

# Application For Transfer of Documentary Credit

To: The Bank of East Asia, Limited  
Hong Kong

Date:

Credit No.: \_\_\_\_\_ ("Credit") Issue date: \_\_\_\_\_ Amount: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_

The original advice of the Credit (together with all amendments, if any) is attached and please follow our instructions set out below:

**FULL TRANSFER OF LETTER OF CREDIT**

Please fully transfer the Credit on the same terms and conditions to (transferee's name and address) \_\_\_\_\_  
\_\_\_\_\_ (the "Transferee")  
through (advising bank) \_\_\_\_\_.

We confirm that we do not retain any right to refuse to allow you to advise amendments to the Transferee. You are authorised to advise amendments to the Transferee directly without reference to us.

**PARTIAL TRANSFER OF LETTER OF CREDIT WITHOUT SUBSTITUTION OF DOCUMENTS**

Please transfer the Credit on the same terms and conditions to (transferee's name and address) \_\_\_\_\_  
\_\_\_\_\_ (the "Transferee")  
through (advising bank) \_\_\_\_\_, EXCEPT :

- Amount (in words and figures):
- Quantity of goods:
- Expiry date and place:
- Latest shipment date:
- Documents to be presented within \_\_\_\_\_ days after the shipment date.

We  retain the right to refuse to allow you to advise amendment(s) of the Credit to the Transferee and we shall be fully responsible for any liabilities and consequences caused by our failure to transfer any amendment(s).

do not retain the right to refuse to allow you to advise amendment(s) of the Credit to the Transferee.

You may send the document(s) received by you from the Transferee to the issuing bank or confirming bank, if any, without further reference to us or the Transferee may present the documents directly to the issuing bank.

**PARTIAL TRANSFER OF LETTER OF CREDIT WITH SUBSTITUTION OF DOCUMENTS**

Please transfer the Credit on the same terms and conditions to (transferee's name and address) \_\_\_\_\_  
\_\_\_\_\_ (the "Transferee")  
through (advising bank) \_\_\_\_\_, EXCEPT :

- Our name is to be substituted for the Credit applicant.
- Amount (in words and figures):
- Quantity of goods:
- Unit Price:
- Insurance cover:
- Expiry date and place: \_\_\_\_\_ at your counter
- Latest shipment date:
- Documents to be presented within \_\_\_\_\_ days after the shipment date.

We retain the right to refuse to allow you to advise amendment(s) of the Credit to the Transferee and we shall be fully responsible for any liabilities and consequences caused by our failure to transfer any amendment(s).

We shall deliver to you our draft(s), invoice(s) and any other required documents ("**Substituted Documents**") within 3 banking days from the date you send us an advice of substitution of documents. If we fail to do so, you are authorised to forward the Transferee's documents to the issuing bank or confirming bank, if any, without any responsibility or liability on your part.

### Settlement Instruction

- We irrevocably authorise you to debit our account(s) maintained with you for the transfer commission and any expenses, commission and charges which may be incurred by you or your correspondents in connection with this transfer of Credit.
- We enclose our cheque \_\_\_\_\_ for the settlement of the above expenses and charges.
- All charges are for the account of the Transferee.

### Please advise this transfer by:

(air) mail                       courier                       full teletransmission

brief content by teletransmission and followed by (air) mail

In case of query, please contact \_\_\_\_\_ Tel: \_\_\_\_\_

I/We hereby confirm that I/we have read and understood the Conditions of Application for Transfer of Documentary Credit (with version number OBF 44 (01/2016) T&C PDF) [[click here to download](#)] and agree to be bound by them.

### Others:

For Bank Use Only		
Ref. No.		
AML, PEP, ROT Checked By:		
Data Entered By:	Checked By:	Approved By:

S.V.

\_\_\_\_\_  
Authorised Signature(s) and Company Chop

Our account no.: \_\_\_\_\_