



# GIẤY ĐỀ NGHỊ PHÁT HÀNH THƯ TÍN DỤNG DOCUMENTARY CREDIT APPLICATION

**Kính gửi:** NGÂN HÀNG TMCP Á CHÂU  
**To:** ASIA COMMERCIAL BANK (ACB)

L/C Reference No.

Chúng tôi đề nghị ACB phát hành một thư tín dụng không hủy ngang gồm các nội dung sau:  
We request ACB to issue an irrevocable letter of credit as follows:

<b>Type of credit:</b> // Transferable // Standby // Confirmed // May add // Back to back // Revolving // Red clause		<b>Advising Bank</b> (name and address)	
Expiry date: ..... in .....		<b>Beneficiary</b> (name and address)	
<b>Applicant</b> (name, address and account number)			
<b>Amount</b> (in figures): ..... (in words): ..... ..... .....			
		<b>Credit available with:</b> ..... // by sight payment // by acceptance // by negotiation // by deferred payment <b>Draft(s) at</b> // sight / // ..... days from/after ..... for ..... % of invoice value. <b>Drafts not required</b> //	
<b>Partial shipment:</b> // allowed // not allowed	<b>Place of Receipt:</b> .....	<b>Latest shipment date:</b> .....	
<b>Transshipment:</b> // allowed // not allowed	<b>Port of Loading/Airport of Departure:</b> .....	<b>Shipment Period:</b> .....	
	<b>Port of Discharge/Airport of Destination:</b> .....		
	<b>Place of Final Destination:</b> .....		
<b>Goods</b> (brief description)		// FOB // CIF // CFR // DDU // EXW // Other Term:.....	
Other details as per Contract no. .... dated .....		<b>Incoterms</b> .....	
<b>Packing:</b>		<b>Marking:</b>	
<b>Documents required:</b> // <b>Signed Commercial Invoice(s)</b> in // ..... original(s)/ // ..... copy (ies) <b>Transport documents</b> // ..... set of original clean shipped on board <b>Marine/Ocean Bill of Lading</b> covering port to port shipment, made out // to order of Asia Commercial Bank, ..... branch // to order, blank endorsed, marked "Freight // Prepaid // Collect, notify Applicant with full name and address, showing name, address, telephone of agent of Carrier in Viet Nam. // One original <b>Air Waybill</b> (for shipper/consignor), showing goods consigned // to Asia Commercial Bank, ..... branch // to Applicant, marked "Freight // Prepaid // Collect, and notify Applicant with full name and address. // <b>Multimodal transport document</b> made out // to order of Asia Commercial Bank, ..... branch // to order, blank endorsed, marked "Freight // Prepaid // Collect, notify Applicant with full name and address, showing name, address, telephone of agent of Carrier in Viet Nam. // One original <b>Delivery order</b> issued by beneficiary, showing goods consigned to Asia Commercial Bank, ..... branch and notify applicant with full name and address. Delivery order must show issuing date and this date will be considered as shipment date. // Cargo receipt in // ..... original(s). // ..... copy (ies) signed and stamped by // beneficiary, // applicant, // showing commodity and quantity of goods delivered // showing applicant with full name and address. Cargo receipt must show issuing date and this date will be considered as shipment date. // Other transport documents: ..... // <b>Insurance Policy/Insurance Certificate</b> in full set, for not less than the CIF/CIP value plus 10%, blank endorsed, showing claim payable at destination by an agent (with full name and address in Vietnam) and covering risks under the following Institute Cargo Clauses // 1/1/82 // 1/1/09, showing number of original(s) issued: // Institute Cargo Clauses (A) // Institute Cargo Clauses (Air) // Clause B // Clause C // War risk // Extension and/or other clauses: .....			

<p>Insurance Policy/Insurance Certificate must not show applicant as the insured / assured party.</p> <p>/// <b>Signed detailed Packing List(s)</b> in //.....original(s) //.....copy (ies) issued by .....</p> <p>/// <b>Certificate of Origin</b> in //.....original(s) //.....copy (ies) issued by .....</p> <p>/// <b>Certificate of Analysis</b> in //.....original(s) //.....copy(ies) issued by .....</p> <p>/// <b>Certificate of Quality and Quantity</b> in //.....original(s) //.....copy (ies) issued by .....</p> <p>/// <b>Ben's Certificate</b> in one original, certifying that // 1/3 set of original Bill of Lading made out to order of Asia Commercial Bank, .....branch and // one set of non-negotiable documents sent directly to the Applicant within ..... working days after shipment date by courier service. // Original courier receipt to this effect must be presented and must show name and address of receiver as applicant indicated above, pick up date within the above mentioned period.</p> <p>/// <b>Copy of fax</b> advising applicant of particulars of shipment: commodity name, L/C No., Invoice value, ETD, ETA, applicant's name and</p> <ul style="list-style-type: none"><li>• For shipment by sea: // Vessel name and voyage no., // B/L no. and date, port of loading, port of discharge within..... days after shipment date</li><li>• For shipment by air: // Flight no., // Air Waybill no. and date, airport of departure, airport of destination within..... days after shipment date // Fax report with successful result must be presented and must show the fax date within the above mentioned period.</li></ul>												
<p><b>Other documents:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>												
<p><b>Other conditions:</b></p> <p><input checked="" type="checkbox"/> Please note that we undertake no obligations to process transactions relating to specific sanctions and regulations imposed and enforced against certain jurisdictions, individuals or entities by the UN, US, EU, Viet Nam or other governmental authorities. Thus, any such presentation made under this letter of credit therefore shall be returned by us (issuing bank) to the presenter without any risk and responsibility and we are not liable for disclosing information, any loss, damages, costs, charges, expenses, delay arising in this respect.</p> <p><input checked="" type="checkbox"/> The issuing bank shall be entitled to require the nominated bank to send copies of all the documents presented under the credit and which the nominated bank has determined to be a complying presentation. Were the documents thus determined to be complying lost in transit after being sent by the nominated bank, the issuing bank should be entitled to examine the copies of the documents to determine if they comply with the terms of the credit (except for the question of originality) and to refuse reimbursement to the nominated bank should the issuing bank determine that the documents do not comply with the terms of the credit. Article 35, to the extent it is inconsistent with the foregoing, is expressly excluded.</p> <p>/// All documents including drafts must indicate L/C no.</p> <p>/// Unless otherwise stated in this L/C, all documents and drafts must be issued in English including the name of a person or entity, any stamps, legalization, endorsements or similar, and the pre-printed shown on a document, such as, but not limited to, field headings.</p> <p>/// All documents and drafts must be issued in English.</p> <p>/// Shipment date prior to L/C issuing date not acceptable.</p> <p>/// All documents including drafts must be titled as required by the credit.</p> <p>/// All original documents must be signed by handwriting by the issuer.</p> <p>/// Tolerance ..... PCT in // quantity and amount of each item // total quantity and total amount // other: .....</p> <p>/// Certificate of // Quality // Analysis // Inspection //other documents: ..... must show actual results with specific number within the limit of all specifications stated above.</p> <p>/// Result of test report showing on Certificate of // Quality // Analysis // Inspection //other documents (if any) must be within the limit which has been indicated in the test report itself.</p> <p>/// The goods must be shipped in ... shipments separately. Partial shipment within each shipment schedule is not allowed.</p> <p>/// TTR (Telegraphic Transfer Reimbursement) allowed. // Reimbursing bank:.....</p> <p>/// Confirming bank:.....</p> <p>/// Transferring bank:.....</p> <p><b>Attached sheets (if any) which make reference to this Application, properly signed and stamped, are also integral part(s) of this application.</b></p> <table><tr><td>All charges outside Vietnam are for account of:</td><td>/// Beneficiary</td><td>/// Applicant</td></tr><tr><td>Confirming charges are for account of (for confirmed L/C )</td><td>/// Beneficiary</td><td>/// Applicant</td></tr><tr><td>Handling fee is for account of</td><td>/// Beneficiary</td><td>/// Applicant</td></tr><tr><td>Acceptance fee is for account of</td><td>/// Beneficiary</td><td>/// Applicant (in case time draft/ deferred payment)</td></tr></table>	All charges outside Vietnam are for account of:	/// Beneficiary	/// Applicant	Confirming charges are for account of (for confirmed L/C )	/// Beneficiary	/// Applicant	Handling fee is for account of	/// Beneficiary	/// Applicant	Acceptance fee is for account of	/// Beneficiary	/// Applicant (in case time draft/ deferred payment)
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<p>Documents to be presented within ..... days after shipment date but within the validity of the credit.</p>												
<p>Khi giá mua không bao gồm phí bảo hiểm hoặc lô hàng nhập khẩu phải mua bảo hiểm theo quy định của ACB:</p> <p>/// Chúng tôi sẽ nộp hợp đồng bảo hiểm/chứng nhận bảo hiểm cho ACB trước khi phát hành L/C.</p> <p>/// Đề nghị ngân hàng mua bảo hiểm thay cho chúng tôi và được phép ghi nợ tài khoản của chúng tôi để thanh toán phí bảo hiểm</p> <p>Biện pháp bảo đảm cho việc ACB bảo lãnh phát hành L/C:</p> <p>/// Ký quỹ ..... % trị giá L/C và số tiền chênh lệch giữa trị giá L/C và số tiền ký quỹ sẽ được nộp vào tài khoản chúng tôi khi nhận được thông báo của ACB</p> <p>/// Ký quỹ .....% trị giá L/C và số tiền chênh lệch giữa trị giá L/C và số tiền ký quỹ sẽ trừ vào hạn mức tín dụng ACB cấp cho chúng tôi</p> <p>/// Khác:.....</p> <p>Bằng việc ký vào Giấy đề nghị phát hành thư tín dụng này, chúng tôi (Bên đề nghị phát hành thư tín dụng) xác nhận:</p> <ul style="list-style-type: none"><li>- Các quyền và nghĩa vụ, cam kết của Các Bên được thực hiện theo Thỏa thuận cấp bảo lãnh ngân hàng, phát hành L/C đã được chúng tôi ký kết với ACB tại thời điểm gần nhất so với Giấy đề nghị này.</li><li>- Chúng tôi đã được cung cấp, đọc, hiểu rõ, chấp thuận toàn bộ các nội dung của Giấy đề nghị phát hành thư tín dụng này và Thỏa thuận cấp bảo lãnh</li></ul>												

ngân hàng, phát hành L/C.

Tín dụng thư này áp dụng Các Quy tắc và Thực hành Thống nhất về Tín dụng chứng từ ấn bản số 600 (The Uniform Customs and Practice for Documentary Credits, ICC publication number 600) do Phòng Thương Mại Quốc Tế ban hành và các quy định của pháp luật Việt Nam có liên quan.

Ngày .....tháng.....năm 20...

**KẾ TOÁN TRƯỞNG**

**GIÁM ĐỐC**

**Mọi chi tiết xin liên hệ Ông/Bà : .....Điện thoại số :.....**

Ngân hàng nhận lúc.....giờ.....phút ngày.../.../...

Ký nhận: