Appendix

Exporter's Letter of Credit Checklist

Upon receiving the letter of credit, the exporter must examine it in detail.

A checklist for such review will include the following points:

☐ All names and addresses shown are correct.
☐ There are no unacceptable conditions.
☐ The documents can be generated or obtained in the form required.
☐ Unit price(s) and total price(s) are in conformity.
☐ The cost of goods and other charges in the sales agreement comply with the amount of the letter of credit.
☐ Partial or transhipments are specified correctly.
☐ The merchandise description is consistent between the letter of credit and commercial invoice.
☐ The shipping, expiration and presentation dates allow sufficient time for processing the order, shipping the merchandise and preparing documents for presentation to the paying bank.
☐ Points of dispatch, taking charge of the goods, loading on board, or of discharge at final destination are as agreed.
☐ Freight payment is indicated properly.
☐ Instructions as to drawee back and tenor of drafts are correct.
☐ Whether drafts are allowed to be for less than 100 percent of invoice value.
☐ Insurance coverage and party to pay charges are as agreed.
☐ All documents required to be presented are specified as agreed.
☐ Party to pay bank charges is as agreed.
☐ Any additional conditions specified are acceptable.