

LC Amendment Request Letter (To be print on company letter head)

Date:

To,
The Trade Desk official

[Bank Name]

[Branch Address]

Subject: Request for Amendment to Letter of Credit No.
_____ **for (Insert Amount)**

Dear Sir/Madam,

With reference to the above-mentioned Letter of Credit issued in favor of [Beneficiary Name], we kindly request you to amend the LC as per the details provided below.

* Select the appropriate amendment type:

Sr. No	Amendment	Existing Details	Amended Details
1	<input type="checkbox"/> Latest shipment date	Latest date of shipment	Revised Date of shipment
2	<input type="checkbox"/> Expiry date	Expiry Date	Revised Expiry Date
3	<input type="checkbox"/> Increase/Decrease LC value by	Old LC Amount	Revised LC Amount
4	<input type="checkbox"/> DRAFTS AT _____	Existing	Revised
5	<input type="checkbox"/> Other Amendment	Existing	Revised

* Reason for Amendment: _____

All other terms and conditions of the captioned Letter of Credit remain unchanged.

We hereby confirmed that, the merchandise (if any) referred to above can be imported freely as per the prevailing Foreign Trade Policy and any amendments thereto, subject to compliance with applicable customs regulations and notifications. The subject goods are neither restricted, canalized, nor listed under the prohibited category under ITC (HS) classification of Import items.

We hereby authorize you to debit our account number _____ towards LC amendment commission, margin and applicable taxes.

Supporting Documents: -

1. _____

2. _____

Yours faithfully,
[Your Company Name]
Authorized Signatory

**Declaration cum Undertaking (To be provided in case of Foreign Letter of Credit)
(Under Section 10(5), Chapter III of the Foreign Exchange Management Act, 1999)**

I/We hereby declare that the transaction the details of which are specifically mentioned in the Schedule hereunder does not involve and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or any Rule, Regulation, Notification, Direction or Order made thereunder.

I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration.

I/We also understand that if I/We refuse to comply with any such requirement or unsatisfactory compliance therewith, the Bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention / evasion is contemplated by me/us report the matter to the Reserve Bank of India.

I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the firm/company.

For

Signature of Applicant
For Foreign Exchange

Place:

Date :

* Applicable when the declaration/undertaking is signed on behalf of the firm/Company (This declaration to be on the Firm's / Company's Letterhead)

SCHEDULE

Nature / Purpose of Foreign Exchange transactions : _____

Amount of Foreign Exchange to be released : _____

Beneficiary : _____

For Office Use: Details of **Documentary** Evidence Verified

1.

2.