

# Application for letter of credit

Date:  DD .  MM .  YYYY

Ref.:

This credit is subject to the Uniform Customs and Practice for documentary credits, 2007 Revision, International Chamber of Commerce. Publication No. 600, Paris, France.

Applicant (name, address, registration No.)  Beneficiary (name, address, registration No.)

account No.:

Beneficiary to be advised  by SWIFT  by airmail

Contact:

Phone:  E-mail:

Applicant requests SC "Citadele banka" to open an irrevocable documentary credit as follows:

transferable letter of credit  standby letter of credit

Applicant hereby asks SC "Citadele banka" to issue this letter of credit

(Please choose one of the following options)

according to the provisions of the Agreement on Issuance and Service of Letters of Credit/of the Letter of Credit, which will be entered into between SC "Citadele banka" and Applicant

under the Agreement on Issuance and Service of Letters of Credit/of the Letter of Credit No.

concluded on  DD .  MM .  YYYY

Date of expiry:  Place of Expiry:

Correspondent bank  Advising bank

SWIFT:  SWIFT:

Correspondent bank  to add their confirmation  
 on 100% covered basis

Advising bank  to add their confirmation  
 on 100% covered basis

This letter of credit is available with

SC "Citadele banka"  at sight

the advising bank   days from

the correspondent bank

Amount, currency  +/- Tolerance allowed of credit amount  %  
in figures

in words

SC "Citadele banka" charges are for account of:  applicant  beneficiary

Advising bank's charges are for account of:  applicant  beneficiary

Correspondent bank's charges are for account of:  applicant  beneficiary

For banks' charges please charge Applicant's account held at SC "Citadele banka" No.



# Citadele

Signature

Republikas square 2A  
Riga, LV-1010, Latvia  
Unified reg. nr. 40103303559  
Phone: 67010907  
Fax: 67778657  
e-mail: lc@citadele.lv  
www.citadele.lv  
SWIFT code: PARXLV22

Date:     .    .    

Ref.: \_\_\_\_\_

Description of goods: \_\_\_\_\_

price: \_\_\_\_\_

according to the contract (No., date): \_\_\_\_\_

delivery terms / INCOTERMS 2010:

EXW  FCA  CPT  CIP  DAT  DAP  DDP  FAS  FOB  CFR  CIF

place of delivery: \_\_\_\_\_

Shipment / despatch / taking over for despatch from: \_\_\_\_\_

to: \_\_\_\_\_

Partial shipments  allowed  not allowed      Transhipment  allowed  not allowed

Consignee: \_\_\_\_\_

Latest shipment date     .    .          Period for presentation of documents \_\_\_\_\_

### Documents required

Transport documents:

- full set of clean on board marine (ocean) bills of lading, issued:
  - to order
  - to order of \_\_\_\_\_  blank endorsed
  - notify \_\_\_\_\_
- air consignment note (original for shipper)
- duplicate of rail waybill
- truck consignment note (CMR)
- multimodal transport document
- transport document must be marked:  freight collect  freight prepaid

Other documents:

- commercial invoice in \_\_\_\_\_ original(s) and \_\_\_\_\_ cop(y/ies)
- packing list in \_\_\_\_\_ original(s) and \_\_\_\_\_ cop(y/ies)
- certificate of origin in \_\_\_\_\_ original(s) and \_\_\_\_\_ cop(y/ies), issued by \_\_\_\_\_
- insurance policy or certificate in \_\_\_\_\_ original(s) and \_\_\_\_\_ cop(y/ies) for 110% of invoice value covering all risks
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Special instructions:

Applicant hereby authorizes SC "Citadele banka" to debit Applicant's account No. \_\_\_\_\_ held at SC "Citadele banka" for the amount of present letter of credit and credit Applicant's special letter of credit cover account which is pledged to SC „Citadele banka" as a security for any payments under present letter of credit.

By signing this Application for letter of credit the Applicant, in the name of its representative, certifies that the information submitted and to be submitted to SC "Citadele banka" is correct, complete and valid, and authorizes SC "Citadele banka" to request and obtain in any way information on the Applicant or its representative(s) from any other persons and publicly accessible data bases including the Credit Register of the Bank of Latvia. If the Applicant and/or its representative supply false/misleading information, they bear responsibility in compliance with the legal acts in force and SC "Citadele banka" is entitled to terminate unilaterally the Agreement on issuance and service of letters of credit/of the letter of credit concluded on the basis of such Application for letter of credit.

By signing this Application the Client undertakes to pay to the Bank commission fee set forth in the Bank products and services pricelist for the preparation and coordination of the draft of the Import letter of credit (is applicable in cases when the letter of credit is not prepared) and the Client hereby authorizes the Bank and the Bank is entitled without Client's separate payment order or instruction to transfer from any account of the Client maintained with the Bank funds necessary for payment of this commission fee, as well as, when necessary, to exchange (convert) the funds in the Client's accounts into currency necessary for the payment of the commission fee pursuant to the exchange rate set forth by the Bank for non-cash transactions at the moment of exchange (conversion). The commission fee stated in this Clause shall be deemed paid at the date when the Bank transferred from the Client's account funds necessary for its fulfillment.



# Citadele

**Applicant's representative**, name and surname, grounds for representation, signature (stamp, if any):

\_\_\_\_\_  
Name, Surname, grounds for representation

\_\_\_\_\_  
Signature