

Application to Amend a Letter of Credit

		1 →	Date *	____/____/____ <small>dd mm yyyy</small>
Account Name *	Name(s)	← 2		
Account Number *	13 digits	← 3		
Letter of Credit *	No.	← 4	Tolerance	In %
Current Letter of Credit Amount *	Currency	Amount in Figures	← 5	
Amount of Increase	Currency	Amount in Figures	← 6	
Amount of Decrease	Currency	Amount in Figures	← 6	
Revised Letter of Credit Amount	Currency	Amount in Figures	← 7	
	Amount in Words			
Revised Expiry Date	____/____/____ <small>dd mm yyyy</small>	← 8	Revised Shipment Date	____/____/____ <small>dd mm yyyy</small> ← 9
Other Changes Required				
<small>Details</small>				
← 10				
↓ 11				
<small>Note: In case of insufficient space please continue on a blank sheet of paper with Letter of Credit number mentioned, sign and attach to this Application.</small>				
Charges *	<input type="checkbox"/> Amendment charges to my/our account		<input type="checkbox"/> Amendment charges to beneficiary account	
Applicant Declaration and Terms and Conditions			Applicant Signature(s) with Company Stamp *	
<small> I/We understand and acknowledge the following: a. that amendments are valid only when accepted by the beneficiary; b. the terms and conditions of the Application for Letter of Credit shall apply to this Application as though set out in full herein, mutatis mutandis; and that this Application shall be subject to Uniform Customs and Practice for Documentary Credits (2007 Revision, ICC Publication no. 600) and Uniform Rules for Reimbursement ("URR") (ICC Publication 525) and any revisions or amendments thereto. Terms used herein shall, unless the context otherwise requires, have the same meanings as are set out in UCP and/or URR. </small>			← 12	
<small>*Mandatory Field</small>				
Bank Use				
Branches/ Front Office	Tracking Reference	Trade Finance	<input type="checkbox"/> CSV	Name
				Employee ID
				Sign

Required Details to be filled in the Applications:

1. Application Date
2. Account Name
3. Account Number
4. LC Reference No
5. Current Letter of Credit Amount & Tolerance if any
6. Amount of Increase / Decrease If any.
7. Revised Letter of Credit Amount to be filled if amount of Increase / Decrease is filled.
8. Revised Expiry Date
9. Revised Shipment Date
10. Other Changes Required, if any
11. Charges
12. Customer Signature & Stamp

Addition requirements:

1. In case of Increase in LC amount - Revised Proforma Invoice / Purchase Order / Amended Insurance Policy required