

Chamber International will undertake to prepare and check all documents related to Letters of Credit as requested.

A copy of the Letter of Credit should be sent to Chamber International within two working days of receipt. The original Letter of Credit must be received by Chamber International either before or immediately after shipment.

Chamber International will check to ensure that all conditions can be met with the exception of the final date of shipment. The client must ensure that the goods will be available for shipment by the due date.

Should Chamber International consider that specified conditions cannot be met, the client will be informed within two working days of receipt, of any amendments that are necessary. If the shipment date cannot be met, an amendment to the shipment date can be requested at the same time (the number of requests for amendments should be kept to a minimum as each request attracts bank charges).

Chamber International reserves the right to refuse and return any Letter of Credit that it believes to be unworkable.

The client must provide Chamber International with the carriers details to enable them to liaise directly regarding the completion of transport and related document(s) as per the Letter of Credit.

Chamber International will prepare all relevant documentation in conformity with the Letter of Credit.

The client may request preparation of all or some of the documents. The originals of any documents prepared by the client must be received by Chamber International within four days of the shipment.

The client must provide Chamber International with a supply of letter headed paper and signed authority for Chamber International to act on the clients behalf in all respects for the purpose of the Letter of Credit. This authority includes the signing of all documents related to the Letter of Credit (as attached).

A letter of authority should be submitted with each Letter of Credit.

The client will receive a copy of all documents submitted to the bank.

The documents will be submitted to the advising bank within the allowed time.

Should problems arise to prevent submission in good time the client will be informed promptly.

Chamber International will use all reasonable endeavours to ensure acceptance of the documents. However, whilst Chamber International at present has a 100% success record, the client must recognise that the final decision is the bank's. Chamber International cannot be held responsible for circumstances beyond their control.

Chamber International's service fee will become due for payment in advance of the documents being presented to the bank for acceptance/payment.