

APPLICATION FOR ISSUANCE OF LETTER OF GUARANTEE/STANDBY LETTER OF CREDIT

TO: **NANYANG COMMERCIAL BANK, LIMITED (the "Bank")** 擔保函/備用信用證 Date (YYYY/MM/DD): 填表日期
We, the Applicant named below, request you to issue or procure the issuance of ☐ a **LETTER OF GUARANTEE ("LG")**
☐ a **STANDBY LETTER OF CREDIT ("SBLC")** on the following terms and conditions to be dispatched by ☐ Full teletransmission
☐ Courier ☐ Collection at your counter. 擔保函/備用信用證開具方式。(A項)

Applicant 開證申請人名稱	Type of Letter of Guarantee (if applicable) 擔保函類別。(B項) <input type="checkbox"/> Performance Bond <input type="checkbox"/> Quality/Maintenance Guarantee <input type="checkbox"/> Advance Payment Guarantee <input type="checkbox"/> Payment Guarantee <input type="checkbox"/> Bid Bond <input type="checkbox"/> Others: _____
Beneficiary (full name and address) 受益人名稱及地址	For SBLC only: The SBLC is available: WITH <input type="checkbox"/> Issuing bank <input type="checkbox"/> Any bank <input type="checkbox"/> _____ } (C項) BY <input type="checkbox"/> Sight Payment <input type="checkbox"/> Negotiation AT <input type="checkbox"/> Sight (D項) Draft drawn on (Not applicable to sight payment SBLC) <input type="checkbox"/> Issuing bank <input type="checkbox"/> _____ (E項)

Issuance Request to the Bank:

- ☐ Please issue the LG or SBLC (the "Undertaking") in favour of the Beneficiary. 開立要求
- ☐ Please request and/or procure another branch of the Bank or another bank selected by the Bank to issue the Undertaking in favour of the Beneficiary (against counter-guarantee, counter-indemnity, indemnity or undertaking (however named or described) by the Bank).
- ☐ Please request and/or procure the following issuing bank to issue the Undertaking in favour of the Beneficiary (against counter-guarantee, counter-indemnity, indemnity or undertaking (however named or described) by the Bank). Name, address and SWIFT code of the issuing bank:

Expiry Date (YYYY/MM/DD) 有效日期	Place for Presentation 交單地點。(F項)	Currency and Amount 貨幣及金額	Advising Bank (if blank, please nominate your branch or correspondent) 通知銀行名稱及地址(如有)
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Governing Rules:

- For LG: ☐ Uniform Rules for Demand Guarantees (ICC Publication No.758) or any subsequent modification or replacement; or 適用條例/法律(擔保函適用)。(G項)
☐ The laws of ☐ Hong Kong; or
☐ _____ (please specify).
- For SBLC: UCP 600 or any subsequent modification or replacement

Instructions to the Bank:

Please issue the SBLC or LG substantially in the form attached (on each page of which the Applicant has signed by way of identification and subject to any amendments as you think appropriate). 備用信用證/擔保函內容請填寫在附頁，客戶請在有關附頁逐頁蓋章及有效簽署

Required documents:

Beneficiary's signed statement certifying that _____

Other documents: _____ 所需文件

Other instructions:

- ☐ All documents are to be forwarded to Nanyang Commercial Bank, Limited by registered airmail or courier in one cover.
- ☐ Partial drawing is ☐ allowed ☐ not allowed.
- ☐ T/T reimbursement is allowed.
- ☐ The Undertaking is transferable or assignable.
- ☐ _____ 其他指示

- ☐ All charges, commissions and expenses outside Hong Kong are for the account of the ☐ Applicant ☐ Beneficiary. 相關費用由開證申請人/受益人承擔
- ☐ Please debit the relevant interest, fees, charges, commissions and expenses from our a/c no. _____.
- ☐ Please debit _____ (currency and amount) from our a/c no. _____ as cash margin to you.
- In case of queries, please contact _____ at tel. no. _____ or fax no. _____.

This application (of 4 pages in total excluding attachment(s), if any) is subject to the terms and conditions below which are also available at www.ncb.com.hk

For and on behalf of the Applicant

FOR BANK USE ONLY	
V. SIG.	Total number of attachment(s): _____ page(s)

授權人有效簽署

Authorised Signatory(ies) of the Applicant
(Bills A/C no.: _____) 押匯戶口賬號

附件頁數

Attachment(s): _____ page(s)

開出擔保函/備用信用證申請書填寫指引

A) 客戶可選擇以速遞、簡電或詳電開出備用信用證/擔保函，亦可選擇到本行領取信用證正本：

Full teletransmission（詳電）： 全備用信用證/擔保函以電報發出，一般經本行發出電文後，通知行可即時或短時間內接收信用證/擔保函，惟詳電費用一般較速遞高

Courier（速遞）： 備用信用證/擔保函以速遞寄送受益人，視受益人所在地一般需數天時間通知行方收到信用證/擔保函

Collection at counter（到取）： 開出本地備用信用證時/擔保函時，開證人/受益人可直接到本行押匯中心領取有關信用證/擔保函

B) 保函類別：

擔保函名稱	擔保函性質
Performance Bond	擔保函申請人（貨物供應商、服務承辦商或工程承建商）依期履約完成工程/合約/供貨
Quality/Maintenance Guarantee	擔保函申請人（買賣合約中的賣方）履行合約內對供應貨物之品質、保養及維修的責任
Advance Payment Guarantee	擔保函申請人（買賣合約中的賣方）在收取預付款/訂金後會依期履行合約
Payment Guarantee	擔保函申請人因購買商品、技術、專利或勞務合約項下的付款責任
Bid Bond	擔保函申請人（工程承造商或服務承辦商）在投標項目中標後簽署工程承造或服務承辦合約

C) 備用信用證均須明確可由開證銀行（Issuing bank）/ 任何銀行（Any bank）/ 指定銀行（Nominated bank）作即期付款（Sight payment）或議付（Negotiation）：

- by Negotiation：信用證容許指定銀行/任何銀行議付單據，給予受益人融資

- by Sight Payment：信用證不容許銀行議付單據，只允許由開證銀行/指定銀行對信用證即期付款

D) 信用證天期：即期備用信用證請選“AT SIGHT”，遠期備用信用證請填寫信用證天期

E) 只適用於以 Negotiation / Acceptance 形式開出的備用信用證，匯票付款人一般為開證行

F) 交單地點：備用信用證交單/擔保函索償地點為本行

- 本行開出備用信用證通常以 available with issuing bank by sight payment 形式開出及 Place of presentation 為 “at opening bank’s counter”

- 若申請開出擔保函，Place of presentation 只需填寫 “at opening bank’s counter”

G) 擔保函採用的管轄地法律：

本行開出擔保函通常採用香港法律