

**INSTRUCTIONS FOR  
APPLICATION AND AGREEMENT FOR STANDBY LETTER OF CREDIT**

**Form No. 15-100408-AS**

These instructions describe how to complete First Citizens Bank's Application and Agreement for Standby Letter of Credit, Form No. 15-100408-AS. 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 beneficiary of the letter of credit. 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**

**Page 1**

- **For Bank Use Only Box:** The Applicant should leave this box blank -- it may be completed only by Bank associates.
  - ❖ **Letter of Credit No.** The Bank's International Banking Services Department will fill in the number assigned to the Letter of Credit when it is issued.
  - ❖ **Variable Interest Rate:** The responsible account officer should indicate the interest rate margin that will apply to the Applicant's reimbursement obligation. According to Section 1(a) of the Letter of Credit Application and Agreement, the Applicant agrees to reimburse the Bank on demand for all sums the Bank pays in settlement of its obligations under the letter of credit, plus interest. Interest accrues at the variable rate of three percentage points above the highest Prime Rate as published from time to time in the Money Rates table of *The Wall Street Journal* unless the responsible account officer designates a lower rate in this blank, in which case the lower rate applies.
  - ❖ **Annual Commission:** The percentage formula and the minimum dollar fee that will be used to calculate the Bank's annual commission are stated here. The higher of the two will apply.
- **Designated Deposit Account To Debit:** We will not issue a letter of credit unless you (or a person or entity closely related to you) (i) designate a deposit account maintained at First Citizens Bank and (ii) authorize us to debit the deposit account to satisfy your reimbursement obligation to us and to pay all fees related to the letter of credit. **This section must be completed and signed by the owner of the designated deposit account or by an authorized signer on behalf of the account owner.**
  - ❖ Insert the account number of the designated deposit account.
  - ❖ If the owner of the deposit account is an entity, complete the signature block on the left side of the box. Indicate the name of the account owner. An authorized signer for the account must sign on the "By" line, and the name and title of that individual should be typed or printed on the line below the signature.
  - ❖ If the account owner of the deposit account is an individual, complete the signature block on the right side of the box. The account owner must sign, and account owner's name should be typed or printed on the line below the signature.
- **Date:** Insert the date the application is completed.
- **Controlling State:** Name the state in which the Bank branch you are dealing with is located.
- **Letter of Credit Transmission:** Mark only one box instructing us as to whom you would like the letter of credit to be delivered. If you mark the box for Beneficiary or Applicant, the letter of credit will be sent by express mail at the Account Owner's expense. If you mark the box for Relationship Manager, the letter of credit will be sent by our interoffice mail.

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- **In Favor of:** Indicate the full legal name and the physical address of the Beneficiary. If you provide a mailing address that is different from the physical address, you must also provide the physical address to ensure express mail delivery.
- **For Account of:** Fill in your full legal name and your address.
- **Currency and Amount:** Specify the currency and amount of the letter of credit in both words and figures.
- **Expiry Date:** Fill in the latest permissible date that drafts may be presented for negotiation (expiration).
- **To be available by drafts at:** In this section, please provide information (if applicable) as follows:
  - ❖ Specify if drafts are to be drawn at “sight” or at a tenor other than “sight.” If left blank, “sight” will be the tenor specified in the letter of credit.
  - ❖ Indicate in the space provided if any documents are required to accompany a draft, and the numbers of copies needed.
  - ❖ Check the applicable box if you are providing verbiage regarding the format of the letter of credit. Be sure to include the verbiage with your application.
- **Other Instructions:** Indicate here any special instructions that you wish to have included in the letter of credit.

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- **Signature Blocks:** This Application 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 page 10 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 page 10 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 Applicant’s contact information should be filled in completely and include phone number, fax number, and email address.
- **Client Bank Co-Applicant:** If the Applicant is a customer of one of our Client Banks, the following additional steps should be taken by the Client Bank:
  - ❖ **Section 16, Page 8:** The full legal name of the Client Bank should be inserted in the blank.
  - ❖ **Signature Block, Page 10:** 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 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.