

ESSENTIAL LETTERS OF CREDIT CHECKLIST

Exatoshi AG - Practical Guide

1. BEFORE ISSUANCE

- Align Incoterms and insurance responsibilities
- Agree on issuing/confirming banks
- Set RACI for critical documents
- Write measurable contract terms

2. LC TEXT ESSENTIALS

- Avoid non-documentary conditions
- Request obtainable documents within 21 days
- Define latest shipment and presentation period

3. SHIPMENT & DOCUMENTS

- Align data across B/L, CI, PL, COO
- Check on-board notation and B/L date
- Prepare cover letter listing documents

4. PRESENTATION

- Four-eyes review against checklist
- Present within deadlines
- Keep receipts and timestamps

For more details: exatoshi.ch/insights