

(To be completed by the applicant in block letters using black ink pen)

Branch Name: \_\_\_\_\_

Date: \_\_\_\_\_

I/ We request you to amend  Import LC  UPAS Import LC  Inland LC (Please tick appropriate option)

Letter of Credit (LC) No:		Amendment of request No. for this LC:	
Currency & LC Amount:		LC Opening Date:	
<b>Amend Applicant's Details</b> (for change of address or correction of typographical errors / omissions only):		<b>Amend Beneficiary's Details</b> (for change of address or correction of typographical errors / omissions only):	
<b>Amend LC Amount:</b>		<b>Amend Expiry Date to</b> (dd/mm/yy):	
Increase amount by:		<b>Latest Date for Presentation of Documents:</b> Present documents within _____ days after shipment	
Decrease amount by:		<b>Expiry in country of:</b>	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Applicant
Net Amount after Amendment:		<b>Amend Partial Shipment to:</b>	<input type="checkbox"/> Permitted <input type="checkbox"/> Prohibited
Amend tolerance to:	Plus _____%      Minus _____%	<b>Amend Transhipment to:</b>	<input type="checkbox"/> Permitted <input type="checkbox"/> Prohibited

**Hedging Details (Applicable in case of import of goods):**

Authority to use below mentioned forward contract details :

Forward Contract Number :		Date :	
Forward Contract Amount :		Due Date of Contract :	

I/We request you to book forward exchange contract for the proposed transaction for amount of \_\_\_\_\_ and tenor \_\_\_\_\_. We have understood the risks inherent in booking of foreign exchange forward contract and we also certify that we have not booked foreign exchange contract for the captioned transaction with any other bank/branch.

I/We declare that we have natural hedge to cover the captioned import transaction.

Others.

**Amend Availability / Payment tenor:**

**Amend the following Shipment Details:**

Available with:	<input type="checkbox"/> Advising Bank	<input type="checkbox"/> Any Bank	<input type="checkbox"/> Issuing Bank	Place of Receipt:	
By:	<input type="checkbox"/> Negotiation	<input type="checkbox"/> Payment		Port/Place of Loading / Airport of Departure:	
	<input type="checkbox"/> Acceptance	<input type="checkbox"/> Deferred Payment		Last date of Shipment:	
Payment Tenor:	<input type="checkbox"/> Sight			Port/Place of Discharge / Airport of Destination:	
	<input type="checkbox"/> Usance _____ days after _____.			Place of Final Destination:	

DATE 

D	D	M	M	Y	Y	Y	Y
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(Authorised Signatory with Company/Firm seal)

✂ ----- TEAR IT FROM HERE -----

**:- ACKNOWLEDGMENT (To be retained by the customer):-**

Received an application for \_\_\_\_\_ (request type) for the amount of \_\_\_\_\_ from M/s \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ AM/PM for its onward submission to TFBO, Gift City for further processing vide Acknowledgement Number/Reference ID: \_\_\_\_\_.

Date: \_\_\_\_\_

Seal & Sign of Branch Official

**Amend Goods & Services &/or Documents &/or Conditions** (indicate whether items are to be added / deleted / changed)

**Amend Incoterms:**

**Confirmation:**

- |  |   |
|--|---|
| <input type="checkbox"/> Confirmation required     | <input type="checkbox"/> Confirmation not required                      |
| <input type="checkbox"/> Confirmation Charges for: | <input type="checkbox"/> Beneficiary <input type="checkbox"/> Applicant |

**Amendment Charges:**

Please debit your charges from account no: \_\_\_\_\_.

Please recover additional Margin money from account no: \_\_\_\_\_

I/We hereby declare that all the information mentioned above is correct. I/We understand that this amendment is being advised subject to acceptance by the beneficiaries. I/We authorise you to earmark/block our Import LC limit for the amount of interest/charges on principal loan/financed amount at the current LIBOR rate plus spread in case of import UPAS LC.

DATE

D	D	M	M	Y	Y	Y	Y
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**(Authorised Signatory with Company/Firm seal)**

**Annexure I : Documents enclosed** (please tick all that are relevant)

**Documents received** (For branch use only)

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Copy of addendum to contract / revised proforma invoice   | <input type="checkbox"/> |
| <input type="checkbox"/> Additional pages for amendment, if any  | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of quote letter issued by overseas lender duly accepted by applicant (Applicable in case of change in value of UPAS Import LC) | <input type="checkbox"/> |
| <input type="checkbox"/> Any other _____ (Please specify)  | <input type="checkbox"/> |