

**Explanatory Notes**  
(Supplemental to Standby Letter of Credit Application Form)



Please ensure that information in the SBLC format does not contradict that provided in the application form

No	Terms on Application Form	Description of Terms on Application Form
1	Applicant's Information	<ul style="list-style-type: none"> <li>• The applicant is the company or person, which or whom is applying for this Standby Letter of Credit (SBLC)</li> <li>• The DBS CIF No. refers to the Customer Identification number. Reach out to your DBS Relationship Manager or Customer Service Officer to obtain this information</li> <li>• Please also provide details of the main Contact Person</li> </ul>
2	Beneficiary's Information	<ul style="list-style-type: none"> <li>• Beneficiary is the party whom you need to issue the SBLC to</li> <li>• For beneficiary located in Singapore, please provide the registration number reflected in their certificate of incorporation, if available.</li> <li>• Please provide the beneficiary's full name, address &amp; details of the main Contact Person</li> </ul>
3	For the benefit of a 3 <sup>rd</sup> party	<ul style="list-style-type: none"> <li>• Fill in this section only if an applicant wishes to use its existing SBLC facility with DBS to apply for a SBLC for the benefit of a 3<sup>rd</sup> party (i.e., SBLC format will show the applicant being this 3<sup>rd</sup> party applicant)</li> <li>• Please note that such applications will be subject to approval and more documents may be required from you</li> <li>• Please inform your Relationship Manager of such requirements prior to submitting the application form</li> </ul>
4	Advising Bank	<ul style="list-style-type: none"> <li>• The bank which will advise/deliver the SBLC to the beneficiary</li> <li>• Please provide the full name, address and SWIFT address of the advising bank</li> </ul>
5	Currency & Amount	<ul style="list-style-type: none"> <li>• This is the guarantee amount stipulated in the SBLC</li> </ul>
6	Effective Date	<ul style="list-style-type: none"> <li>• Effective date is the date in which the SBLC comes into effect</li> <li>• Input or select a fixed date indicating the effective date</li> <li>• Please note that backing dating of effective date or future dating of effective date beyond 30 days is subject to bank's discretion. Please inform your Relationship Manager of such requirement prior to submitting the application form.</li> </ul>

**Explanatory Notes**  
(Supplemental to Standby Letter of Credit Application Form)



7	Expiry Date	<ul style="list-style-type: none"> <li>• Expiry date is the date specified in the SBLC on or before which a claim/demand may be made</li> <li>• Input or select a fixed date indicating the expiry date</li> </ul>
8	Partial Drawings	<ul style="list-style-type: none"> <li>• Any presentation which is made for less than the maximum amount stipulated in the SBLC is considered as a partial drawing</li> <li>• If allowed, the beneficiary can draw under the SBLC multiple times so long as aggregate amount does not exceed the SBLC amount</li> </ul>
9	Charges	<ul style="list-style-type: none"> <li>• Indicate the party who is liable for the banking charges outside Singapore; usually charges outside Singapore are understood by contracting parties to be for beneficiary's account.</li> </ul>
10	SBLC format	<ul style="list-style-type: none"> <li>• The SBLC format refers to the text of the SBLC itself</li> <li>• Please input the text of the SBLC into this field</li> <li>• Please ensure that information in the SBLC format does not contradict that provided in the application form</li> </ul>
11	Special Instructions	<ul style="list-style-type: none"> <li>• This section is for applicant to specify any pertinent details to the SBLC format (e.g. underlying purpose of contract) and any special instructions to DBS</li> </ul>
12	Governing Rule	<p>This field indicates the governing rule which the issued SBLC shall be subject to. Please select either</p> <ul style="list-style-type: none"> <li>• UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARY CREDITS (2007 REVISION), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 600 (UCP 600) or</li> <li>• INTERNATIONAL STANDBY PRACTICES, INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590(ISP 98)</li> </ul>
13	Fees to be debited into our Account Number	<ul style="list-style-type: none"> <li>• Input the account number authorized by you for us to debit all fees, commissions and charges pertaining to the SBLC issuance</li> </ul>

**Explanatory Notes**  
(Supplemental to Standby Letter of Credit Application Form)



14	Authorized Signature & Company Stamp	<ul style="list-style-type: none"><li>• It is important to have the application form's signatory field to be duly signed by your authorized signers</li><li>• If there are supporting documents attached, it is important to have <b><u>every</u></b> page of the documents to be duly signed by your authorized signers</li><li>• Please note that company stamps are not mandatory unless your company mandate requires it</li><li>• Do take precaution to <b><u>not</u></b> scribble or write on anything on the bar codes</li></ul>
----	---	---