

# Order to open an Irrevocable Documentary Credit/Letter of Credit (L/C)

transferable (L/C to be transferable)

to be opened by SWIFT  
Expiry date  
in (place/country)

## Applicant

Company name  
Street/P.O. Box  
Post code/Place  
e-mail\*

## Beneficiary

Company name  
Street/P.O. Box  
Post code/Place  
Country

Currency  
Amount  
Tolerance + % / - %

Beneficiary's bank

available with the advising bank  
the opening bank (ZKB)  
any bank in the beneficiary's country  
payable at sight  
by negotiation  
by deferred payment days  
after

SWIFT code (if known)

## The letter of credit is payable against presentation of the following documents:

Commercial invoice ( -fold), signed

Packing list ( -fold)

Insurance policy, certificate ( -fold) covering all risks as per Institute Cargo Clauses A

Insurance will be covered by buyer

Certificate of origin ( -fold) Original travels with the goods

## Transport Documents

### Seafreight:

Bill of lading, full set (port-to-port B/L)  
made out to:

to order and blank endorsed

### Airfreight:

Air waybill (original no. 3 for shipper)

House (Forwarder's) AWB accepted

### Road transport:

Intern. waybill CMR (road transport)

\* Correspondence will be sent exclusively by e-mail. In such cases, please provide us with the corresponding e-mail address.



**Railfreight:**

Waybill duplicate (rail)

**Or:**

Forwarder's

Multimodal transport document, full set

Certificate of Receipt (FCR)

to order and blank endorsed

Certificate of Transport (FCT)

**other documents:**

for shipment to:  
(consignee)

*(complete only if not «to order and blank endorsed»)*

«Notify» address:

Freight prepaid

Freight to be paid (Freight collect)

latest shipment date

Goods or services (short description – e.g. quantity, unit price, etc.)

Delivery terms (Incoterms 2020)

EXW, FCA, CPT, CIP, DAP, DPU, DDP,  
FAS, FOB, CFR, CIF

Partial shipment  
Transshipment

Place of receipt:  
Despatch/shipment from:  
Port/Airport of arrival:  
Final destination:

Bank charges outside Switzerland

The letter of credit has to be advised by your correspondent

Special conditions

Other remarks/Instructions:

Debit to account (IBAN) no.

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**Place and date**

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**Company stamp and authorised signature(s)**

**Please send the duly completed and legally signed application form by e-mail directly to your account manager**

This order is subject to the latest edition of **«Uniform Customs and Practice for Documentary Credits»** of the International Chamber of Commerce, Paris, France as well as the **«General Terms of Business»** of the Zürcher Kantonalbank.