

****Template for Letter of Credit Application Outline****

1. **Applicant Information**

- Name of the Applicant
- Address
- Contact Information
- Company Registration Number

2. **Beneficiary Information**

- Name of the Beneficiary
- Address
- Contact Information

3. **Type of Letter of Credit**

- Irrevocable/Revocable
- Sight/Cumulative/Deferred Payment

4. **Amount of Credit**

- Total amount requested
- Currency type

5. **Description of Goods/Services**

- Detailed description of goods/services covered
- Quantity and specifications

6. **Shipment Details**

- Port of Origin
- Port of Destination
- Expected shipment date

7. **Payment Terms**

- Terms of payment (e.g., sight payment, deferred payment)
- Any conditions/restrictions

8. **Documentary Requirements**

- List of documents required (e.g., Bill of Lading, Invoice, Certificate of Origin)

- Special instructions for document handling

9. **Validity Period**

- Start and expiration date of the Letter of Credit

10. **Additional Instructions**

- Any special conditions or instructions relevant to the transaction

11. **Signature**

- Authorized signature of the applicant
- Title and date of signing

12. **Attachments**

- Any supporting documents or additional information required