

DOCUMENTS CHECKING LIST

When checking the documents please be guided by the following items:

GENERAL CHECKING POINTS:

- The credit must not be expired
- Late Shipment must not have been taken place,
- Documents must have been presented within the presentation period always within the expiry date,
- All documents called for by the credit must be presented in respect of document type and number of originals and copies.
- Documents presented must be not in conflict with one another, the conditions of the documentary credit or the provisions of UCP.

THE DRAFT:

General Note: In addition to the below and the provisions of UCP, be guided by Relevant para.s of ISBP745), Official Opinions of ICC Banking Commission and DocDex Decisions .

- that the Draft bears the correct Documentary Credit reference number, if required by the credit - if there are misspellings or typing errors do not refuse for this reason
- that it has a current issue date – if it is a sight draft, do not refuse for the absence of date of issuance according to DocDex Decision No.260 contrary to ISBP745,
- that the signature and/or the name of the Drawer corresponds with the name of the Beneficiary,
- that it is drawn of the correct Drawee,
- that the amount in figures and words correspond with each other and the documentary credit,
- that the tenor is as required by the Documentary Credit,
- that the name of the payee is identified,
- that if it requires and endorsement it is properly endorsed,
- that there are no restricted endorsements,
- that it contains any necessary clauses as required by the Documentary Credit,

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- that the amount drawn for does not exceed the balance available in the Documentary Credit,
- that the value of the draft and invoices corresponds, however, there are times that the draft amount is lesser than that of the invoice
- that it is not drawn 'without recourse' unless authorised by the Documentary Credit.

THE INVOICE:

General Note: In addition to the below and the provisions of UCP, be guided by relevant para.s of ISBP681, Official Opinions of ICC Banking Commission and DocDex Decisions .

- that it is issued by the Beneficiary of the Documentary Credit,
- that the Applicant (the buyer) is indicated as the invoiced party, unless otherwise stated in the Documentary Credit,
- that it is signed if required by the credit,
- made out in the same currency as the credit,
- that it is not titled 'pro-forma' or 'provisional' invoice,
- that the description of the goods corresponds with the merchandise description in the Documentary Credit,
- that the details of the goods, prices, and terms as mentioned in the Documentary Credit are included in the invoice,
- that any other information supplied in the invoice, such as marks, numbers, transportation information, etc, it is consistent with that of the other documents,
- that the currency of the invoice is the same as that of the Documentary Credit,
- that the value of the invoice is not less than that of the draft,
- that the value of the invoice does not exceed the available balance of the Documentary Credit,
- that the invoice covers the complete shipment as required by the Documentary Credit (if no partial shipments are allowed),
- that if required by the Documentary Credit the invoice is signed, notarised, legalised, certified, etc,
- that information relative to the shipment, packaging, weight, freight charges or other related transport charges corresponds with that appearing on the other documents,
- that the correct number of original(s) and copy(ies) is presented,
- that all other information appearing on the document is not in conflict with that of the other documents,

TRANSPORT DOCUMENT

- that the full set of originals issued is presented,
- that it indicates the place of loading and discharge as required by the credit,
- that is not a 'charter party' transport document, unless requested or authorized in the Documentary Credit,

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- that the name of the consignee is as required in the Documentary Credit,
- that if the transport document requires endorsement it is appropriately endorsed,
- that it bears the name of the shipper or his agent,
- that the name and address if any, of the notifying party is as required in the Documentary Credit,
- that the description of the goods generally corresponds to the description of the goods as stated in the Documentary Credit, and that the marks and numbers as well as the another specifications, if any, are identical to those appearing on the other documents,
- that the indication of freight prepaid or freight collect costs, as required by the terms of the Documentary Credit, appears on it,
- that all other information appearing on the document is not in conflict with that of the other documents,

INSURANCE DOCUMENT

General Note: In addition to the below and the provisions of UCP, be guided by Para.s of ISBP745, Official Opinions of ICC Banking Commission and DocDex Decisions.

- that the policy/certificate/ declaration as required by the Documentary Credit, is presented,
- that it is not a cover note,
- that the full set of the insurance document as issued is presented,
- that it is issued and signed by the insurance company or underwriter or their agent or proxy and counter-signed by the assured or the party as required in the document itself,
- that the date of insurance of the document is no later than the date of shipment, unless it appears from the insurance document that the cover is effective from a date not later than the date of the shipment,
- that the value of the goods insured is as required by the Documentary Credit or defined in UCP 600 Sub- Article 28 f ii,
- that it is issued in the same currency is the Documentary Credit, unless otherwise allowed in the Documentary Credit,
- that the goods description corresponds with that of the invoice,
- that it covers the merchandise from the designated port of loading/place of taking in charge to port of discharge/place of delivery,
- that it covers the specified risks as stated in the Documentary Credit and the risks are clearly defined,
- that the marks and numbers, etc., correspond with those of the transport document,
- that if the assured named is other than the Confirming Bank, issuing Bank or buyer, it bear appropriate endorsement,
- that the data on it is not in conflict with that of the other documents,

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- that if any alteration is noted in the document is properly authenticated.

CERTIFICATE OF ORIGIN

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- that is signed, notarised, legalised, visaed as required by the Documentary Credit,
- that the data on it is consistent with that of the other documents,
- that the country origin is specified, and that it meets the requirements of the Documentary Credit,
- that it indicates the description of goods,
- that the data on it is not in conflict with that of the other documents,

WEIGHT LIST / CERTIFICATE

General Note: In addition to the below and the provisions of UCP, be guided by Para.s of ISBP745 Official Opinions of ICC Banking Commission and DocDex Decisions.

- that it lists the weight details if it is a weight list,
- that it is signed if a certificate called for, or is otherwise stated in the Documentary Credit,
- that the data on it is not in conflict with that of the other documents.

PACKING LIST

General Note: In addition to the below and the provisions of UCP, be guided by Para.s of ISBP745, Official Opinions of ICC Banking Commission and DocDex Decisions.

- that it is a unique document and not combined with any other document,
- that it corresponds with the requirements of the Documentary Credit. A detailed packing list requires a listing of the contents of each package, carton, etc. and other relevant information.
- that the data on it is consistent with that of the other documents.
- that the data on it is not in conflict with that of the other documents,

INSPECTION CERTIFICATE

General Note: In addition to the below and the provisions of UCP, be guided by Para.s of ISBP745, Official Opinions of ICC Banking Commission and DocDex Decisions.

- that the inspection firm nominated in the Documentary Credit, if any, issued the certificate,
- that it is signed,

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- that the certificate complies with the inspection requirements of the Documentary Credit,
- that it indicates that the inspections has taken place and if required by the credit indicates specifications, quality, packaging, etc, of the goods.
- that the data on it is not in conflict with that of the other documents,

OTHER DOCUMENTS

Other documents should be checked in the light of Art 14 of UCP600, Para.s of ISBP745, Official Opinions of ICC Banking Commission and DocDex Decisions.

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