

REQUEST LETTER FOR LC TRANSFER

Date :

Yes Bank Ltd

Sub: LC No. _____ for _____ issued by _____ Bank. Your reference no. _____

Dear Sir,

With reference to the above letter of credit, we request you to kindly transfer the same to the following beneficiary (ies)

Name & Address of the Beneficiary (ies)	Value
1.	
2.	

We request you to transfer the said letter of credit without any engagement on your part. In this regard, please follow the below given instructions.

A. Advise of Amendments (Tick the relevant one - Mandatory)

- We hereby authorize you to advise all the subsequent amendments directly to the second beneficiary (ies) without any intimation to us.
- We request you not to advise the amendments to the second beneficiary (ies) directly and we retain our right to refuse advise of amendments

B. Charges (Tick the relevant one - Mandatory)

- Please debit out account number _____ held with _____ branch for all the charges towards transfer of this LC
- Please find enclosed draft/PO for Rs ____/- drawn on _____ towards transfer of this LC
- All the charges for transfer of this LC are to the account of the applicant as per the LC terms. Please claim the same from the LC issuing bank

C. Changes/Modifications in the Text (Tick the relevant one - Mandatory)

- Please transfer the LC as is without any modifications in value or text
- Please modify/curtail the following LC conditions (mention details wherever reqd.)

Changes Required in	Details
a. Amount	
b. Last Date. of Shipment.	
c. Presentation Period	

d. Expiry Date	
e. Unit Price	
f. Insurance	

D. Other Instructions

- Please substitute the name of applicant with our name and also request you to intimate the second beneficiary that the invoice should be in our name
- Other Instructions, if any _____

Please notify us once the LC is transferred as per this request. We hereby enclose the original LC for due endorsements and transfer.

Regards,

For M/s.

Authorized Signatory

INDICATIVE GUIDELINES / CHECKLIST FOR ENSURING ERROR FREE SUBMISSION

- Original LC along with amendments (if any) should be submitted with request letter.
- Yes Bank should be nominated bank in the LC for transferring
- LC should be advised by Yes Bank Ltd