



# Guidelines for Completion

## Guidelines for Completion of Application for Irrevocable Documentary Credit

These guidelines have been provided to assist you in completion of the application and assume that you have a working knowledge of International Trade and its terminology. The information provided in the completed application should be consistent with the agreement reached with your supplier. When completed your form is to be printed, signed appropriately and may be faxed to your Relationship Manager or direct to our International Service Centre (ISC).

*Further assistance is available by telephoning 1300 654 112.*

### **Branch Number**

If known, the number of the branch where your relationship or account is held.

### **Branch**

The name of the branch where your relationship or account is held.

### **Application Date**

Date that you submit the application to the Bank.

### **Applicant's Reference**

Your reference number, eg purchase order number, etc.

### **Applicant & address**

Your business's full trading name and mailing address, as known by your supplier.

### **Beneficiary & address**

Your supplier's full business name and their mail address.

### **Expiry date**

The latest date that your supplier is to provide shipping documents to their bank overseas.

### **Place of expiry**

Country of residence of your supplier.

### **Currency**

The currency agreed with your supplier in which to settle the purchase.

### **Amount in figures**

The amount of your purchase that has been agreed with your supplier.

### **Amount Tolerance**

Percent: If a % variance has been agreed with your supplier, show it here.

Amount: If a \$ variance has been agreed with your supplier, show it here.

### **...drafts drawn at Sight**

Tick if payment is due to your supplier immediately upon shipment.

### **or.....days**

If extended payment terms have been agreed with your supplier or Bank, stipulate number of days and then select term.

### **Partial shipments**

Tick the appropriate box to either allow or prohibit more than one shipment.

### **Transshipment**

Tick the appropriate box to either allow or prohibit transshipment.

### **Shipment / Despatch from**

Port from where shipment will be despatched.

### **for transportation to**

Port of destination of shipment.

### **Latest shipment date**

Latest date by which goods are to be shipped.

### **Documents must be presented...**

Maximum number of days between date of shipment to the date that your supplier provides shipping documents to their bank overseas. If not stipulated the period is assumed to be 21 days.

### **Evidencing shipment of**

A brief description of the goods ordered. This may include your purchase order / reference number and your supplier's sales order / reference number.

**Commercial invoice**

Tick this box if you require your supplier to provide an invoice.

**Full set of clean...**

Tick this box if you require your supplier to provide Bills of Lading. If so, also tick the appropriate box for freight charges, either prepaid or collect.

**Insurance policies or certificates**

Tick this box if you require your supplier to provide original Insurance policies. If so, include other information as appropriate, eg insured value for a percentage over invoice value, any additional risks that are to be covered, etc.

**Sea, Air Waybill or Consignment note**

Tick the appropriate box if you require your supplier to provide one of these documents. If so, also include the consignee's name and address and tick the appropriate box for freight charges, either prepaid or collect.

**Other documents**

Use this section to stipulate any other documents that you want your supplier to provide.

**Insurance arranged by applicant**

Tick this box if you, rather than your supplier, is arranging insurance for the shipment.

**Additional Conditions**

Use this section to stipulate conditions that are to be met by your supplier. Compliance with these conditions must be able to be verified by the documents listed in your application.

**Discount charges and acceptance commission...**

If you have selected a payment term other than "sight" on the first page, tick the appropriate box for who is to pay these charges.

**All other bank charges....**

Tick the appropriate box for who is to pay these charges.

**Other charges**

If applicable, specify other charges and indicate in the subsequent tick boxes who is to pay these charges.

**Confirmation of this credit**

If requested by your supplier, tick required, otherwise not required. If required, tick the appropriate box for who is to pay confirmation charges.

**Please advise through Bank**

Your supplier's bank and branch address, if known.

**For and on Behalf of**

Your business's full trading name

**ABN**

Your Australian Business Number.

**Authorised Signatures**

To be signed in accordance with your current bank authorities.

## **Guidelines for Completion of Request for Amendment to Irrevocable Documentary Credit**

These guidelines have been provided to assist you in completion of the request and assume that you have a working knowledge of International Trade and its terminology. The information provided in the completed request should be consistent with the agreement reached with your supplier. When completed your form is to be printed, signed appropriately and may be faxed to your Relationship Manager or direct to our International Service Centre (ISC).

*Further assistance is available through telephoning 1300 654 112.*

### **Documentary Credit No.**

Reference number issued by the Bank at time of establishment of the documentary credit.

### **Beneficiary**

Your supplier's name as per your original application.

### **currency**

Currency of the original application.

### **Amount**

Amount of the original application.

### **Amend expiry date to**

Tick box if appropriate, and show new expiry date.

### **Amend latest shipment date to**

Tick box if appropriate, and show new latest shipment date.

### **Increase / Decrease**

Tick either box if appropriate and show currency and amount of increase / decrease and currency and amount of new documentary credit value, including tolerances if applicable.

### **Other amendments**

Clearly stipulate other amendments to documents required or terms and conditions as appropriate.

### **For and on Behalf of**

Your business's full trading name

### **ACN / ABN**

Your Australian Business Number.

### **Authorised Signatures**

To be signed in accordance with your current bank authorities.

### **Date**

Date of your signature.

## **Guidelines for Completion of Bill of Exchange, On demand and Bill of Exchange, Term**

These guidelines have been provided to assist you in completion of the bill of exchange and assume that you have a working knowledge of International Trade and its terminology. When completed your form is to be printed, signed appropriately and forwarded to the International Service Centre (ISC) with your shipping documents.

*Further assistance is available through telephoning 1300 654 112.*

### **Drawn under documentary credit**

If under a documentary credit, show issuing bank's documentary credit number.

### **Issue Date**

Date of issue of documentary credit, if appropriate.

### **By**

Issuing bank and branch of documentary credit, if applicable.

### **Exchange for**

Amount to be collected in numbers.

### **Currency**

Currency of amount to be collected.

### **Date**

Date of bill of exchange.

### **the sum of**

Amount to be collected in words.

### **To, Address, City and Country**

Drawn on party. If under documentary credit, as stipulated in the documentary credit. If not, then your buyer's name and address.

### **Signatures**

To be signed in accordance with your current bank authorities.

### **ABN**

Your Australian Business Number.

## **Bill of Exchange, Term**

### **Drawn under documentary credit**

If under a documentary credit, show issuing bank's documentary credit number.

### **Issue Date**

Date of issue of documentary credit, if appropriate.

### **By**

Issuing bank and branch of documentary credit, if applicable.

### **Exchange for**

Amount to be collected in numbers.

### **Currency**

Currency of amount to be collected.

### **Date**

Date of bill of exchange.

### **...after.....**

Stipulate the tenor of the draft, as per documentary credit or sales terms agreed with your buyer.

### **the sum of**

Amount to be collected in words.

### **To, Address, City and Country**

Drawn on party. If under documentary credit, as stipulated in the documentary credit. If not, then your buyer's name and address.

### **Signatures**

To be signed in accordance with your current bank authorities.

### **ABN**

Your Australian Business Number.

## Guidelines for Completion of Trade Advance Request

These guidelines have been provided to assist in completion of the request. When completed your form is to be printed, signed appropriately and may be faxed to your Relationship Manager or direct to our International Service Centre (ISC).

*Further assistance is available through telephoning 1300 654 112.*

### **Name**

Your full business name.

### **Address**

Your mailing address

### **City State**

City and state

### **ABN / ARBN**

Your Australian Business Number.

### **Date**

Date your request is submitted to the Bank

### **Currency**

Currency in which the advance is to be denominated.

### **Amount**

Amount of the advance.

### **To fall due**

The date that the advance is to mature for repayment.

The following 9 items allow you to provide your instructions for how and where we are to dispose of proceeds of the advance. Complete the appropriate field(s)

#### **1 Settlement of import...** -

Relative import transaction reference number.

#### **2 Credit our Commonwealth Bank AUD...**

Account number to which we are to credit AUD proceeds from the advance.

#### **3 Credit our Commonwealth Bank...**

Select currency and provide account number.

#### **4 Remit currency and amount**

Provide currency and amount of remittance.

#### **To**

Name of party to receive the remittance.

#### **At**

Bank, branch and account number for the beneficiary of the remittance.

#### **Details of Payment**

Details to enable beneficiary to reconcile remittance to their records.

#### **5 Other Instructions**

Used to provide details of disposal if your requirements are not met by any of the previous options.

#### **Exchange Rate**

To be provided if exchange is required and a rate has been obtained direct from our dealers or is covered under a forward contract. In which case, please provide the dealer's name or forward contract number.

#### **For and on Behalf of**

Your business's full trading name.

#### **Signatures**

To be signed in accordance with your current bank authorities.

## Guidelines for Completion of Lodgement Authority Overseas Documentary Bills

These guidelines have been provided to assist you in completion of the Lodgement Authority and assume that you have a knowledge of the workings and terminology used in International Trade. When completed your form is to be printed, signed appropriately and forwarded to the International Service Centre (ISC) with your shipping documents.

*Further assistance is available by telephoning 1300 654 112.*

### **Branch Number**

If known, the number of the branch where your relationship or account is held.

### **Branch**

The name of the branch where your relationship or account is held.

### **Collection... Negotiation**

Tick the appropriate box. Negotiation is subject to approval by the Bank.

### **Currency Amount**

Currency and amount of the bill of exchange provided.

### **Sight or Other term**

Tenor of the bill of exchange provided.

### **On**

Drawee of the bill of exchange.

### **Of**

Address of the drawee.

### **Which are to be presented...**

Only complete this if draft and documents are not under a documentary credit. If to be completed, enter your buyer's bank name and street address.

### **Under Documentary Credit Number**

Only complete if draft and documents are under a documentary credit. If to be completed, enter the documentary credit number as shown by the issuing bank.

### **Issued by Bank and Branch**

Only complete if draft and documents are under a documentary credit. If to be completed, enter the issuing bank's name and branch.

### **Proceeds are to be credited...**

Number of the account where you wish the proceeds of the transaction to be paid.

### **With Bank**

Name of bank where the above account is held.

### **Branch**

Address of branch where the above account is held.

### **Forward Exchange Contract Number**

If transaction is to be converted under an existing Forward Exchange Contract, enter the contract number.

### **The following documents are attached...**

Itemise the number of copies of each document provided.

### **Other Documents**

If documents are provided that are not included above, complete this field with a brief description of the document and number of copies.

If your documents are drawn under documentary credit, you need only complete the final two fields on the form "For and on Behalf of" (your full business name) and your "ABN" (Australian Business Number). If not, the following fields are to be completed, where appropriate.

### **Instruct your correspondent...**

Tick appropriate box.

### **Duplicates are to be forwarded**

Tick appropriate box.

### **Commonwealth Bank charges are for**

Tick appropriate box.

### **Other bank charges are for**

Tick appropriate box.

### **Charges may/ not be waived**

Tick appropriate box.

**If payment not received by**

If you want the Bank to follow up or report non payment enter an appropriate date and tick the appropriate box for action that you require.

**Protest If unaccepted or unpaid**

If bill of exchange is to be protested, tick this box.

**Presentation may be deferred...**

If deferral allowed, tick this box.

**Re – Present on arrival...**

If re-presentation required, tick this box.

**If documents not taken....**

If warehousing required, tick this box.

**Collect interest...**

If interest is to be collected from your buyer tick this box and then in the subsequent fields, stipulate relevant interest rate, year basis and date from which interest is to be calculated.

**Interest may / may not**

If interest has been requested, tick the appropriate box for action required if your buyer denies your request.

**In case of need....**

If appropriate, complete name and, in the subsequent field, the address of your agent.

**Will endeavour...****Has full powers...**

Tick appropriate box to indicate powers of your agent.

**For and on behalf of...**

Your full business name.

**ABN**

Your Australian Business Number.