



9Fl, Kumho Asiana Plaza SaiGon, 39 Le Duan St., Dist. 1, Ho Chi Minh City, Vietnam  
Tel : 84-8-39101 888 – Fax : 84-8-39101 999

**APPLICATION FOR ISSUING IRREVOCABLE DOCUMENTARY CREDIT**

(MT 700 FORMAT)

To: **CTBC BANK CO., LTD,**  
**Ho Chi Minh City Branch**

Date:

Applicant's ref No.:

Dear Sir / Madam,

I/We hereby request you to issue an irrevocable documentary credit detailed below and to advise the under mentioned beneficiary of the issuance of the credit. I/We hereby also authorize you to debit our A/C No. \_\_\_\_\_ at your bank for deposit (if any) for opening this L/C and settle the bills when it's due.

<b>Advising Bank:</b>		<b>L/C No:</b>	
		<b>Issuing Date:</b> <i>(For Bank's use only)</i>	
		<b>L/C Expiry Date and Place:</b>	
<b>Applicant</b> (name and address) :		<b>Beneficiary</b> (name and address) :	
<b>Credit Amount:</b> In figures: In words	<b>Tolerance:</b>	<b>Available with: any bank</b>	
		By: <input type="checkbox"/> negotiation <input type="checkbox"/> acceptance <input type="checkbox"/> deferred payment	
		<b>Drafts:</b> <input type="checkbox"/> At Sight <input type="checkbox"/> At ___ B/L DATE For ___ % of invoice value, drawn on yourselves or your correspondents.	
<b>Partial</b> <input type="checkbox"/> Allowed <input type="checkbox"/> Prohibited		<b>Shipment from:</b>	<b>To:</b>
<b>Transshipment</b> <input type="checkbox"/> Allowed <input type="checkbox"/> Prohibited		<b>Latest date of shipment:</b>	
<b>Description of Goods and/or Services:</b>			
Trade terms: <input type="checkbox"/> FOB <input type="checkbox"/> CFR <input type="checkbox"/> CIF <input type="checkbox"/> OTHERS: Place:			
<b>Documents Required</b> (in English and in triplicate unless otherwise stated):			
<input type="checkbox"/> Signed commercial invoice in _____			
<input type="checkbox"/> Packing list in ___			
<input type="checkbox"/> Full set <input type="checkbox"/> Full set less one of original clean on board ocean bills of lading, made out to order of CTBC BANK CO., LTD, Ho Chi Minh City Branch, notify applicant and marked <input type="checkbox"/> Freight Prepaid <input type="checkbox"/> Freight Collect <input type="checkbox"/> Others:			
<input type="checkbox"/> Clean airway bill consigned to order of CTBC BANK CO., LTD, Ho Chi Minh City Branch, notify applicant and marked <input type="checkbox"/> Freight Prepaid <input type="checkbox"/> Freight Collect <input type="checkbox"/> Others:			
<input type="checkbox"/> Insurance Policy or Certificate in duplicate (number of issued originals must be showed and presented), endorsed in blank for not less than 110% of invoice value covering Institute Cargo Clauses <input checked="" type="checkbox"/> A <input type="checkbox"/> W.A <input type="checkbox"/> FPA, Institute War Clauses, Institute Strikes Riots and Civil Commotions Clauses, and showing claim payable at destination in the currency of the credit.			
<input type="checkbox"/> Beneficiary's certificate stating that: <input type="checkbox"/> one full set of non-negotiable shipping documents <input type="checkbox"/> one full set of shipping documents including one original Bill of Lading has been sent to the applicant within ___ day(s) from the date of Bill of Lading by courier service. The relative courier receipt must be attached.			
Other documents (if there are many other documents to be added, please attach an appendix):			
<input type="checkbox"/> Certificate of Origin Issued by official authority			
<input type="checkbox"/> Certificate of Quality			
<input type="checkbox"/> Certificate of Analysis Issued by official authority			

[ ]

[ ]

[ ]

**Additional Conditions:**

1. This credit number must be mentioned on all documents required.
2. One full set of copy documents must be presented for issuing bank's file.
3. Documents to be sent to issuing bank in [  × ] one lot [  ] two lots, by courier service.
4. T/T reimbursement is [  ] Allowed [  × ] Prohibited.
5. Others (if there are many conditions to be added, please attach an appendix):

**Charges:**

All banking charges outside issuing bank, including reimbursement charges are for:  
[  ] Beneficiary's account [  ] Applicant's account  
Others (please specify):

**Period for presentation:**

Documents to be presented within \_\_\_\_\_ day(s) after the Bill of Lading date but not later than the validity of this credit.

**Confirmation instructions:**

[  ] Without [  ] May add [  ] Confirm  
Confirmation charges are for [  ] Applicant's Account [  ] Beneficiary's account.

This credit is subject to Uniform Customs and Practice for Documentary Credits (2007 revision), International Chamber of Commerce, Publication No.600

Yours truly,

\_\_\_\_\_  
Authorized Signature(s) and Seal

*For Bank's use only*

Sig. Verified	Prepared	Checked	Approved