

Export LC Document Covering Schedule

Original (Please submit in duplicate)

To: Abu Dhabi Commercial Bank PJSC,
Trade Finance Operations

Date: - -

We present the original letter of credit (LC), all original amendments to the LC, if any, and the enclosed documents for your handling under the LC in accordance with our instructions below.

Presentation Details

Beneficiary:	LC No.
	Issuing Bank:
	ADCB LC Advising Ref. No. 299T2M2
	Currency and Bill Amount:
	LC confirmed by ADCB : ☐ Yes ☐ No
Tel.:	Contact Person:
Email Address:	

Documents Presented (For each document mention number of originals and copies presented. Note: An extra copy of all documents required for the bank's records)

Documents	Draft	Invoice	Bill of Lading	Air Waybill	Insurance Certificate/ Policy	Packing/ Weight List	Cert of Origin	Inspection Certificate	Beneficiary's Certificate	Delivery Note/ Order
Original										
Copy										
Other documents										

An extra copy of all documents required for the bank's records.

Country of origin of Goods	Tenor of LC / Bill ☐ Sight ☐ Usance (Please mention Tenor) _____ ☐ Mixed payment
----------------------------	---

Document Handling - Presentation Instructions (Kindly choose only one of the below options)

- ☐ Without checking - Forward documents on approval basis (as per LC terms) for their acceptance/ payment
- ☐ Check documents and advise us discrepancy(ies) for our further instructions
- ☐ Check documents and obtain issuing banks approval for any discrepancy(ies) before forwarding the original documents for Acceptance / Payment. On receipt of acceptance original documents to be couriered as per LC terms

Note: If LC is not available with ADCB, the documents will be forwarded to Nominated bank (as per LC) without checking, with a request to the Nominated bank for their Negotiation / Acceptance / Payment.

Additional Instructions (Kindly choose only one of the below options)

- ☐ Discount the above presentation under issuing bank limit upon their acceptance of due date (with recourse to us, unless it is a complying presentation under LC confirmed by ADCB)
- ☐ Negotiate and/or discount the above presentation prior to receipt of acceptance from Issuing Bank/Confirming Bank under bank facility limit (clean negotiation)
- ☐ Discount / Purchase the bill under our bill discounting limit and transfer to LC issuing bank limit on acceptance for usance LC document.

Document Settlement Instructions

- ☐ Please debit our account number _____ with ADCB in relation to charges
- ☐ Credit proceeds to our account number _____ with ADCB
- ☐ Please remit the net proceeds to our bank account with:
[Bank name and address] _____
[Account No.] _____

We herewith submit the documents as per details provided above and accept the terms and conditions on the reverse of this application.

Authorized Signature and Company Stamp

TERMS AND CONDITIONS

This application and any or all services performed by ADCB are subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce (as applicable).

We certify that, to the best of our knowledge, all enclosed documents and any other document in relation to the underlying shipment or goods as described in the enclosed documents are accurate, correct, and complete original documents which are in full force and effect at the date of this application. We certify that where an amendment has been entered into in relation to the LC, those amendments and any and all other relevant information have been also enclosed to this application.

Any communication in any form to be given or made by a party in connection with this application must be in writing and shall be sent by letter delivered personally [or sent by recorded delivery] or by facsimile or email transmission. Any notice delivered personally shall take effect at the time of delivery. If a notice is made by facsimile / email to us, it shall take effect when the transmission is confirmed by an activity report confirming the facsimile number or email address to which such notice was successfully sent or a facsimile / email confirmation receipt (to the satisfaction of ADCB). Following the facsimile/email, you may send the original facsimile/email message to us by post but our failure to receive such original facsimile/email message shall not affect the effectiveness of the notice duly given to us by facsimile/email. We acknowledge and agree that all notices and communications in connection with the enclosed documents or the LC shall be sent at our risk.

We hereby agree that you may disclose our confidential information to your employees, officers, representatives or advisors who need to know such information for the purposes of carrying out its obligations under this application and as may be required by law, court order or any governmental or regulatory authority.

In consideration of your discounting the export documents drawn under Letter of Credit, which are being forwarded to Issuing Bank / Confirming Bank / Nominated Bank (as the case may be as per LC terms), We hereby undertake to indemnify you harmless from all consequences which may arise as a result of your so doing and also give you our irrevocable authority to debit our account with you, with the amount of drawing plus all your charges and interest, opening bank charges and loss incurred due to exchange rate fluctuation, if you do not receive the proceeds of the documents under subject LC for any reason whatsoever.

We shall on demand pay you against all claims, demands, payments, losses, costs, liabilities, charges, expenses, applicable taxes and other consequences which may arise or result from the processing or handling of the enclosed documents by you.

By signing this application, I/we hereby grant in favour of Abu Dhabi Commercial Bank (ADCB), United Arab Emirates, security over all documents and goods (which are any time in ADCB's actual or constructive possession or control or held on trust for ADCB or to ADCB's order, whether for custody, collection, security or any other reason and whether or not in the ordinary course of banking business and whether in this Jurisdiction or elsewhere) by way of a pledge, charge, assignment, in each case to the full extent possible by law, as security for any amounts owing to ADCB in connection with this application and service provided by ADCB as a result of this application. ADCB shall be entitled to exercise all rights, powers and remedies conferred on ADCB by law as a secured party in relation to the documents and goods.

This undertaking given to you shall be in addition to and not in substitution for any other rights and security; I/we may give or have already provided to you from time to time.

In no event shall ADCB or any of its representatives be liable to us or any third parties under this agreement, whether arising out of or related to breach of the terms of this application (including negligence) or otherwise. The foregoing limitations shall apply even if the customer's remedies under this application fail of their essential purpose.

We accept full responsibility for all enclosed documents, any other relevant documents and the information therein submitted to you in relation to this application. We hereby authorize you to accept and act upon instructions in this application and agree to be bound by the terms and conditions in the application form. We undertake to ensure that the application form will be validly signed by our authorized signatory or signatories. We acknowledge that you are not responsible for and have no duty to verify any signature in other document other than the application form.

A person who is not a party to this application has no right to enforce any term of this application.

This application is governed by the laws of the United Arab Emirates and we submit to the non-exclusive jurisdiction of the courts of the United Arab Emirates.

Authorised Signature and Company Stamp