



**INSTRUCTIONS TO BUYER FOR ESTABLISHING A LETTER CREDIT**

**Please have issued by SWIFT an irrevocable letter of credit subject to UCP latest version in favor of:**

Company Name:

Street Address, City, State, Zip:

In the amount of (currency) :

**Sole advising bank:**

**Wells Fargo Bank, N.A.**

Trade Services Operations - Southern California

9000 Flair Drive, 3rd Floor, El Monte, Ca 91731 U.S.A.

SWIFT: WFBIUS6S

**To be available with Wells Fargo Bank, N.A.,**

- by payment of drafts at sight
- by acceptance of drafts at \_\_\_\_\_ days after sight.
- by acceptance of drafts at \_\_\_\_\_ days after bill of lading date.

**Drafts drawn on Wells Fargo Bank, N.A. against presentation of the following documents:**

1.  Signed commercial invoice in one original and \_\_\_\_\_ copies.
  2.  Full set of clean on board ocean bills of lading  
 Full set of clean on board multi-modal bills of lading  
 To order of shipper, blank endorsed. Or,  
 To the order of \_\_\_\_\_, and marked Freight collect  or Freight prepaid  and notify: \_\_\_\_\_ . Or,  
 Clean Air Waybill consigned to \_\_\_\_\_, and marked Freight collect  or Freight prepaid  and notify: \_\_\_\_\_ . Or,  
 Other transport document (if required) \_\_\_\_\_
  3. Other documents (if required) \_\_\_\_\_
- Insurance document for 110% of invoice value (*required only for CIP and CIF shipments*).

**The Letter of Credit is to expire on** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **in USA with the latest shipping date of** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **and allow for** \_\_\_\_\_ **days (21 days is standard) for presentation of documents.**

**Merchandise** is to be described in the Letter of Credit as:

**Terms of Shipment (choose one):**

- FOB  FCA  CFR  CIF  CPT  CIP  Other \_\_\_\_\_ in accordance with the latest ICC publication of Incoterms.

**Shipment from:** \_\_\_\_\_ **to** \_\_\_\_\_

**Partial Shipments**

- permitted  not permitted

**Transshipment**

- allowed  prohibited

**Confirmation by Wells Fargo Bank**

- required  may add

**Banking charges in the U.S.A.** are for the account of the  applicant/buyer  beneficiary/seller. If possible, the issuing bank must allow Wells Fargo Bank to debit its account in payment or allow for reimbursement by SWIFT on a bank in the U.S.A.

**Additional Instructions:**

**CHANGES TO THESE TERMS REQUIRE SELLER'S PRIOR APPROVAL**