

To: Sberbank (Switzerland) AG  
Gartenstrasse 24, P.O. Box 2136, CH-8027 Zürich  
Attn: Documentary Business department

## Beneficiary's cover letter for export letter of credit documents

### INFORMATION ABOUT THE BENEFICIARY:

Name and address  
Reference number  
Contact details  
(name, e-mail, tel.)

### INFORMATION ABOUT THE LETTER OF CREDIT:

Sberbank (Switzerland) AG ref.number ELC- LC number  
Value of documents  
Utilization  Partial utilization  Full utilization

### We enclose the following documents for sending to the issuing/ confirming bank:

- Bill of exchange (draft) in \_\_\_ original(s)
- Invoice in \_\_\_ originals, \_\_\_ copies
- Packing list/ Weight list in \_\_\_ originals, \_\_\_ copies
- Bill of Lading in \_\_\_ originals, \_\_\_ copies  
(if applicable, endorse to the order of \_\_\_\_\_ )
- Certificate of origin in \_\_\_ originals, \_\_\_ copies
- Certificate of quality in \_\_\_ originals, \_\_\_ copies
- Certificate of quantity in \_\_\_ originals, \_\_\_ copies
- Insurance policy/ certificate in \_\_\_ originals, \_\_\_ copies
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### ADDITIONAL INFORMATION

### DOCUMENTS SENT BY THE 3<sup>RD</sup> PARTY (if applicable)

AFTER PAYMENT, PLEASE CREDIT OUR ACCOUNT NO.  
HELD WITH

### IF DOCUMENTS DO NOT COMPLY WITH THE TERMS OF ABOVE MENTIONED LETTER OF CREDIT:

- Contact us for further instructions
- Send documents to the issuing/confirming bank for approval

Signatures:

Place and date

Authorized signatory: