

Please complete this form in BLOCK CAPITALS and in black ink, referring to the attached guidance notes for assistance. Upon completion, please send to your Relationship Manager or Trade Centre.

## 1. Customer's details

Customer's name	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Address line 4 OR overseas country	<input type="text"/>
Postal code	<input type="text"/>
Contact name	<input type="text"/>
Position held	<input type="text"/>
Preferred daytime contact number (including extension if applicable)	<input type="text"/>
Fax number	<input type="text"/>
Address for service*	<input type="text"/>

\*An address for service in England or Wales is required if the Customer's address is not in England, Wales or Scotland.

## 2. Beneficiary details

Beneficiary name	<input type="text"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Country	<input type="text"/>
Postal code	<input type="text"/>
Contact name	<input type="text"/>
Preferred daytime contact number (including extension if applicable)	<input type="text"/>
Fax number	<input type="text"/>

## 3. Beneficiary's bank details – advice to be issued by teletransmission

Name and address of branch (if known)	<input type="text"/>
	<input type="text"/>
Town OR overseas country	<input type="text"/>

Advising bank to add confirmation    Yes     No



**7.1 Insurance documents**

Insurance will be arranged by the customer

**OR**

Insurance to be arranged by the beneficiary  as follows: Insurance **Certificate/Policy** (delete as applicable) blank endorsed by the assured dated no later than the date of shipment or date of Transport Document whichever is earlier covering CIF/CIP value plus  % (if left blank 10% will be assumed) and the following risks: Institute Cargo Clauses 'A', Institute Strikes Clauses and Institute War Clauses.

Any other risks required  (please specify) \_\_\_\_\_

**7.2 Transport documents** – please fill out the section that relates to the mode of transport to be used.

**7.2.1 Goods by sea**

Full set of clean 'shipped on board' Marine Bills of Lading issued to order and blank endorsed<sup>1</sup>

Bills of Lading marked as: Freight paid  **OR** Freight payable at destination

Please specify name and address of party to be notified (customer or other)

**7.2.2 Goods by more than one mode of transport** – e.g. sea/air or road/sea

Full set of multi-modal transport documents issued to order and blank endorsed<sup>1</sup>

Document marked as: Freight paid  **OR** Freight payable at destination

Please specify name and address of party to be notified (customer or other)

**7.2.3 Goods by air**

Air transport document evidencing date of despatch

Document marked as: Freight paid  **OR** Freight payable at destination

Please specify name and address of consignee

<sup>1</sup>Consignee details do not apply to Marine Bills or multi-modal transport documents as these will be issued to order.

**7.3 Other documents** – please specify any other documents required here

**8. Special instructions** – please detail special requirements if any

## 9. Charges

Customer to pay all NatWest bank charges and Beneficiary to pay all other bank charges

Customer to pay all charges

Beneficiary to pay all charges

## 10. Account details

Sterling account number

Sort code

Currency account number  
(if applicable)

Please debit all charges to: Sterling account  OR Currency account

Please debit all payments to: Sterling account  OR Currency account

We have entered into a Forward Contract with the Bank Yes  No

If 'Yes', please provide the number \_\_\_\_\_. If 'No', and we arrange a Forward Contract at a later date we will advise the relative details to you.

## 11. Documentary Letter of Credit Agreement

**THIS APPLICATION AND THE BANK'S TRADE SERVICES TERMS TOGETHER FORM AN IMPORTANT AGREEMENT. YOU SHOULD TAKE LEGAL ADVICE BEFORE SIGNING.**

The Trade Services Terms are available to be read and printed online. To access the Terms go to [www.natwest.com/terms](http://www.natwest.com/terms) and enter **tst1209**

Alternatively, a copy can be obtained from the Customer's Relationship Manager.

By signing, the Customer:

- confirms the details on the Application are correct.
- pledges all documents presented to the Bank and the goods.
- agrees to the Trade Services Terms.

Signed in accordance with the authority held by the Bank

For  
(name of company/firm)

Customer signature(s)

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

The last page should be retained by the Customer.

**For Relationship Manager use only**

**Confirmation**

**1.1 - to be completed by UKCB Relationship Managers only**

Currency

A product limit covering all liabilities of £  has been sanctioned under

RMP Facility ID

PRISM Facility ID

**1.2 - to be completed by UKCB and Retail Relationship Managers**

I confirm the application has been completed in accordance with the current Bank Account Mandate and recommend its acceptance by the Bank. Please issue the Letter of Credit in accordance with the customer instructions.

Relationship Manager's signature

Customer ISV confirmed

RM name

Branch/Unit

Date

Location

RM contact number

RM ISV number

**For Retail Credit use only**

Credit Sanctioner's signature and approved stamp

Case reference number

## GUIDANCE NOTES

The numbering below corresponds to the sections on the form. Please complete all sections ensuring the information provided reflects your contract terms.

### 3. Beneficiary's bank details

Where the seller has indicated their preferred advising (beneficiary) bank please provide details here. The Bank will endeavour to route the letter of credit to the preferred advising bank, however, on occasions this may not be possible and therefore an alternative bank will be used without further reference to you. Confirmation: Please state whether the Advising Bank should add their confirmation to this Letter of Credit. If you are not sure whether confirmation is appropriate and the seller has **not** requested that the Letter of Credit be confirmed, then we would suggest that you mark "No".

### 5. Details of Letter of Credit

i) The expiry date is the latest date by which documents must be presented in the country/place of expiry. However if this does not meet with your wishes please state in section 8. With a Deferred Payment/Acceptance Credit, the expiry date does not need to cover the period until payment is due.

ii) Available : At sight – payment is due to your seller when compliant documents are received at the counters of the paying/negotiating bank. All sight credits will be issued available by payment/negotiation without drafts except for those issued to the alternative bank, where drafts will be called for to comply with local market practice.

NB if the credit is payable in the currency of the sellers country you may have to pay interest.

iii) At term (also known as usance) – Where your seller has agreed to give you a Credit period, this must be a determinable date e.g. 90 days from the date of a transport document or invoice or a number of days sight. All term credits will be issued available by negotiation without drafts except for those issued to the alternative bank where drafts will be called for to comply with local market practice and be made available by either acceptance or negotiation.

### 6. Shipment details

This section is to state:

i) Latest shipment date

ii) Where goods are to be despatched from

iii) The destination of the goods. These details must comply with Section 5. A port of loading and port of discharge must be quoted when you select a Marine Bill of Lading in section 7.2.1.

iv) Please indicate whether Part Shipment/Part Drawings are allowed or prohibited.

v) Indicate whether Transshipment is allowed or prohibited. If you require goods to be despatched without unloading and re-loading during the voyage, then Transshipment should be prohibited. **HOWEVER IT SHOULD BE NOTED THAT TRANSHIPMENT MAY STILL OCCUR IN CERTAIN CIRCUMSTANCES AND YOUR ATTENTION IS DRAWN TO UCP600, ARTICLES 19, 20, 21, 23 and 24.**

vi) Number of days after date of despatch within which documents must be presented. If left blank 21 days will apply. The number of days entered here, when added to the latest date for despatch, should be the same as the expiry date in Section 5.

vii) Quantity and description of goods – please keep as brief as possible but must include a short description in words (reference numbers only are not acceptable). Documents e.g. Proforma Invoices should not be attached, although reference may be made to them in the description.

ix) Inco Terms for Price Basis:

Price Basis	Freight	Insurance
EXW (Ex-works)	Collect	Buyer
FOB (Free on Board) / FCA (Free Carrier)	Collect	Buyer
CFR (Cost and Freight) / CPT (Carriage Paid to)	Paid	Buyer
CIF (Cost, Insurance and Freight) / CIP (Cost, Insurance to a named point)	Paid	Seller

*A comprehensive guide to the trade terms known collectively as INCOTERMS can be obtained from the International Chamber of Commerce.*

### 7. Documents to be presented to the Bank

Please confirm which documents are to be presented to the Bank:

i) Signed commercial invoice. Insert how many copies should be presented (if left blank, 3 copies will be requested).

ii) Packing List. Insert how many copies should be presented.

iii) Certificate of Origin – Indicate if the Certificate of Origin should be certified by the Chamber of Commerce.

#### 7.1 Insurance documents

Please indicate who will arrange the Insurance. Indicate who is arranging the insurance, the value (usually 10% above CIF/CIP value) and type of cover required. Please refer to the chart above to ensure that price basis meets with the insurance requirement. Please note we will accept an Institute Cargo Clauses (All Risks). Policy/Certificate in lieu of an Institute Cargo Clauses 'A' clausured Policy/Certificate.

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## 7.2 Transport documents

Only the section relating to the mode of transport to be used should be completed here. Indicate transport document required – usually only one type of transport document required. The document must be appropriate for mode of transport e.g. Multimodal Transport document covers transportation of goods by at least 2 different modes of transport with usually (but not always) the main part of the journey by sea. Also indicate whether transport document to be marked freight paid or freight collect (must be consistent with price basis – see note 6.ix).

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## 7.3 Other documents

Please state any other documents required e.g. Export Licence, GSP Form A etc.

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## 9. Charges

Please specify which charges you are willing to pay. This should reflect your agreement with the Seller. If you only wish to pay the Bank's charges, then the first box should be ticked. If you are willing to pay all bank charges, including those of the overseas bank, then the second box should be ticked. If your seller has agreed to pay all bank charges, including the Bank's, the third box should be ticked. It is commonplace for the Buyer to pay UK charges and the Seller to pay the overseas bank charges (i.e. the first box). In the event that the Credit expires unutilised, all outstanding charges, including the overseas bank's will be for your account.

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## 10. Account details

Please indicate whether the charges and/or payments should be debited from a sterling or currency account. Please indicate whether you have entered a Forward Contract with the Bank.

### Please note:

The Bank issues all Letters of Credit abroad by the inter-bank message system known as SWIFT thus avoiding any undue delay. Occasionally a UK Seller and his UK Buyer will agree to use a Letter of Credit as their terms of settlement. These are known as Inland Letter of Credits and are issued by mail unless otherwise stipulated.

All Letters of Credit will be subject to Uniform Customs and Practices for Documentary Credits, International Chamber of Commerce Publication No: 600, generally known as UCP600 and will be irrevocable.

This application form reflects common requirements of the Beneficiary, i.e. it is **irrevocable** and is available by payment/negotiation/acceptance/deferred payment. If this does **not** meet your individual requirements please specify your Special Conditions in Section 8.

**Irrevocable Credits** – An irrevocable Letter of Credit, once issued cannot be cancelled or amended in any way except with the consent of all parties.

**Liability** – The Bank becomes liable when an irrevocable Letter of Credit is issued, and is bound to honour documents and make reimbursement for payments, acceptances/deferred payments or negotiations effected in accordance with the terms of the Letter of Credit.

**Foreign Currency Credits** – In the case of payment at sight, if the Credit is payable by the Bank's correspondent bank, interest will be chargeable to yourselves from the date of such payment until the Bank receives reimbursement in its currency account. In the case of foreign currency usance Credits, the Bank's account will be debited by the correspondent bank on the due date. To provide sufficient time for the Bank to ensure that funds are available at the foreign centre, The Bank will debit your account two working days (or other such times as may be deemed necessary) before the due date of the bill.

IF YOU HAVE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM PLEASE CONTACT A MEMBER OF OUR CUSTOMER SERVICE TEAM AT OUR TRADE CENTRE ON TELEPHONE +44 (0)161 931 9390.  
In order to maintain the highest level of service we may record or monitor telephone conversations.





## Documentary Letter of Credit Agreement

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