

**Guidelines for completion of 'APPLICATION FOR TRANSFER OF
'TRANSFERABLE' LETTERS OF CREDIT**

Dear valued customer,

Please find below guidelines for completion of the **APPLICATION FOR TRANSFER OF 'TRANSFERABLE' LETTERS OF CREDIT**. These guidelines have been created keeping in mind your requirements and this will assist you in your queries regarding the completion of the application form. At ENBD we value your time and we are confident that these guidelines will help you submit your request for a TRANSFER OF A LETTER OF CREDIT which will be processed without delay and to your complete satisfaction.

1. Sub: Letter of Credit No., Issued by and Your Ref. No.

The Letter of Credit No. refers to the L/c number of the original Letter of Credit. This information can be found in field 20 of the Swift message (if the L/c has been issued via SWIFT), or the L/c number will be shown as L/c Reference Number in a L/c issued via mail. The Issued by refers to the L/c Issuing Bank and this information can be found in the covering letter or advise which was sent to you at the time of advising the L/c. Your Ref. No. refers to ENBD Letter of Credit Advising Reference Number and this number can be found in the covering letter or advise which was sent to you at the time of advising the L/c.

2. Guidelines for completion of Para 1 reading 'We refer to your letter.....'

The blank fields for date refers to the date of advising the L/c to you. This information can be found in the covering letter or advise which was sent to you at the time of advising the L/c. Available to the extent of refers to the L/c amount with tolerance if any. Transferred to refers to the Name and Address of the Second Beneficiary to whom you wish to transfer the L/c. Through refers to the Second Beneficiary's Bank (Bank Name and Address) and through whom we will transmit the 'Transferred L/c'.

3. Guidelines for completion of Para 1 reading 'Upon the same terms

The 'Amount' refers to the amount of the L/c which you wish to transfer to the Second Beneficiary. The words 'Valid in:___ until:___/___/20_' refers to the Place of Expiry and Expiry Date of the Transferred L/c.

4. Insurance cover

Insurance cover should be done in such a way that the same can be substituted at the time of presentation of documents under the Original L/c. Eg, if the Original L/c is for USD50,000 and calls for Insurance cover to be made for 110% of the value of shipment, assuming that the L/c is fully utilized, the Insurance cover will have to be arranged for USD55,000

*Now, if the L/c is transferred to a Second Beneficiary for say USD45,000, then, Insurance cover should be arranged for a percentage equivalent to USD55,000 i.e. 123 percent or 123% which is calculated as $(55000/45000)*100$*

5. Quantity and unit price of goods:

If you wish to transfer a part of the Original L/c, you should also reduce the quantity of goods proportionately. If you wish to transfer the full quantity but for a reduced value, then, you should reduce the unit price (if any mentioned in the original L/c) accordingly and proportionate to the reduced amount requested to be transferred.

6. CHARGES

Bank charges for the Transfer of a 'Transferable' Letter of Credit can be for the account of the First Beneficiary i.e. yourselves or the Second Beneficiary. If the charges are for the account of the First Beneficiary, the Transferring Bank will debit your account at the time of Transfer of the DC for these charges. If the charges are for the account of the Second Beneficiary, the Issuing Bank will initially debit your account for these charges, however, the Transferred Letter of Credit will clearly indicate that the charges (currency and amount) should be shown as a deduction in the Invoices drawn by the Second Beneficiary. Hence, these charges will be automatically borne by the Second Beneficiary.

7. Para reading "We authorise you....." – please note that the transfer charges are subject to change, based on the transaction.

PLEASE INDICATE THE NAME AND MOBILE NUMBER OF THE CONTACT PERSON, IN CASE WE NEED TO CONTACT FOR QUERY RELATED TO THIS TRANSACTION

Please note that Emirates NBD will include other standard terms and conditions in respect of instructions to Advising / Negotiating / Presenting Bank's and as prescribed by Regulatory authorities from time to time.