐ _____

(19) Special Instructions:

☐ ISSUING BANK CHARGES FOR ACCOUNT OF ☐ APPLICANT ☐ BENEFICIARY.
☐ ADVISING BANK CHARGES FOR ACCOUNT OF ☐ APPLICANT ☐ BENEFICIARY.
☐ DISCOUNT CHARGES IF ANY, ARE FOR ACCOUNT OF ☐ APPLICANT ☐ BENEFICIARY.
☐ THIRD PARTY DOCUMENTS ARE ACCEPTABLE.
IF LETTER OF CREDIT IS TRANSFERABLE, TRANSFERABLE THROUGH CALIFORNIA BANK & TRUST.

(20) Other Instructions:

These guidelines are for information purposes only and are not intended as an exhaustive review of the subject or of the risks associated with usage of Letters of Credit. In this regard, California Bank & Trust does not assume responsibility in the use of these guidelines.