#  DATE: 05-12-2020

Dy. General Manager,
State Bank of India

Commercial branch,

Koti, Hyderabad.

Dear Sir,

Sub: Request for Establishment of Foreign letter of Credit for ………….with the following information with 15% margin to **Bank Name**: ………..……….**Beneficiary Name**: ……………

**Bank Account NO.:**

**Bank Swift Code**:

**Bank Address**:

|  |  |  |
| --- | --- | --- |
| FIELD | NARRATION | DETAILS |
| 50 | APPLICATION NAME &ADDRESSCC/CA NO. |  |
| 31c | DATE OF ISSUE |  |
| 31D | EXPIRY DATE :PLACE OF EXPIRY |  |
| 44C | LATEST (LAST)SHIPMENT DATE: |  |
| 59 | NAME OF THE BENEFICIARY |  |
| 32B | CURRENCY CODE:AMOUNT |  |
|  39A | TOLERANCE |  |
| 41D | CREDIT AVAILABLE WITH(BANK)(TO BENEFICIARY) |  |
| 42C | DRAFT AT |  |
| 43P | PARTIAL SHIPMENTS |  |
| 43T | TRANSHIPMENTS |  |
| 44 | MODE OF SHIPMENT44A&44E44F44B |  |
| 45a | DESCRIPTION OF GOODS |  |
|  | INCOTERMS: |  |
|  | CONTRACTDETAILS:(supporting PO/PI/CI details) |  |
| 71B | CHARGES DETAILS(In India-Outside India who will bear) |  |

|  |  |  |
| --- | --- | --- |
| 48 | PERIOD OF PRESENTATION OF DOCUMENTS |  |
| 46A | DOCUEMNTS REQUIRED(Draft, commercial invoice, packing list, bill of lading |  |
| 47A | ADDITIONAL CONDITIONS:(in any)(Please note that any condition without stating the documents required compliance. Is deemed as not stated disregarded) |  |
| 49 | CONFIRMATION DETALS | WITHOUT CONFIRMATION. |
| 57A | ADVISING BANKDETAILSSWIFT/BIC CODE |  |
| 78 | INSTRUCTIONS TO THE PAYING ACCEPTING BANKNARRATIVE |  |

Encl:

1. Invoice copy/Purchase order copy/sales contract copy: PI enclosed
2. FEMA Declaration: enclosed
3. Application cum Guarantee form for opening of letter of credit (on Rs. 200.00 stamp paper):enclosed
4. Copy of IE Code: enclosed
5. In case of any clarification, please contact our company’s executive

Sri …………………Cell No.

1. Please transmit the acknowledged SWIFT message to☹Email id)

AUTHORISED SIGNATORY

Company stamp/seal