


Application for Presentation of Export Docs - example for customers (This form is to explain the application form and should not be used in place of the actual application form)



Mizuho Bank

APPLICATION FOR PRESENTATION OF EXPORT DOCUMENTS WITH LETTER OF CREDIT (LC)
(Electronic format)

To: **Mizuho Bank, Ltd., Singapore Branch** Date: **1** 21/07/20XX
Our Reference: **2**

We enclose herewith the undermentioned documents and bill of exchange for your handling in accordance with the instructions herein.
(ALL FIELDS MARKED WITH * ARE MANDATORY)
(Please complete and tick the applicable boxes)

*Beneficiary (Seller) 3 Singapore Pte. Ltd.				
*Buyer 4 ABC LTD,				
*Relevant Export Letter of Credit ("the Letter of Credit")		(Original Letter of Credit 5 (#) Amendments enclosed)		
*NAME OF ISSUING BANK 6 XYZ bank, HEAD OFFICE, TOKYO, JAPAN		* Letter of Credit NO. 7 XB1234567TK09876		* Letter of Credit NO. DATED 8 Jun. 28. 20XX
Restricted / Confirming Bank & address (mandatory if to send documents to said party) 9			MHBK ELC NO: (IF ANY) 10 ELC123456789	
* TENOR: 11 _____ (Date) (<input checked="" type="radio"/> SIGHT / <input type="radio"/> *USANCE / FIXED DUE DATE) <small>*Usance to indicate: 30, 60 or 90days from/after transport documents (e.g.AWB, B/L, etc.)</small>			*DRAFT (CURRENCY/AMOUNT) USD - US Dollar 12 14,500	
*DOCUMENTS	Draft	Invoices	BL/AWB	INS
Original				
Copies				

Key: BL: Bill of Lading, AWB: Airway Bill, INS: Insurance (either Certificate of Insurance or Insurance Policy submitted)

***DOCUMENTS HANDLING INSTRUCTIONS:**

14 In case of discrepancy, telex/cable issuing bank for acceptance

15 In case of discrepancy, forward documents to Issuing Bank for acceptance (on collection basis)

16 Send on collection basis without checking documents

17 Please forward documents to issuing / confirming / restricted bank As Above ADDRESS _____

Documents to be dispatched in accordance with the Letter of Credit instruction via courier at our own risk unless otherwise stated

FINANCING INSTRUCTIONS

18 If documents and Bill of Exchange comply with terms and conditions of the Letter of Credit, please negotiate / discount / purchase / advance funding in accordance with the Letter of Credit on a Recourse / Non-Recourse basis to us

19 Upon acceptance by Issuing Bank, please discount bill on a Recourse / Non-Recourse basis to us

***SETTLEMENT INSTRUCTIONS (UPON RECEIPT OF FUNDS / UPON FINANCING)**

20 Credit Proceeds _____ (Account No. / CCY)

21 Remit to other Bank: _____

Account No, Beneficiary and Bank Name & Address and SWIFT Code if available (Remittance Charges apply for 3rd party)

We confirm that should you accept our instructions to process the abovementioned documents, your processing of the documents is subject always to the terms and conditions herein and all the terms and conditions governing this Application, including the Terms and Conditions Governing Application for Presentation of Export Documents (With L/C) (collectively, "Terms and Conditions") and the provisions of any other applicable agreement(s) made between us and you in connection with or relevant to the transaction herein, as well as the provisions of Uniform Custom & Practice for Documentary Credit (2007 Revision), conditions ICC Publication No. 600 or any revision thereof applicable at the time of this Application. We understand and agree that the Bank may modify the Terms and Conditions without prior notice to us at any time.

22 Signature Verified

Authorised Signatory(ies) (Company Stamp, if any)

In case of discrepancy(ies), please contact:

Name: _____

Telephone: _____

Fax: _____

Email: _____

■ Please fill in the bold frame (In the case of please mark).

Number	Item name	Contents
1	Date	• The date of submission
2	Our Reference	• If there is your reference number other than the bill number, fill it out.
3	Beneficiary	• The name of beneficiary
4	Buyer	• APPLICANT name of letter of credit (usually consistent with the importer) and address
5	Amendment	• If there is an amendment, enter the number of letters.
6	NAME OF ISSUING BANK	• The name of the bank and branch office issuing the letter of credit.
7	L/C NO.	• The letter of credit number.
8	L/C NO. DATED	• The issue date for letter of credit.
9	Restricted / confirming bank	• If a bank other than Mizuho is designated as negotiation bank or confirmation bank, fill in
10	MHBK ELC NO	• Fill in ELC (export L/C) number assigned by Mizuho Bank.
11	TENOR	• The term of the draft.
12	DRAFT AMOUNT	• The currency and amount of DRAFT.
13	DOCUMENTS	• The number of original and copies of each document to be submitted.
14	In case of discrepancy (DOCUMENTS HANDRING INSTRUCTIONS)	• When a discrepancy (a difference between the shipping documents and letter of credit) occurs, Mizuho bank notifies the issuing bank about the contents of the discrepancy by telex/cable, and also asks if the issuing bank can discount the bill. (Cable nego)
15	In case of discrepancy (DOCUMENTS HANDRING INSTRUCTIONS)	• When a discrepancy occurs, Mizuho bank sends shipping documents to the Issuing bank. Upon receipt of funds from the collection, Mizuho pays funds to the exporter. (on collection basis)
16	documents check (DOCUMENTS HANDRING INSTRUCTIONS)	• Check if you send shipping documents on collection basis without document checking
17	forward documents (DOCUMENTS HANDRING INSTRUCTIONS)	• Select where to send the shipping documents.
18	FINANCING INSTRUCTIONS	• Check if you negotiate / discount / purchase / advance funding L/C when bringing documents to our bank (Prior screening is necessary because we take credit risk.) • Choose between recourse and non-recourse.
19	FINANCING INSTRUCTIONS	• Check If you discount L/C after Mizuho get acceptance advice from the issuing bank. (Prior screening is necessary because we take credit risk.) • Choose between recourse and non-recourse.
20	SETTLEMENT INSTRUCTIONS	• When you credit money into Mizuho account, Fill in the settlement currency and credit account number.
21	SETTLEMENT INSTRUCTIONS	• When you credit money into another bank's account, Fill in the account number, beneficialy bank name & address, SWIFTCODE, etc.
22	SINGNATURE	• Authorized signature
22	CONTACT INFORMATION	• Person in charge, phone number, fax and E-MAIL address.