

Top section must be filled out by the Relationship Officer (Internal use only):

1. **Loan ID** – is the loan/commitment number which includes the customer ID and the loan note provided by FIS or CL2000.
2. **Unit** – bank unit who is originating the letter of credit request
3. **Mailing Code** – bank unit internal mailing code
4. **Cost Center** - bank unit 5-digits cost center
5. **Application Date** – date the customer/borrower is filling out the LC application form
6. **Employer Tax ID** - customer/borrower tax identification number
7. **Account Number** - customer/borrower deposit account number
8. **Unit Contact No.** – relation officer name and telephone number and extension

| | | | |
|--|--|---|----------------|
| Letters of Credit Department (904) PO Box 362708 San Juan, PR 00936-2708 Swift Address: BPPRPRSX Tel. (787) 751-9800 Ext. 313187 Fax (787) 281-4158 _____ Unit _____ _____ Employer Tax ID _____ | _____ Mailing Code _____ _____ Account Number _____ | Letter of Credit Department (904) Señorial Center Ave. Lomas Verdes, PR177 Int. PR52 San Juan, PR 00926 _____ Cost Center _____ _____ Application Date _____ _____ Unit Contact Person / Extension No. _____ | Loan ID. _____ |
|--|--|---|----------------|

Middle Section must be filled out by the Applicant/Buyer:

9. **Applicant Name** – complete legal name of the Applicant/Buyer company.
10. **Physical Address** - complete physical address of the Applicant/Buyer company.
11. **Telephone** - telephone number of the Applicant/Buyer company.
12. **Email Address** - email of the Applicant/Buyer company.
13. **Beneficiary Name** – complete legal name of the Beneficiary/Seller providing the goods, merchandise or services.
14. **Physical Address** - complete physical address of the Beneficiary /Seller.
15. **Telephone** - telephone number of the Beneficiary/Seller.
16. **Email Address** - e-mail address of the Beneficiary/Seller of the letter of credit.
17. **Beneficiary Advising Bank** - name of the bank in which the Beneficiary maintains a relationship. Include the SWIFT Code of the bank (8- or 11-digits numbers or a combination of numbers and letters).
18. **Physical Address** - complete physical address of the Beneficiary's bank.

| | |
|---|--|
| Applicant Name _____ Physical Address _____ _____ Telephone _____ Email Address _____ | Beneficiary Name _____ Physical Address _____ _____ Telephone _____ Email Address _____ Beneficiary Advising Bank (if any) _____ Physical Address _____ |
|---|--|

19. **Amount in figures and words** – amount of the letter of credit including the currency code in which the letter will be paid.

20. **Shipment:**

- **From** - name of city and country of terminal or port of receipt or loading where the merchandise comes from.
- **For transportation to** - name of city and country terminal or port of discharge or final destination.
- **Latest date of shipment** - date on which the goods will be placed on the ship.

21. **Expiry Date and Place for Presentation of Documents:**

- **Expiry Date** - expiration of the letter of credit which represents the last date on which the draft can be presented and the documents for payment at the issuing, nominated or confirming bank.
- **Place for Presentation** - place where the documents will be presented to request payment on or before the expiration of the loan.

22. **Credit available with Nominated Bank** - name of the nominated bank in which the credit will be available and the terms of the transfer. Example: Banco Popular de Puerto Rico or the name of the confirming bank.

- **By payment at sight** - payable immediately on the date of presentation of documents to the Bank.
- **By deferred payment at** - a fixed date is established to pay, and a draft document is not required, or the due date of the draft is for more than 180 days.
- **By acceptance of drafts at** - payment of the draft at a fixed date that does not exceed 180 days from the established date. Example: 30 days at sight, 30 days of Bill of Lading date or 30 days of invoice date.
- **By negotiation for 100%** - represents an advance payment of the bill of exchange from the nominated bank either from a loan or from a confirmed letter of credit, before the due date established on the bill of exchange.

| | |
|--|--|
| <p>Amount in figures and words (Use ISO Currency Code)</p> <p>19. _____</p> <p>Credit available with Nominated Bank</p> <p><input type="checkbox"/> by payment at sight</p> <p><input type="checkbox"/> by deferred payment at _____ 22.</p> <p><input type="checkbox"/> by acceptance of drafts at _____</p> <p><input type="checkbox"/> by negotiation: for 100% or _____ Commercial Invoice Value</p> | <p>Shipment (as defined in UCP 600 Article 3)</p> <p>From _____</p> <p>For transportation to _____ 20.</p> <p>Latest date of shipment _____</p> <p>Expiry Date and Place for Presentation of Documents</p> <p>Expiry Date _____ 21.</p> <p>Place for presentation _____</p> |
|--|--|

23. **Issue by (air) mail (Notify by mail)** - if the letter is sent by registered mail.

24. **Issue by Courier** - if the letter will be sent by courier.

25. **Issue by tele transmission** - if the letter of credit is sent through a bank using their SWIFT ID (8- or 11-digits numbers or a combination of numbers and letters).

26. **Partial Shipments** – are allowed indicates the shipping goods in more than one smaller shipment, rather than the whole amount at once. Not allowed indicates the shipping goods are shipment in the whole amount at once.

27. **Transshipments** - are allowed indicates the merchandise is lowered from one container or wagon to another for vessel changes. Not allowed indicates the container or wagon with the merchandise stays in the same vessel from port of loading to country of destination.

28. **Type of Credit** - Indicate if the credit is transferable. A credit is transferable if the exporter / seller is the agent of the importer / buyer or an intermediary between the supplier and the importer / buyer, instead of being the actual supplier of the goods.

29. **Confirmation of the Credit (Confirmed Letter of Credit):**

- **Requested (Confirmed or Requested):** if the letter of credit must be confirmed by another bank. It means that the beneficiary's bank will send the documents according to the credit for payment or acceptance to the confirming bank before the date of expiration of documents. The confirming bank pays and sends an authenticated message to the Bank requesting reimbursement of the funds. The issuing bank will receive the documents later.
- **Not requested (Not Confirmed or Not Requested):** if in the letter of instructions or in the proforma invoice (proforma invoice) it does not indicate that it must be confirmed.

30. **Shipping Terms** - Must be chosen according to the agreement with the Beneficiary, since they establish who covers the insurance, freight, who is responsible for assembling the goods to ship and assumes the risks involved in the mobility of the commodity. These should be the terms defined by the ICC in the most recent Incoterms publication. Examples of the most used terms:

- **EXW (Ex Works)** - The seller discharges his obligation when he makes the goods available to the buyer on his premises.
- **FCA (Free Carrier)** - The seller's responsibility ends when he delivers the merchandise to the carrier appointed by the buyer at the agreed place.
- **CPT (Carriage Paid To)** - The seller assumes the cost of the freight charges (payment of the transport of the goods) to the agreed point.
- **CIP (Carriage & Insurance Paid to)** - The seller assumes the cost of the freight and the insurance that covers the merchandise during its transport.
- **DPU (Delivered at Place Unloaded)** - The seller delivers when the goods are placed at the buyer's disposal at the agreed place and unloading. The destination could be anywhere and not just a terminal. The destination may include pier, warehouse at the pier, container location, train rail, and air terminal. The specific point must be set on the terminal. If the seller assumes the risk and cost of transporting or handling it from the terminal to another location, the terms DAP or DDP should be used.
- **DAP (Delivered at Place)** - The seller delivers when the goods are placed at the disposal of the buyer on the means of transport ready to be unloaded at the agreed place. It requires the seller to decide with customs to export it, without being obliged to decide with customs at the place of importation or incur the payment of excise or customs duties. If the seller assumes the risk and customs costs, the term DDP must be selected.
- **DDP (Delivered Duty Paid)** - The obligation of the seller ends by making the goods available in the place of the country of importation agreed. The seller covers the costs of customs duties, taxes and other charges for delivering the merchandise free of payment of entry fees.
- **FAS (Free Alongside Ship)** - The seller's responsibility ends when he delivers the goods to the side of the vessel on the dock or on the ship at the port of shipment agreed upon.
- **FOB (Free on Board)** - The buyer must take charge of insuring the goods and paying for the freight upon arrival. The beneficiary's responsibility ends when the merchandise goes onto the ship.

- **CFR** (Cost and Freight) - The seller pays freight charges, and the applicant must take charge of insuring the merchandise.
- **CIF** (Cost Insurance and Freight) - The beneficiary agreed to obtain at its own cost cargo insurance for the merchandise and pay for the freight.

| | |
|---|--|
| <input type="checkbox"/> issue by (air) mail 23. <input type="checkbox"/> issue by courier <input type="checkbox"/> issue by teletransmission (see UCP 600 Article 11) 25. | Partial shipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed 26. Transshipments <input type="checkbox"/> allowed <input type="checkbox"/> not allowed 27. Refer to UCP 600 transport Articles for exceptions. |
| Type of Credit <input type="checkbox"/> Transferable Credit (as per UCP 600 Article 38) 28. Confirmation of the Credit <input type="checkbox"/> requested <input type="checkbox"/> not requested 29. | Shipping Terms (as per ICC Incoterms 2020) <input type="checkbox"/> EXW <input type="checkbox"/> CIP <input type="checkbox"/> DDP <input type="checkbox"/> CFR 30. <input type="checkbox"/> FCA <input type="checkbox"/> DPU <input type="checkbox"/> FAS <input type="checkbox"/> CIF <input type="checkbox"/> CPT <input type="checkbox"/> DAP <input type="checkbox"/> FOB |

31. **Document to be presented within__ days ...** (Number of days to submit documents) - After shipping the merchandise the beneficiary must present the documents in the nominated bank. This term is set by the beneficiary based on the time it takes to gather the documents required for payment. If it is not established in the purchase/sale agreement, the UCP rule establishes that it is 21 days.

32. **All banking charges ...** - Mark who covers the bank charges of the banks involved in the letter of credit. Example: Issuing bank charges are on Applicant's part. Beneficiary's bank charges are on Beneficiary's part. Confirming bank charges are on Applicant's part.

33. **Goods** (Merchandise) - Brief description of the merchandise including details of quantity and unit price, if any. It is suggested to include a copy of the proforma invoice with the application.

34. **Documents Required** - Documents that must be presented by the seller to obtain payment (documentary conditions):

- **Beneficiary's draft** (s) drawn on - payment order or demand from the beneficiary against the bank nominated to pay.
- **Commercial Invoice**: It must always be requested, and it establishes the number of copies.

35. Transport Document: (Select one transport document)

- **Multimodal Transport Document** - It is used to cover two or more types of transport.
- **Marine/Ocean Bill of Lading** - consigned to Banco Popular de Puerto Rico, in favor of the applicant. Indicate whether freight rates are collected or prepaid, depending on the shipment term. Refer to the definitions published by ICC under Incoterms 2020, most recent edition.
- **Air Waybill** - document prepared by the airline, if the merchandise comes by that route.
- **Delivery Receipt** - customer must indicate the name of the person authorized to sign for the receipt of the goods. You must include a copy of the authorized signature to complete the file and be able to verify it.
- **Other transport documents** - Indicate the exact name of the document and the name of the entity who should issue it. Example: Charter Party Bill of Lading, Freight Forwarded Cargo Receipt

36. **Certificates or Other Documents** - Mark the box of certificates or documents that the Beneficiary must present to the demand of payment of the letter of credit:

- **Origin** (Certificate of Origin)
- **Health** (Certificates of Fumigation)
- **Analysis** (Certificate of Analysis)

- **Inspection** (Inspection Certificate)
- **Packing List** (Packing List)
- **Weight List** (Weight List)
- **PR or US Agency Approval** – document of inspection of the merchandise from a governmental agency such as (FDA, U.S. Department of Agriculture or EPA).
- **Other** (Other) - indicate the exact name of the document and the name of the entity who should issue it.

| | |
|---|--|
| Document to be presented within _____ days after the date of shipment but within the validity of the Credit. 31. | |
| All banking charges other than issuing bank charges are for <input type="checkbox"/> Beneficiary <input type="checkbox"/> Applicant 32. | |
| Goods (Brief description of merchandise without excessive details): 33. | |
| Documents Required | |
| 34. <input type="checkbox"/> Beneficiary's draft(s) drawn on: _____ | <input type="checkbox"/> Commercial invoice <input type="checkbox"/> signed, original and _____ copies |
| Transport Document | |
| <input type="checkbox"/> Multimodal Transport Document, covering at least two different modes of transport | <input type="checkbox"/> to the order of BPPR for Account of _____ |
| 35. <input type="checkbox"/> Marine / Ocean Bill of Lading covering a port-to-port shipment | <input type="checkbox"/> Endorsed in blank |
| <input type="checkbox"/> Air Waybill, original for the consignor | Marked freight: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect |
| <input type="checkbox"/> Delivery receipt duly signed by _____ | Notify _____ |
| <input type="checkbox"/> Other transport documents _____ | |
| Certificates or Other Documents | |
| 36. <input type="checkbox"/> Origin <input type="checkbox"/> Health <input type="checkbox"/> Analysis <input type="checkbox"/> Inspection <input type="checkbox"/> Packing List <input type="checkbox"/> Weight List <input type="checkbox"/> PR or US Agency Approval <input type="checkbox"/> Other: _____ | |

37. Insurance (Insurance Policy) - Mark the corresponding boxes according to the proforma invoice or contract sales. When the Applicant/Buyer assumes responsibility to insure the transportation of the goods, they must buy insurance and present evidence to the Relationship's Officer of an active insurance, the name of the insurance company and the policy number. This happens when the shipping terms are CFR, FOB, EXW. If the insurance is for the account of the Beneficiary/Seller, the box to be obtained by Beneficiary must be marked.

38. Special Instructions - this field is used to add additional documents, conditions regarding container size, and purchase order or proforma invoice information.

| |
|--|
| Insurance To be effected by: |
| <input type="checkbox"/> Applicant |
| <input type="checkbox"/> through applicant's own agent: 37. |
| Insurance Company _____ |
| <input type="checkbox"/> to be obtained by Beneficiary |
| Declaration under an open cover. Covering the following risks: All risks and war, riots, civil commotions and strikes for _____ % or 110% CIF Value. |
| Special Instructions: 38. |

Bottom section must be signed by authorized person under the Applicant entity and Relationship Officer:

39. Applicant name and signature – include the complete name and signature of the person who is authorized by Buyer's corporate resolution to contract and/or request credit to the Bank.

40. Bank officer and signature - include the complete name and signature of the relationship officer assisting the Borrower/Applicant/Buyer to request the credit to the Bank.

We confirm the information above and acknowledge receipt of copy of the "International Services Cost" disclosure applicable to this transaction.

| | |
|------------------|-------------------|
| 39. _____ | 40. _____ |
| Applicant Name | Bank Officer Name |
| Signature | Signature |