



Letter of Credit Application Form

Date _____

1. APPLICANT NAME AND ADDRESS _____

Email _____ Contact Number _____

2. Tin No _____ 3. Trade Licence No _____

4. Beneficiary Name _____

5. Beneficiary Address _____

6. Tel and Fax no _____

7. Advising Bank SWIFT code _____ 8. Beneficiary City and Country _____

9. Advising Bank Name: _____ 10. Proforma Invoice No _____

11. LC Type Irrevocable: Confirmed Unconfirmed Transferable

12. Available by: Sight Negotiation Acceptance Differed Mixed

13. LC currency _____ LC Amount in figure _____ LC Amount in words _____

14. Place of Expiry _____ Expiry Date _____ Latest date of Shipment _____

15. Port of Loading _____ Port of Discharge _____

16. Delivery Terms _____ Final Destination _____

17. Partial Shipment: Allowed Not allowed Transshipment: Allowed Not Allowed

18. Shipment to be Effected By: Ethiopian Shipping Lines Sc Ethiopian Air Lines Others

19. All Bank Charges Outside Ethiopia are for account of: Beneficiary Applicant

20. Descriptions of Goods _____



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Document Required (Write the no. of Documents on the provided boxes)

21. Commercial Invoice: _____ signed original commercial invoices and _____ copies (Specifying cost and freight charges), all of originals must be certified by the Chamber of Commerce.

22. Manufacturers Invoice: _____ signed original commercial invoices and _____ copies All of originals must be certified by the Chamber of Commerce.

23. Packing List: Signed packing list in _____ original and _____ copies

24. _____ Insurance policy or certificate in full set blank endorsed issued by an approved insurance co. covering marine, air and war risks extended to cover institute cargo clauses (all Risks), WPA/AFP A including theft Pilferage, Non- delivery S.R.C.C for the CIF value of shipment plus _____ % up to _____

_____ Insurance covered locally and Policy as above and including shift clause enclosed

25. Transport Document marked freight payable at destination prepaid by the Beneficiary
Full set of ocean Bill of Lading/Multimodal Truck way Bill/Receipt Courier bill
Original Airway Bill Railway Receipt Parcel Post Receipt
Others _____

26. Marked Notify _____

27. Country of the Goods Origin _____

28. Package to be marked _____

29. Additional conditions _____



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30. Additional Beneficiary Address _____

31. Source of fund: Reserved Grant Foreign Loan Number _____

32. NBE Account Number: _____

I/we will pay you at your office the equivalent in birr of the amount of the draft drawn under this letter of credit on demand at your then selling rate of exchange for S.W.I.F.T to the place of payment in the currency of the draft even though the custom authorities may subsequently refuse to permit the entry of the goods into Ethiopia consequent upon restriction being placed on their import. If this letter of credit provides for presentation of documents without drafts my/our obligations to pay you on demand at your then selling rate shall be the same as though drafts had accompanied such documents. In addition, I/we undertake to pay you the interest at your applicable rate from the date of payment by your correspondent to the date of settlement by me/us.

Upon failure by me/us to so duly pay, I/we hereby give complete authority to you to debit my/our account with the amount involved or in case the balance standing in such account be insufficient to cover the said amount or in the absence of any such account, I/we hereby authorize you to draw and store the goods at my/our risk, peril, expenses, and in your absolute description to sell same, or any part thereof at public or private sale at best price obtainable in your opinion and without giving notice of such sale to me/us and to apply the proceeds of such sale to reimbursement of any payment made by or on behalf of your bank under this letter of credit and all interest due thereon, together with all costs and expenses pertaining to any such storage and sale.

In case the proceeds of such sale shall be insufficient to pay the aforesaid claim, I/we promise to pay such deficiency forthwith with interest at the rate _____ of % per annum.

In the event there would result a surplus after full satisfaction of the aforesaid claim, I/we hereby authorize you to apply such surplus toward the reduction of any other indebtedness whether mature or otherwise which I/we may be owing to you at the date. I/we hereby authorize you to apply duly upon such deficiency any money or other property in your possession, belonging to me/us. Upon failure by me/us to so duly pay and clear the goods in time I/we hereby undertake to renew the insurance policy and ensure that the goods are at all times covered.

On receipt of your first advice I/we will advise you appropriately for honoring the documents in the case of discrepancies, however in the event of no reply within ten days from your first advice by ordinary mail/fax or from its receipt at your counter I/we authorize you to release your correspondents for guarantee or reserve held. It is expressly understood that I/we hold you and your correspondents free of responsibility for the form, sufficiency, accuracy, genuineness, falsification or legal effect of any documents and in respect of any difference whether in goods, material, make, brand, quantity, quality of other that may emerge between the description in the documents and what is actually shipped. It is expressly understood that on no accounts shall any claim be against the Bank after the documents are settled. We agree to prove importation in to Ethiopia on the quantity and quality of the merchandise shipped under this credit.

Thank you

Please debit my/our Acc NO _____ for all your charges, L/C value and any conversion difference related to this L/C.

Signature and Stamp