

**Letter of Credit, L/C, Instructions:**

1. Contact the Greenheck Credit department for pre-approval of payment terms prior to placing CAPS order. Proper credit terms must be selected in CAPS for the Discount Request as well as Order Entry.
2. Once payment terms are approved, incorporate the required language below in your instructions to the bank when asking for a LC draft.
3. Send LC draft to Greenheck customer service team prior to opening LC at issuing bank.
4. Use the LC draft with amendments from customer service to open the official LC.
5. Once the advised L/C is received thru Bank of America, Greenheck will review for appropriate language. Greenheck will not schedule an order until the L/C meets Greenheck requirements for that order. Orders will not be released to production until an Advised L/C is received.
6. Required changes will be identified and sent back to you for amendments. Compliance with the "Required L/C Language" stated below will assist in meeting desired lead-times and ship-dates, and help to avoid costly amendments and/or extension of the L/C. If an amendment is required, the scheduled ship date may be moved out.
7. Order will be released for shipment once Greenheck approves the amendments as well as the L/C terms and conditions are acceptable.

**L/C Charges:**

Banking fees will be charged at the time of ordering in CAPS. Select Letter of Credit Payment Option.  
 If L/C states "All Bank Charges are to account of APPLICANT:" a \$400 charge per transaction will occur.  
 If L/C states "All Bank Charges are to account of BENEFICIARY:" The following charges will apply per transaction.

Letter of Credit Charges	Orders up to \$30,000	\$30,000-\$50,000	Greater than \$50,000
		\$800.00	\$1,200

**Amendment Information:**

An amendment to a L/C may be required if:

- The L/C instructions described in this document are not followed
- The L/C stipulates that a signature of the vessel carrier/master is required
- The L/C contains any other language or requirements unacceptable to Greenheck or US law.

Incoterms 2010   
Named Place

Job Name

Greenheck reserves the right to refuse the order if the Letter of Credit not issued according to the below instructions. Any amendment charges that result from these discrepancies will be on the buyers account.

Swift Code	Field Name	Required L/C Language	(Notes in Blue)
40A/B	Form of Documentary Credit	Irrevocable/ UCP Latest Version	
20/21	Documentary Credit Number/ Sender's Reference #		<i>Note: Verify that number is present</i>
31C	Date of Issue	YYYYMMDD	
40E		UCPURR Latest Version	
51a/52a	Applicant Bank/Issuing Bank		
31D	Date and Place of Expiry	29 Weeks from the date the order is released to production and official Letter of Credit has been advised thru Bank of America. Place: India	
50	Applicant	Full Name, Address, Telephone number, Fax number, and email address must be present	
59	Beneficiary	Greenheck India Private Limited Plot No 241, HSIIDC Growth Centre, Sector 3 Bawal - 123501, (Haryana) CIN Co : U29253HR2013FTC053772	
32B	Currency Code, Amount	L/C amount payable in U.S. dollars (USD)	<i>Note: must match CAPS order</i>
39A/B	Percentage Credit Amount Tolerance		+10% of L/C value
39C	Additional Amounts Covered		<i>Note: Consult GIN Credit dept. prior to opening the L/C</i>
41A/D	Available With...By...:	Bank of America NA DLF Center 1st Floor, Sansad Marg New Delhi Account No. 24775083 IFSC Code - BOFA0ND6216 SWIFT Code: BOFAIN4XDEL	
42C/P	Drafts at ...	Sight or Factory approved-deferred payment to be added at 1% per each 30 days to total sale and included in the L/C Value <b>from BILL OF LADING date</b>	
43P	Partial Shipments	Allowed	
43T	Transshipment	Allowed	

**GREENHECK FAN CORP**  
PO BOX 410  
400 ROSS AVENUE  
SCHOFIELD WI 54478-0410  
USA

Swift Code	Field Name	Required L/C Language (Notes in Blue)
44A/E	Loading on Board/Dispatch/Taking in Charge at/from ...	Shipment from "Any port in India  <i>Note: This is to ensure you get the fastest shipping vessel in the case of port congestions as we can ship from a Canadian port</i>
44B/F	For Transportation to ... Place of final destination	Name specific end country port and end country name
44C/D	Latest Date of Shipment	26 Weeks from the date of issuance of the L/C
45A	Description of Goods and/or Services	One lot of miscellaneous fans and ventilation equipment.
46A	Documents Required	<i>No Boycott Language Allowed. Greenheck is required to report to The US Department of Commerce when Boycott Language is used.</i>
		Incoterm + Named Place must also be stated i.e. CIF Named Port
		Commercial Invoice
		Full set 3/3 original Ocean Bills of Lading for ocean shipments marked Freight "Prepaid" for CIF/CFR shipment
		Certificate of Insurance -value at 110% or less <i>Applicable if CIF Incoterm only</i>
		Packing List
		Certificate of Origin issued by Chamber of Commerce
		<i>The above documents will be provided with our shipment. Please avoid the requirement of any other documents without prior agreement on Greenheck part</i>
47A	Additional Conditions	<i>No Boycott Language Allowed. Greenheck is required to report to The US Department of Commerce when Boycott Language is used.</i>
		This Credit is Subject to the Uniform Customs and Practice for Documentary Credits 2007 (REVISION) ICC Publication No.600. UCPURR Latest Version.
		Date on documents prior to L/C date is not acceptable
		L/C #, Bank Reference #
		Full name and address of the Applicant and Beneficiary
		Short Form BOL Allowed
		Freight Forwarder BOL Allowed
		<i>The above documents will be provided with our shipment. Please avoid the requirement of any other documents without prior agreement on Greenheck part</i>
71B	Charges/Instructions to Paying Bank	All Bank charges must be for Applicant's account.
48	Period for Presentation	Minimum 21 days after the date of shipment and within the date validity of credit
49	Confirmation Instructions	<i>Consult GFC Credit dept. prior to opening the L/C</i>
78	Instructions to the Paying/Accepting/Negotiating Bank	

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57a	Advise Through' Bank	Bank of America NA DLF Center 1st Floor, Sansad Marg New Delhi Account No. 24775083 IFSC Code - BOFA0ND6216 SWIFT Code: BOFAIN4XDEL
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**Following are Related to Unacceptable Boycott Language, as examples.**

We hereby certify that the beneficiaries, manufacturers, exporters and transferees of this credit are neither blacklisted nor have any connection with Israel, and that the terms and conditions of this credit in no way contravenes the law pertaining to the boycott of Israel and the decisions issued by the Israel Boycott Office

Request for a signed statement from the shipping company, or its agent, stating the name, flag and nationality of the carrying vessel and confirming...that it is permitted to enter Arab ports

Agreements to furnish or actual furnishing of information about the race, religion, sex or national origin of another person

Agreements to furnish or actual furnishing of information about business relationships with or in Israel or with blacklisted companies

Agreements to discriminate or actual discrimination against other persons based on race, religion, sex, national origin, or nationality

Agreement to refuse or actual refusal to do business with or in Israel or with blacklisted companies

References to "Israel" or "Israeli" when the transaction does not otherwise involve any apparent connection to Israel

References to a vessel or aircraft being eligible to enter the ports or airports of a boycotting country.

References to "negative" certificates of product origin (e.g., goods are 'not of Israeli origin').

Transshipment clauses preventing vessels or aircrafts to transship in an Israeli port or airport

Please do not include the words "or the Agent" when your L/C requests this certificate about entering Arab ports. This language makes the L/C reportable to the US Department of Commerce Office of Anti-Boycott Compliance. It is fine to mention that this certificate needs to be provided, but an Agent can never provide it and a request to do so is always reportable.