

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:

(1) Confirmation: <input type="checkbox"/> REQUIRED <input type="checkbox"/> MAY ADD <input type="checkbox"/> NOT REQUIRED		(2) Transferable: <input type="checkbox"/> YES <input type="checkbox"/> NO	
(3) Beneficiary: (Seller)		(4) Applicant: (Buyer)	
(5) Advising Bank: (Seller's Bank) CALIFORNIA BANK & TRUST SWIFT: CALBUS66 International Banking Group Fax: 213-593-2144 550 South Hope Street, 3 rd Floor Los Angeles, CA 90071		(6) Amount: <div style="text-align: right;">+ / - _____ %</div>	
(7) Draft Payable At: <input type="checkbox"/> SIGHT <input type="checkbox"/> _____ <input type="checkbox"/> AFTER SIGHT <input type="checkbox"/> AFTER B/L DATE <input type="checkbox"/> _____		(8) Shipping Terms: <input type="checkbox"/> FOB <input type="checkbox"/> CFR <input type="checkbox"/> CIF <input type="checkbox"/> EXW <input type="checkbox"/> CPT <input type="checkbox"/> _____ (9) Shipment Via: <input type="checkbox"/> OCEAN <input type="checkbox"/> AIR <input type="checkbox"/> TRUCK <input type="checkbox"/> RAIL <input type="checkbox"/> COURIER	
(10) Shipment from:		(11) Shipment to:	
(12) Partial Shipments: <input type="checkbox"/> Allowed <input type="checkbox"/> Not Allowed		(13) Transshipments: <input type="checkbox"/> Allowed <input type="checkbox"/> 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:		<input type="checkbox"/> INSURANCE POLICY/CERTIFICATE	
<input type="checkbox"/> SIGNED COMMERCIAL INVOICE		<input type="checkbox"/> AIR WAYBILL	
<input type="checkbox"/> PACKING LIST		<input type="checkbox"/> OCEAN BILL OF LADING	
<input type="checkbox"/> CERTIFICATE OF ORIGIN		<input type="checkbox"/> _____	
<input type="checkbox"/> INSPECTION CERTIFICATE		<input type="checkbox"/> _____	
(19) Special Instructions: <input type="checkbox"/> ISSUING BANK CHARGES FOR ACCOUNT OF <input type="checkbox"/> APPLICANT <input type="checkbox"/> BENEFICIARY. <input type="checkbox"/> ADVISING BANK CHARGES FOR ACCOUNT OF <input type="checkbox"/> APPLICANT <input type="checkbox"/> BENEFICIARY. <input type="checkbox"/> DISCOUNT CHARGES IF ANY, ARE FOR ACCOUNT OF <input type="checkbox"/> APPLICANT <input type="checkbox"/> BENEFICIARY. <input type="checkbox"/> 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.