

Note. Please fill the form in English language only.

<b>Date:</b>	<b>التاريخ:</b>	<b>Letter of Credit Number: (for bank use)</b>	<b>رقم الإعتماد</b>
We hereby request you to issue on our behalf your irrevocable credit with the following instructions marked (X) where applicable:		نطلب الأوفيق ان تكون منكم او من مصرفكم بموجب هذا المستند القيام بإصدار خطاب اعتمادكم المستندي الغير قابل للنقض بالنيابة عنا ووفقاً للتعليمات الآتية المؤشر عليها بعلامة (X) حال انطباقها:	
<b>Applicant:</b>	<b>العميل:</b>	<b>Beneficiary:</b>	<b>المستفيد:</b>
<b>Applicant National Address :</b>	<b>العنوان الوطني للعميل:</b>	<b>Beneficiary National Address :</b>	<b>العنوان الوطني للمستفيد:</b>
<b>Tel. No</b>	<b>الهاتف:</b>	<b>Mobile No</b>	<b>المحمول:</b>
<b>Fax No.</b>	<b>رقم الفاكس:</b>	<b>Fax No.</b>	<b>رقم الفاكس:</b>
<b>E-Mail</b>	<b>الإيميل:</b>	<b>E-Mail</b>	<b>الإيميل:</b>

<b>For Contracting Customers Only</b>	<b>لعملاء قطاع المقاولات فقط</b>
<b>Project No:</b>	<b>رقم المشروع:</b>

<b>Facility code</b>	<b>التسهيلات</b>
<b>Confirmation Instructions: (pls. select)</b>	<b>Advising Bank Name and Address:</b>
<input type="checkbox"/> Required <input type="checkbox"/> Not Required <input type="checkbox"/> May Add	<b>Advising bank name :</b>
<b>Confirmation Charges are for Account of: (pls. select)</b>	<b>Address:</b>
<input type="checkbox"/> Beneficiary <input type="checkbox"/> Applicant	<b>SWIFT BIC Code:</b>
<b>Letter of Credit Amount:</b>	<b>قيمة الاعتماد:</b>
<b>Amount (In words):</b>	<b>العملة:</b>
<b>Tolerance/Variance Amount: (pls. select)</b>	<b>قيمة الاعتماد كتابة:</b>
<input type="checkbox"/> Not Exceeding لا يتجاوز <input type="checkbox"/> About (+/- 10%) تقريباً <input type="checkbox"/> % (+/-)	<b>الاعتماد متاح مع:</b>
.....	<input type="checkbox"/> Advising Bank البنك المبلغ <input type="checkbox"/> Any Bank أي بنك آخر <input type="checkbox"/> Other ..... أخرى
<b>Available By:</b>	<b>الدفع عن طريق:</b>
<input type="checkbox"/> Acceptance القبول <input type="checkbox"/> By Payment الدفع <input type="checkbox"/> Deffered Payment الدفع المؤجل <input type="checkbox"/> Mixed payment طرق دفع أخرى <input type="checkbox"/> By Negotiation	<input type="checkbox"/> A)At a Sight بالإطلاع <input type="checkbox"/> B) Deffered مؤجل
Tenor ..... Days, From .....	
<b>Date Of Expiry :</b>	<b>مكان الانتهاء مكان تقديم المستندات :</b>
<b>تاريخ انتهاء صلاحية الاعتماد:</b>	<input type="checkbox"/> At Beneficiary's Place في بلد المستفيد <input type="checkbox"/> At KSA في السعودية

**Applicant:**

**Name:**

**Signature:**

Description of Goods/Services: (Brief description without excessive details)

وصف السلعة/ الخدمة: (وصف مختصر/دون تفاصيل)

Shipment Option's

خيارات الشحن

Partial Shipment: (pls. select)

الشحن الجزئي:

Transshipment: (pls. select)

إعادة الشحن:

Allowed  
مسموح

Not Allowed  
غير مسموح

Allowed  
مسموح

Not Allowed  
غير مسموح

a. Shipment by .....

c. To .....

b. From .....

d. Via .....

Shipment By:

الشحن بواسطة:

Vessel  
بحري

Truck  
بري

Air  
جوي

Incoterms: (pls. select)

الشروط التجارية:

For sea freight shipment:

For sea freight , air freight and road shipment:

Latest date of shipment

(must not later than expiry date):

FOB

CFR

CIF

FCA

FCA

CPT

CIP

Other

EXW (Named Place) .....

..... / ..... / .....

Documents to be presented within..... days after the date of shipment,  
but within the validity of the credit.

تقدم المستندات خلال ..... يوم بعد تاريخ الشحن ولكن خلال مدة صلاحية  
الاعتماد.

Documents Required: (pls. select)

المستندات المطلوبة:

(Beneficiary's signed commercial invoice in triplicate).

For sea shipment:

Full set of at least three original Marine Bill (s) of Lading. Issued to the order of Riyad Bank, and notify applicant, showing freight  Prepaid  Payable at destination, and should indicate the name, address and telephone number of the carrying vessel agent at the port of discharge).

Vessel routing certificate issued and signed by owner, carrier, agent or master of the carrying vessel as per official approved text. This document is not required if shipment is effected by National Shipping Company of Saudi Arabia or by United Arab Shipping Company.

For air shipment:

Air Waybill consigned to Riyad Bank, and notify applicant, showing freight  Prepaid  Payable at destination and indicating the actual date of dispatch.

For road shipment:

Truck consignment note consigned to Riyad Bank, and notify applicant, indicating the name, address and telephone number of the carrier's agent at the place of destination, showing truck plate number, and showing freight  Prepaid  Payable at destination.

**Other (Please Specify).**

Delivery note in triplicate, stating that the goods have been received in good order and condition and countersigned by Mr ..... and or Mr ..... who's specimen signature(s) is (are) attached herewith.

Certificate of Origin to be issued by Chamber of Commerce in duplicate showing the name and address of manufacturer or producer, and certifying that goods are of ..... origin.

Insurance Policy or Certificate, to be issued to the order of Riyad Bank or to be endorsed in blank by the Assured at least, indicating that the insurance is issued irrespective of any deductible either of value or percentage, showing claims payable in Saudi Arabia, and covering the following risks: Institute Cargo Clause (A) or Institute Air Clause or Land Transit Clause (as applicable) as well as War Risks, and Risks under Strikes, Riots and Civil Comotions.)

Declaration issued by the insurance company as per the official approved text

Packing List in duplicate

Applicant:

Name:

Signature:

Additional Conditions or Documents:

شروط او مستندات إضافية:

Charges and Commission's: .....

(Unless otherwise specified, All Riyad Bank charges are for our (Applicant ) account , and all your Correspondent's bank, charges are for beneficiary's account).

Inside Issuing bank/ are for the account of  applicant  beneficiary

Outside Issuing bank/ are for the account of  applicant  beneficiary

الرسوم والعمولات : .....  
(ما لم ينص على خلاف ذلك، فإن جميع رسوم بنك الرياض تخضع من حساب(العميل)، وجميع رسوم البنك المراسل تخضع من حساب المستفيد)

داخل البنك المصدر / على حساب  العميل  المستفيد  
خارج البنك المصدر / على حساب  العميل  المستفيد

Note:

The customer shall pay all applicable taxes or any costs imposed by government authorities and municipalities, including but not limited to, the Value Added Tax (VAT) taxed on the fees, commissions, commercial discount, goods and products will be taxed for the product / service resulting from the Contract herein and/or in relation to the service provided by the bank or any applicable taxes that may be imposed in the future. And such taxes will be payable together with the said fees/commissions. The customer shall submit the Tax/Zakat Clearance Certificate Issued by the General Authority of Zakat & Tax attesting that the customer Zakat/Tax status has been settled with the General Authority of Zakat & Tax on an annual basis. The customer shall also submit a certificate issued by the General Organization for Social Insurance attesting that his financial status is compliant with the general law.

We authorize you to charge our account no ..... نفوضكم بأن تقيدوا على حسابنا رقم

Insurance:

We undertake to arrange appropriate insurance policy by ourselves to the order of Riyad bank to its entire satisfaction (if we procure the insurance as per INCOTERMS) and to present it to you within 7 days from the date of this application. Otherwise, you are authorized to debit my/our account without prior notice to us and to insure the goods on our behalf and at our cost without obligation on you to so insure and you will be in no way responsible for any damage or loss entailed through your omission to so insure.

This Credit will be subject to the Uniform Customs and Practice for Documentary Credits, latest version , ICC (Publication number 600).

Contact Person for Clarification:

Mobile No:

Tel:

E-Mail:

Fax No:

Applicant:

Name:

Signature: