

Trade Finance Solutions Limited

trade finance ~ letter of credit facilities

Letter of Credit Checklist

IMPORTANT NOTE:

- **Only when steps 1 and 2 in this checklist are completed, can LC's be opened.**
- **All documents must be in or translated to English. You will need to provide a copy of the original document and notarised translation.**

Applicant Company Name:.....

Contact Numbers: **OFFICE**.....**MOBILE**.....

STEP 1: Initiation of the Letter of Credit relationship. We must be in receipt of the following:

- General Information Form from the Applicant (signed and stamped with Applicant's company seal)
- Certificate of Incorporation
- Passport Copy of the Majority shareholder(s) of the Applicant's company (If the Applicant is located within United States: Drivers Licence or State Photo ID)

STEP 1: For opening of each Letter of Credit we must be in receipt of:

- Pro Forma Invoice from Beneficiary (from Seller to the Applicant)
- Purchase Order or Proof of Transaction (from the Applicant to the Seller)
- Indemnity Agreement (From the Applicant to FIN-TRADE (EU), LTD., signed and notarised)
- Beneficiary Approval (From the Beneficiary (Seller) to FIN-TRADE (EU), LTD., signed and notarised)
- Letter agreeing to a special clause language on client stationary (From the Applicant to FIN-TRADE (EU), LTD., signed and notarised)
- Letter of Credit Compliance Questionnaire (signed and stamped with the Applicant's company seal)
- Visual Representation Form for the transaction
- Confirm that form of LC is acceptable to the Supplier (the Draft needs to be signed on each page by the Applicant)
- Receipt of Letter of Credit payment as per the Invoice

If you have any questions: Please contact us at +44 (0) 7738 718 412

or email us at sant1107@hotmail.co.uk