APPLICATION TO AMEND DOCUMENTARY CREDIT

To : Bank of Ceylon
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Credit No. :	Amendment No. :

Name & Address of Applicant :	Name & Address of Beneficiary :
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……..	……
……	……

We request you to amend the abovementioned Credit in accordance with following instructions :
(Please tick appropriate Boxes only)

☐ Amend Beneficiary's address : ……...
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☐ Increase value from …….. by ……. to ……..

☐ Decrease value from …….. by ……. to ……..

☐ Amend latest shipment date upto : ……

☐ Amend expiry date upto : ……

☐ Amend the presentation period to : ……

☐ Amend description of goods / services / performances : ……..
……..
……..

☐ Request additional conditions / documents : ……
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☐ Amend others : ……
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☐ Amend the L/C as per attached documents

☐ New Proforma Invoice / Indent / Beneficiary's request attached

All other terms and conditions on the Letter of Credit remain unchanged.
[If the space provided is not sufficient, please attach separate sheet]

We confirm that this request constitutes an integral part of agreement to issue Documentary Credit and shall not alter the undertaking to make payment thereunder. We authorize you to debit our account/s with all your charges and margins in connection with this amendment.

Yours faithfully,	**For Bank use only :-**
	Limits verified by :
	Applicant's signature verified by :
	Margin % :
	Overdue / Past Due :
	Application checked :
	Commission :
Name stamp & authorized signature/s Of the Applicant/s Date :	Approved by :