

APPLICATION FOR IRREVOCABLE DOCUMENTARY CREDIT

TO: **NANYANG COMMERCIAL BANK, LIMITED (the "Bank")**

信用證開具方式。(A項) Date (YYYY/MM/DD): 填表日期

We, the Applicant named below, apply for the issuance of a documentary credit (the "Credit") on the following terms and conditions to be despatched by

☐ courier ☐ brief teletransmission ☐ full teletransmission (recommended) ☐ collection at counter

Credit no.	Date and place of expiry:	有效日期及交單地點。(B項)
Applicant	Beneficiary (full name and address)	受益人名稱、地址及聯絡方法
Advising Bank (if blank, you may nominate your branch or correspondent bank)	Currency and Amount	信用證的貨幣與金額
Partial Shipment(s)/Delivery(ies) <input type="checkbox"/> allowed <input type="checkbox"/> not allowed	Transshipment <input type="checkbox"/> allowed <input type="checkbox"/> not allowed	This Credit is available: WITH <input type="checkbox"/> Issuing bank <input type="checkbox"/> Any bank <input type="checkbox"/> ____ BY <input type="checkbox"/> Negotiation <input type="checkbox"/> Acceptance <input type="checkbox"/> Sight Payment <input type="checkbox"/> Deferred Payment AT <input type="checkbox"/> Sight <input type="checkbox"/> ____ days
Place of taking in charge/Dispatch from/Place of receipt: ____	Place of final destination/For transportation to/Place of delivery: ____	信用證天期。(E項)
Port of loading / Airport of departure: ____	Port of discharge / Airport of destination: ____	Drafts drawn on (Not applicable to sight or deferred payment Credit) <input type="checkbox"/> Issuing bank <input type="checkbox"/> ____ 匯票付款人
Local Delivery / Delivery at: ____	Not later than: ____	Documents to be presented within ____ days after <input type="checkbox"/> the shipment date <input type="checkbox"/> the delivery date <input type="checkbox"/> ____, but within the validity of the Credit. 交單期限。(G項)

Documents required:

- ☐ Signed commercial invoice in ____ originals and ____ copies.
- ☐ Full set of original clean on board ocean bills of lading (covering port-to-port shipment) made out to order of Nanyang Commercial Bank, Limited / shipper and blank endorsed, and in each case marked "freight prepaid / freight to collect" and notify the applicant / 海運適用
- ☐ Full set of original clean multimodal transport documents made out to order of Nanyang Commercial Bank, Limited / shipper and blank endorsed, and in each case marked "freight prepaid / freight to collect" and notify the applicant / 聯合運輸適用
- ☐ Original clean air waybill marked "freight prepaid / freight to collect" and consigned to Nanyang Commercial Bank, Limited / 空運適用
- ☐ Insurance policy or certificate endorsed in blank for at least 110% of the CIF or CIP value covering Institute Cargo Clauses "A / Air", Institute War Clauses "Cargo / Air" Institute Strikes Clauses "Cargo / Air" and Institute Theft, Pilferage and Non-delivery Clause showing claims payable at destination in the currency of this Credit.
- ☐ Packing List in ____ originals and ____ copies.
- ☐ Certificate of Origin in ____ originals and ____ copies.
- ☐ Beneficiary's certified copy of fax advice despatched to the applicant (fax no. ____) within ____ days after / at least ____ days before shipment advising details of shipment and this Credit no. The date of fax must be indicated on such fax.
- ☐ Cargo receipt issued and signed by the applicant (whose signature must be in conformity with the record(s) held by Nanyang Commercial Bank, Limited), certifying that they have received the goods in good order and conditions and in trust for Nanyang Commercial Bank, Limited and indicates the place and date of receipt of goods, description and quantity of goods received, invoice value and this Credit no.
- ☐ Other documents: (H項)

Description of goods:

貨物資料：如貨物名稱、數量、單價等

貿易條款

Trade term: ☐ FOB ☐ CFR ☐ CIF ☐ FCA ☐ CPT ☐ CIP ☐ ____ Location: ____

☐ **Back-to-Back Credit** 若為開立背對背信用證，請填具主證資料
This is a back-to-back Credit against the support of a master Credit no. ____ issued by ____ (the "Master Credit"). The original Master Credit is ☐ enclosed / ☐ being held by you.

Other terms and Conditions:

- ☐ All banking charges outside your counter including reimbursing charges are for the account of the beneficiary. (I項)
- ☐ ____ % more or less in quantity and amount of the Credit is acceptable. (J項)
- ☒ Should the shipment be effected by sea and destined to Hong Kong, transport document(s) must show this Credit no., the name, address and telephone no. of the delivery agent in Hong Kong.
- ☒ All documents must be in English.
- ☐ This Credit is transferable.
- ☐ Allow confirmation of this Credit.
- ☐ T/T reimbursement is allowed.

其他條款及條件

Applicant's Other Instructions:

- ☐ 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.
- ☐ Please provide to an insurance company such information as may be required by it in providing insurance to us at our own cost. You are authorised to debit our a/c no. ____ for the insurance premium once the policy is effected at the rate agreed. Open Policy no. ____ (if any).
- ☐ Insurance to be covered by us and the relative cover note / Policy is attached. (K.2項)
- ☐ Insurance to be covered by ultimate buyer. We undertake to indemnify you against all damages and/or liabilities resulting from the absence of or inadequate insurance coverage over the goods. (K.3項)

In case of queries, please contact ____ at tel. no. ____ or fax no. ____.

This application (of 4 pages in total including the first supplemental sheet but excluding attachment(s) and other supplemental sheet(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		授權人有效簽署	附件及補充頁頁數
V. SIG.	Total number of attachment(s): ____ page(s)		
		Authorised Signatory(ies) of the Applicant (Bills A/C no.: ____)	押匯戶口賬號
		Note: Please use Supplemental Sheet(s) provided if insufficient space.	
		Supplemental sheet(s): ____ page(s) Other attachment(s): ____ page(s)	

* Description of goods:

* Documents required:

開出信用證申請書填寫指引

- A) 客戶可選擇以速遞、簡電或詳電開出信用證，亦可選擇到本行領取信用證正本：
- Courier (速遞)：**信用證以速遞寄送受益人，視受益人所在地一般需數天時間通知行方收到信用證
- Brief teletransmission (簡電)：**銀行先發出一份簡單電報向受益人確認本行開出信用證並簡述信用證的內容，隨後速遞正本信用證予受益人
- Full teletransmission (詳電)：**全信用證以電報發出，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，惟四者中詳電費用最高
- Collection at counter (到取)：**開出本地信用證時，開證人/受益人可直接到本行押匯中心領取有關信用證
- B) 信用證有效期及交單地點：一般不遲於裝運期後 21 天，而背對背信用證的交單地點為本行
- C) 通知行：
- 如客戶有指定通知行（一般為受益人的往來銀行），必須提供銀行名稱及詳細地址。若該行已與本行建立密押者，本行可直接選用該銀行為通知行；若該行與本行沒有建立密押，本行會選擇當地代理行作為第一通知行，而以客戶指定的銀行作為第二通知行
 - 如客戶無指定通知行，本行將自行選用與本行有密押關係之銀行
- D) 一切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）、延期付款（Deferred payment）、承兌（Acceptance）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 Payment：信用證不容許銀行議付單據，只允許由開證銀行/指定銀行對信用證進行付款
 - by Acceptance：信用證允許開證銀行/指定銀行對信用證進行承兌，在到期日付款
 - by Deferred payment：信用證不容許銀行議付單據，只允許開證銀行/指定銀行在信用證指定到期日付款
- E) 信用證天期：即期信用證請選“AT SIGHT”，遠期信用證請填寫信用證天期，如 90 days after sight、90 days after shipment date 等
- F) 貨運資料：
- F.1 Place of taking in charge/Dispatch from/Place of receipt：貨物接管/發送/收貨地，聯合運輸單據、公路、鐵路或內陸水運單據適用
- F.2 Place of final destination/For transportation to/Place of delivery：最終目的地/運送地/交付地，聯合運輸單據、公路、鐵路或內陸水運單據適用
- F.3 Port of loading/Airport of departure：裝貨港口/機場（海運/空運提單適用）
- F.4 Port of discharge/Airport of destination：卸貨港口/機場（海運/空運提單適用）
- F.5 Local Delivery/Delivery at：貨物交收地點（通常用於以 Applicant's Cargo Receipt 形式交單/交貨）
- F.6 Not later than：最遲裝運日期，一般與信用證有效期相距不多於 21 天，但不可遲於信用證有效期
- G) 交單期限：客戶可指定受益人於貨物裝船日/發貨日後多少天交單，若客戶未有指示，最遲交單期為貨物裝船日/發貨日後 21 天內
- H) 除本申請書顯示的文件類別外，客戶可按買賣合約要求受益人提供質量、數量證明等單據
- I) 開證行以外的銀行費用、償付費用由受益人負責
- J) 容許信用證金額/貨物數量可增加/減少某百分比/金額（信用證條款包含金額增加某百分比/金額者，對可增加部份亦需即時扣取 L/C 及 T/R 額度（如需要））
- K) 貨物運輸保險由：
- K.1 由本行代購保險，如客戶已購買預約保單（Open Policy），保單須作成本行為抬頭人及將正本提交本行保管
- K.2 客戶自行投保。客戶交入開證申請書時，須一併附上正本的暫保單（Cover Note）/運輸保單（Cargo Policy）
- K.3 運輸保險由最終買家投保，最終買家未有投保/投保不合適險種所引起的責任及損失，概由客戶承擔