

Customer request letter for transfer of export LC

To,
ICICI Bank Ltd
Hong Kong

LC No. _____ for _____ Cur, _____

Amount issued by _____ Bank

Dear Sir,

With reference to the above letter of credit, we request you to kindly transfer the same to the following beneficiary (ies)

Sr.No.	Name and Address of the Beneficiary (ies)	Curr	Amount
1.			
2.			
3.			
4.			

We request you to transfer the said letter of credit without any engagement on your part. In this regard, please follow the below given instructions.

A. Advise of Amendments

We request you not to advise the amendments to the second beneficiary (ies) directly* and we retain our right to refuse advise of amendments

B. Charges

Please debit out account number _____ for all the charges towards transfer of this LC;

C. Changes/Modifications in the Text (Tick the relevant one – Mandatory)

Please transfer the LC as it is without any modification in value or text. Please modify/curtail the following LC conditions (mention details wherever required.)

Changes Required in	Details
a. Amount	
b. Last Date of Shipment.	
c. Presentation Period	
d. Expiry Date	
e. Unit Price	
f. Insurance	

D. Other Instructions

- Please substitute the name of applicant with our name and also request you to intimate the second beneficiary that the invoice should be in our name
- Other Instructions, if any _____

1. 2nd beneficiary advising bank name and address:

SWIFT code: _____

2. 2nd beneficiary advising bank name and address:

SWIFT code: _____

3. 2nd beneficiary advising bank name and address:

SWIFT code: _____

4. 2nd beneficiary advising bank name and address:

SWIFT code: _____

Please notify us once the LC is transferred as per this request. We hereby enclose the original LC for due endorsements and transfer.

Regards,

For M/s.

Authorized Signatory

*Specific instruction towards the advising the amendment will be provided