

**Guidelines for completion of 'APPLICATION FOR AMENDMENT OF  
IRREVOCABLE DOCUMENTARY LETTER OF CREDIT'**

Dear valued customer,

Please find below guidelines for completion of the **APPLICATION FOR AMENDMENT OF IRREVOCABLE DOCUMENTARY LETTER OF CREDIT**. These guidelines have been created keeping in mind your requirements and this will assist you in your queries regarding the completion of the application form. At ENBD we value your time and we are confident that these guidelines will help you submit your request for an **AMENDMENT TO A DOCUMENTARY LETTER OF CREDIT** which will be processed without delay and to your complete satisfaction.

1. Irrevocable Documentary Credit number

***The boxes should be completed with the reference number of the Documentary Credit provided by the Bank at the time of Issuance. This reference number is indicated in field 20 of the Swift message relating to the Issuance of the DC a copy of which will be available with you. If the DC has not been issued through Swift message, the copy of the mail DC will indicate the DC Reference number.***

2. dated

***This field indicates the date when the original DC was issued. This date is indicated in field 31C of the Swift message relating to the Issuance of the DC a copy of which will be available with you. If the DC has not been issued through Swift message, the copy of the mail DC will indicate the Date of Issuance.***

3. for amount

***This field indicates the Currency and Amount for which the original DC has been issued. The currency and amount is indicated in field 32B of the Swift message relating to the Issuance of the DC a copy of which will be available with you. If the DC has not been issued through Swift message, the copy of the mail DC will indicate the currency and amount.***

4. Favouring

***Please indicate the Name and Address of the Beneficiary of the DC which was issued earlier.***

5. Amendment charges

***Please indicate whether amendment charges will be borne by the Applicant or the Beneficiary by striking out 'our account' or 'beneficiary' whichever is applicable.***



Please refer to the terms and conditions of the DC before you proceed to request for an amendment. Amendments in terms and conditions of the DC should be consistent with that of the original DC. For example, the original DC calls for Shipment by Air Transport and the amendment requested is to change or include Sea Transport, clauses to this effect should be included or excluded in the amendment requested.

**NOTE: IF AMENDMENT APPLICATION IS FAXED TO OUR COUNTERS, THE ORIGINAL MUST BE SUBMITTED TO OUR COUNTERS WITHIN 3 DAYS CLEARLY INDICATING THAT THE WORDS 'FAXED – AVOID DUPLICATION'**

**ALSO PLEASE INDICATE THE NAME AND MOBILE NUMBER OF THE CONTACT PERSON, IN CASE WE NEED TO CONTACT FOR QUERY RELATED TO THIS TRANSACTION**

*Please note that Emirates NBD will include other standard terms and conditions in respect of instructions to Advising / Negotiating / Presenting Bank's and as prescribed by Regulatory authorities from time to time.*