

**INSTRUCTIONS FOR
LETTER OF CREDIT AMENDMENT REQUEST**

Form No. 15-200108-AS

These instructions describe how to complete First Citizens Bank's Letter of Credit Amendment Request, Form No. 15-200108-AS. This form may be used to request changes to an existing commercial or stand-by letter of credit. Be sure that you understand the meaning of each of the choices that you make. If something is unclear to you, please contact the Bank's International Banking Services Department at 919.716.2887 for assistance. However, only you know the specific terms and conditions which have been agreed upon by you and the seller. While we will make every reasonable effort to protect your interests, an incomplete application or an application that contains errors can cause costly delays and financial loss.

Specific Instructions for Completion of Form

- **Date:** Type in the date you are completing the request.
- **Letter of Credit No.:** Fill in the number assigned to the letter of credit to be amended and fill in the name of the Applicant.
- **Extend expiration date until:** If you want to extend the expiration date of the letter of credit, please check the box and fill in the latest permissible date that drafts may be presented for negotiation (the new expiration date) in the blank.
- **Extend latest shipment date until:** If you want to extend the latest date that goods may be shipped, please check the box and fill in the new latest date of shipment (if different from the expiration date) in the blank.
- **Increase/Decrease credit amount by \$:** If the amount of the letter of credit needs to be changed, mark the box where indicated and complete this section as follows:
 - ❖ Circle the appropriate term to either increase or decrease the letter of credit and fill in the dollar amount of the change in the first blank.
 - ❖ In the second blank, please state the new aggregate availability of the letter of credit after the increase or decrease.
 - ❖ On the second line, please mark the appropriate box indicating whether the change to the amount of the letter of credit should be effective immediately or with the new term of the letter of credit. (Please note: If an immediate decrease, beneficiary's prior approval may be required.)
- **Merchandise description should read as follows:** If you would like to change the description of the goods to be purchased, please check the corresponding box and supply a brief description of the goods to be purchased, omitting details as to grade, quality, etc.
- **Beneficiary's name and/or address should be amended to read as follows:** If you would like to amend the beneficiary information, please check the box and provide the amended name and/or address in the space provided. Be sure to use the beneficiary's full legal name.
- **Other changes in documents, terms and conditions:** If any other changes are needed that have not been previously addressed in this amendment request, please list them here.
- **Signature Blocks:** This Amendment Request has two sets of signature blocks for the Applicant -- one for a business entity and the other for one or two individuals. Complete the signature block on the left hand side of the page if you are a business entity (such as a corporation, partnership, limited partnership, LLC, or trust). Complete the signature block on the right hand side of the page if you are an individual (including a sole proprietorship). Be sure to type the name of each person who signs immediately below his or her signature. The contact address for Applicant(s) should be filled in completely and include the phone number, fax number, and email address.

- **Client Bank Co-Applicant:** If the Applicant is a customer of one of our Client Banks, the full legal name of the Client Bank should be typed in the “Client Bank Co-Applicant” signature block, and an authorized officer of the Client Bank should sign on behalf of the Client Bank. Be sure to type the name of each person who signs immediately below his or her signature. The contact address for the Client Bank should be filled in completely and include the phone number, fax number, and email address.

For Bank Use Only: A First Citizens Bank relationship manager should confirm the required information and complete this box, signing where indicated