

# ZHANGJIAGANG BETA MANUFACTURING & TEXTILES CO.,LTD

[www.texresource.com](http://www.texresource.com)

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## **GUIDELINES FOR L/C OPENING**

TO:

PROFORMA INVOICE NO:

YOUR REF.:

YOUR REF.

DATE:

We have indicated below those terms and conditions that we would find acceptable in a letter of credit issued by your bank. Your efforts to gain compliance with these terms and conditions in the issuance of this letter of credit will ensure prompt dispatch of your order. If your bank is unable to issue the credit within the following guidelines, please contact us providing information on those areas that must be altered. This will eliminate needless delay and costs involved with amendments after the credit has been opened. Only those items marked with an "X" will apply.

1. The letter of credit is to be irrevocable and subject to the Uniform Customs and practice for Documentary Credits, as published and updated from time to time by the International Chamber of Commerce.
2. The letter of credit is to be Advised by our bank:  
Standard Chartered Bank Shenzhen Branch  
Address:  
Unit 1-8, 52F, Shun Hing Sqaure, Diwang Commercial Center,  
No..5002, Shennan Road East, Shenzhen, China 518008  
Phone:86-755-8246 1688; Fax: 86-755-8246 5108
- 3.The beneficiary is to be shown as:  
Beta Textiles Co., Limited
- 4.The letter of credit is to be payable upon presentation of drafts drawn at:  
At sight
5. The letter of credit is to be available by negotiation with any bank.
6. The letter of credit is to be payable in:  
U.S. dollars
7. The amount of the letter of credit is to be specific as:  
"About " \_\_\_\_\_
8. The following documents are normally provided if required in the letter of credit. Please avoid the requirement for any other documents without prior agreement on our part.
  - A. Signed Commercial Invoice, one original and three copies.

B. Packing List in three copies.

C. Negotiable Marine/Air Insurance policy or certificate in duplicate for 110% of invoice value covering all risks and war risks.

D. Full set of clean on board ocean bills of lading issued to order of the issuing bank.

E. Clean air waybill consigned to the issuing bank for air shipment.

F. Other documents:

9. The letter of credit is to specify shipment of the purchased commodity.

10. Shipment is to be: (select as required)

- FOB \_\_\_\_\_ From: \_\_\_\_\_  
 CFR \_\_\_\_\_ To: \_\_\_\_\_  
 CIF \_\_\_\_\_  
 EXW \_\_\_\_\_  
 Other \_\_\_\_\_ (i.e.: FCA, FAS, CIP, etc.)

11. The Bill of Lading is to be marked: (select as required)

- Freight Prepaid  
 Freight Collect

12. Transshipments: Are permitted

13. Partial shipments : Are permitted

14. Latest Shipment Date \_\_\_\_\_ (fill as required)

15. Latest Presentation Date of Documents to the Negotiating bank to be  
20 days after each shipment date.

16. Expiration Date of letter of credit to be \_\_\_\_\_ (fill as required)

17. The letter of credit should specify that all banking charges outside the country of the beneficiary are for the account of the applicant.

18. Letter of credit to be transferable.

19. Other special instructions.