

**MANAGEMENT REQUEST DOCUMENTS**

**SELECT OR SPECIFY:**

Letter of Credit (LC)   
Standby (SBLC)

Bank Guarantee (BG)   
Ready Willing and Able Letter (RWA)   
Other: \_\_\_\_\_

Requested Bank and SWIFT \_\_\_\_\_

1.- SWIFT  HARDCOPY  EMAIL  OTHER  \_\_\_\_\_

APPLICANT'S DETAILS			
2.- NAME:			
3.- ADDRESS:			
4.- PHONE NUMBER:		5.-EMAIL:	
6.- CONTACT PERSON:			
7.- EXPIRATION DATE:		8.- AMOUNT:	9.-CURRENCY:

BENEFICIARY'S DETAILS	
10.- NAME:	
11.- ADDRESS AND CITY:	
12.- PHONE NUMBER:	13.-EMAIL:
14.- CONTACT PERSON:	

BENEFICIARY'S BANK DETAILS	
15.- NAME:	
16.- ADDRESS AND CITY:	
17.- SWIFTCODE:	18.- ACCOUNT NUMBER:

SHIPMENT DETAILS		
19.- LATEST SHIPMENT DATE:	20.- SHIPMENT FROM:	21.- SHIPMENT TO:

22.- **INCOTERMS:** EXW  FCA  CPT  CIP  DAP  DPU  DDP  FCR  FOB  FAS  CIF   
 23.- **SHIPMENT BY:** SEA  AIR  LAND   
 24.- **PARTIAL SHIPMENT:** ALLOWED  NOT ALLOWED  25.- **TRANS SHIPMENT:** ALLOWED  NOT ALLOWED

PROFORMA INVOICE DETAILS	
26.- PROFORMA INVOICE NO:	
27.- PROFORMA INVOICE DATE:	
28.- DESCRIPTION OF GOODS:	

The applicant will pay, of a single time, when he/she signs and seals the Draft issued by the financial entity, without whose requirement the definitive guarantee cannot be issued. If multiple drafts are to be prepared, Union Credit and Guarantee may require an amount paid in advance.  
 Once paid, the amount may not be reimbursed or the guarantee may not be withdrawn for any reason, except for errors on the part of the financial institution.  
 Union Credit and Guarantee S.A. has no responsibility in the case of any controversy or warranty claim since its action is only the intermediation.  
 I accept the conditions expressed above and declare that all the statements stated are real.  
 Please, find attached (in case it was not done previously) the certificate of incorporation, the list of shareholders/ list of directors, the passport copy of authorized person.

29.- <b>COMMENTS:</b>
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In ..... on ..... of ..... .. 20....

**SIGNATURE**

**STAMP**