

Applicant – purchaser
Beneficiary – supplier (Stoneleigh Engineering Services Ltd)

STANDARD INSTRUCTIONS FOR OPENING A DOCUMENTARY LETTER OF CREDIT

THE LETTER OF CREDIT MUST CONTAIN THE FOLLOWING PROVISIONS OTHERWISE AMENDMENT FEES ARE FOR THE ACCOUNT OF THE APPLICANT.

1. IRREVOCABLE, CONFIRMED LETTER OF CREDIT IN FAVOUR OF:

**Stoneleigh Engineer Services Ltd
Unit 16
Lansdowne Mews
Charlton, SE7 8AZ
UK**

2 DRAFTS MUST BE PAYABLE: **AT SIGHT**

3 SHIPPING TERMS: **AS PER (Stoneleigh) PRO-FORMA INVOICE
INSURANCE FOR APPLICANT'S ACCOUNT**

4 SPECIAL CONDITIONS: PARTIAL SHIPMENTS: **ALLOWED**
TRANSSHIPMENT: **ALLOWED**

Please issue instructions to your local bank to allow us 40% draw down facility (40% of L/C value) on receipt of your L/C covering advance payment deposit. Remaining 60% will be payable at sight UK bank on presentation of documentation listed in item 8 below.

If consularisation is required add US\$200 NET to total invoice value. If pre-shipment inspection is required then add US\$500 NET to total invoice value.

5 EXPIRY:
LATEST SHIPMENT DATE: **AS PER OFFER OR AGREEMENT**
L/C EXPIRY DATE: **21 DAYS AFTER LATEST SHIPMENT DATE**

6 PRESENTATION PERIOD: **21 DAYS**

7 DESCRIPTION OF GOODS: **SHOULD AGREE WITH CUSTOMER PURCHASE ORDER OR CONTRACT WITH STONELEIGH
(Note: when/where possible, keep it simple, thereby less chance of errors or discrepancies)**

8 DOCUMENTS REQUIRED: **COMMERCIAL INVOICE
PACKING LIST
AIRWAY BILL**

9 BANK CHARGES: **ALL BANK CHARGES ARE FOR THE ACCOUNT OF THE APPLICANT**

10 ADVISING BANK TO ADVISE BENEFICIARY VIA FAX (+44 208 0101). Contact Raymond Hudd

11. STONELEIGH BANK INFORMATION FOR PAYMENT PURPOSES:

***HSBC Bank
66 Lordship Lane
East Dulwich
London, SE22 8HL
08457 606060***