

# INTERNATIONAL STANDARD

**ISO**  
**10044**

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## **Banking and related financial services — Information interchange — Documentary credit form**

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*Banque et services financiers liés aux opérations bancaires — Échange  
d'informations — Formulaire de crédit documentaire*

ISO 10044:1995

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 10044 was prepared by Technical Committee ISO/TC 68, *Banking and related financial services*, Subcommittee SC 5, *Information interchange*.

ISO 10044:1995

<https://standards.iteh.ai/catalog/standards/si/2150c5c0-8ac5-4682-9816-ccdb99ed56ec/iso-10044-1995>

Annexes A and B of this International Standard are for information only.

## Introduction

The standard documentary credit forms introduced in this International Standard have been drafted to satisfy the needs both of the international banking community and of the commercial parties at whose request and in whose favour respectively, documentary credits are issued and operated.

The use of standard documentary credit forms has the following significant advantages:

- a) the similarity in layout is expected to help the beneficiary to prepare the stipulated documents in compliance with the terms and conditions of the credits issued in their favour;
- b) positioning of identical details in identical spots or areas of the different forms in which they appear,
- c) each of the various forms is well adapted to the purpose for which it has been drafted;
- d) ample blank centre areas in the issuance forms which will easily accommodate the description of goods, and/or services, the listing of stipulated documents and the special instructions, if any, in the large majority of cases.

The use of standard documentary credit forms will be an effective contribution towards standardization and simplification of international documentary credit procedures.

# Banking and related financial services -

## Information interchange - Documentary credit form

### 1 Scope

This International Standard specifies a set of standardized forms intended for documentary credit handling within the banking industry.

### 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 4217:1990, *Codes for the representation of currencies and funds*.

ISO 8439:1990, *Form design - Basic layout*.

ISO 8601:1988, *Data elements and interchange formats - Information interchange - Representation of dates and times*.

### 3 Paper and print

#### 3.1 Paper

It is strongly recommended that the original for the beneficiary and the original for the advising bank of the

- standard documentary credit issuance form;
- standard documentary credit continuation form; and the
- standard documentary credit amendment form;

be printed on safety paper and that further available techniques be used to make the standard forms secure.

#### 3.2 Paper size

The paper size of the printed forms should be ISO A4 (210 mm x 297 mm) or, where mandatory American standard document size (8,5 in x 11 in).

#### 3.3 Image area

The image area is 183 mm x 262 mm and should be as carefully observed as the surrounding margins (top margin 10 mm, left hand margin 20 mm).

#### 3.4 Address boxes

Corresponding address boxes should be outlined in heavy print

and additionally, be marked by a printed arrow (oblique or other). This will help to avoid mismailings.

### 3.5 Layout and printed text

The standard forms have been developed in the interests of worldwide standardization and of uniform understanding, interpretation and processing. Therefore, the requirements of ISO 8439 shall be met unless otherwise specified in this International Standard.

It is possible that some banks only wish to preprint certain fields (for example, fields 1 and 3) or use continuous blank forms. In such cases, only required field names shall be printed at the time the form is completed by high-speed impact or laser printers. Under such circumstances, the lines delineating the fields and the "tick box(es)" need not be printed. Only the relative instructions and/or information should be shown directly under or opposite the appropriate field names. Items shown in large print on the specimen form shall be suitably highlighted.

### 4 Language

The preprinted text shall be given in English or French and additionally may be given in the native language of the originator or any other desired language(s).

### 5 Forms

NOTE 1 The reference (ICC form) acknowledges that this form was developed by the International Chamber of Commerce. The reference (ISO form) acknowledges that this form was developed by the International Organization for Standardization.

#### 5.1 Documentary credit application (ICC form)

It follows from Articles 2, 5, 12 and 20 of ICC publication No. 500<sup>[4]</sup> that the issuance of a documentary credit will be preceded by a request in which the applicant for the credit gives complete and precise instructions. An example of a documentary credit application is shown in A.1.

#### 5.2 Irrevocable documentary credit issuance form (ICC form)

The standard documentary credit issuance form usually consists of:

- a) the advice for the beneficiary;
- b) the advice for the advising bank;
- c) the information copy for the credit applicant;
- d) the file copy for the issuing bank;
- e) any extra copies which the issuing bank wants.

An example of an irrevocable documentary credit issuance form is shown in A.2.

The standard documentary credit issuance form has been drafted for the issuance of an irrevocable documentary credit. In the rare case that it is used for the issuance of a revocable credit, the word "irrevocable" is to be replaced by "revocable".

### 5.3 Continuation of irrevocable documentary credit (ICC form)

In spite of their efforts to keep down the amount of detail, banks occasionally still need more than one page to issue a credit. The use of two pages has become customary with some banks for reasons associated with the use of automated systems. The continuation of irrevocable documentary credit form shown in clause A.3 has been designed to satisfy this need and may show a preprinted document list.

### 5.4 Amendment to irrevocable documentary credit (ICC form)

The standard documentary credit amendment form shown in clause A.4 has been designed for amendments forwarded by (air) mail.

### 5.5 Notification of irrevocable documentary credit (ICC form)

A credit will usually reach the beneficiary through an advising bank. The standard notification of irrevocable documentary credit form shown in clause A.5 has been designed for this purpose.

### 5.6 Authorization to reimburse (ISO form)

The standard documentary credit authorization to reimburse form shown in clause A.6 has been designed to authorise reimbursement, provide details of allowable charges, indicate the method of reimbursement and allow ample "blank space" for additional instructions.

### 5.7 Amendment to authorization to reimburse (ISO form)

The standard documentary credit amendment to authorization to reimburse form shown in clause A.7 has been designed to reference clearly the originally issued authorization to reimburse instructions and provide ample "blank space" for amendments.

### 5.8 Reimbursement claim (ISO form)

The standard documentary credit reimbursement claim form shown in clause A.8 has been designed to provide all the necessary details required to process the claim.

### 5.9 Advice of payment/acceptance/negotiation (ISO form)

The standard documentary credit advice of payment/acceptance/negotiation form shown in clause A.9 has been designed to provide all the necessary information relevant to advising payment/acceptance/negotiation of a documentary credit.

## 6 Data elements

The directory given in table 1 defines the fields for the various data elements.

Table 1 - Directory of fields for data elements in documentary credits

Field reference <sup>1)</sup>	Field status <sup>2)</sup>	Name	Description	Representation <sup>3)</sup>
1	M	Document name	Name describing the function of the document.	According to preprinted text.
2	M	Number	The reference assigned by the issuing bank.	16x
3	M	Name of issuing bank	Bank division or branch issuing the documentary credit. Identifies the issuing bank by name and full address is sufficient detail to provide positive identification.	5 * 35x
4	M	Place and date of issue	Place and date the document was issued.	35x Date to be written as specified in ISO 8601.
5	Date: M Place: M	Date and place of expiry	Date: the latest date for presentation of documents for payment, acceptance or negotiation. Place: usually the city, the country or anywhere the credit is to be available.	35x Date to be written as specified in ISO 8601.
6	M	Applicant	The party at whose request a bank is to issue a documentary credit. Identified by name and address in sufficient detail to provide positive identification.	5 * 35x
7	M	Beneficiary	The party in whose favour the credit is issued. Identified by name and full address in sufficient detail to provide positive identification.	5 * 35x

Field reference <sup>1)</sup>	Field status <sup>2)</sup>	Name	Description	Representation <sup>3)</sup>
8	M	Advising bank	The bank requested to advise the credit. Identifies bank by name and full address in sufficient detail to provide positive identification.	5 * 35x
9	O	Reference number <sup>6)</sup>	Advising bank's reference for this transaction.	16x
10	M	Amount and currency	Monetary value of the credit expressed both in figures and words.	5 * 35x Currency code to be in accordance with ISO 4217.
11	M	Credit available with	The name and place of the nominated bank which is authorized: - to pay (paying bank); or - to accept drafts (accepting bank); or - to negotiate (negotiating bank). If the credit is a negotiation credit and is to be freely negotiable by any bank, insert "any bank in ...(city or country)". Indication of country not required if the credit is to be freely negotiable by any bank anywhere in the world.	35x
12	M	Credit available by	How the credit is available. If deferred payment, show how the maturity is determined	Tick one of the preprinted boxes. 22x
13	O	Draft at.. on	Terms of draft and name and place of drawee.	20x plus 30x
14	M	Partial shipments	Specifies whether partial shipments are allowed/not allowed.	Tick one of the preprinted boxes.



Field reference <sup>1)</sup>	Field status <sup>2)</sup>	Name	Description	Representation <sup>3)</sup>
15	M	Transhipment	Specifies whether transhipments are allowed/not allowed.	Tick one of the preprinted boxes.
16	O	Loading on board	Indicates where the goods must be loaded on board/dispatched/taken in charge and to which destination they must be transported. Where applicable indicate latest date for loading on board/dispatching/taking in charge or period during which this is to take place.	14x plus 35x plus 28x
17	M	Blank centre space	<p>The central blank section is for the variable details of the credit and should be inserted in the following sequence:</p> <p>a) description of the goods and/or services;</p> <p>b) enumeration of the stipulated documents in the following sequence:</p> <ol style="list-style-type: none"> <li>1) commercial invoice</li> <li>2) transport document(s)</li> <li>3) insurance document(s)</li> <li>4) certificates of, for example, <ul style="list-style-type: none"> <li>- origin</li> <li>- analysis</li> <li>- health</li> </ul> </li> <li>5) further document(s);</li> <p>c) special conditions.</p> </ol>	25 * 70x If the space is not sufficient, the details should be continued on the standard documentary credit continuation form.
18	O	Presentation period	Stipulates a specified period of time, expressed in number of days, after the date of the issuance of the transport document within which the documents must be presented for payment, acceptance or negotiation.	2n

Field reference <sup>1)</sup>	Field status <sup>2)</sup>	Name	Description	Representation <sup>3)</sup>
19	M	Confirmation instructions	Instructions to the advising bank regarding confirmation of the documentary credit.	Tick one of the preprinted boxes.
20	O	Reimbursement	Indicates where, how and when, reimbursement is to be obtained.	4 * 70x
21	M	Number of pages	Specifies the number of pages of the operative instrument.	2n
22	M	Authorized signature	Issuing bank's authorized signature.	
23	M	Receiver of the advice	Disposition of copies.	According to preprinted text.
24	M on beneficiary's copy only	Endorsement of drawing	Record of drawings.	According to preprinted text. It shall appear on the reverse of the beneficiary's copy.
25	M	Documentary credit engagement	Standard phrase specifying the rule by which the credit is formally issued.	Preprinted text in accordance with ICC Publication No. 500.
26		Blocked field		
27	M	Blank space	For additional conditions/documents of the documentary credit to which this continuation form refers.	50 * 70x Bank may choose to preprint in accordance with their own requirements.
28	M	Date of amendment	Date of issue of the amendment.	35x Date to be written as specified in ISO 8601.
29	M	Place and date of issue	Date and place original documentary credit issued.	35x Date to be written as specified in ISO 8601.

Field reference <sup>1)</sup>	Field status <sup>2)</sup>	Name	Description	Representation <sup>3)</sup>
30	M	Amendment statement	Standard phrase linking the amendment to the original documentary credit.	According to preprinted text.
31	M	Amended terms and conditions	Specifies the amended terms and conditions.	30 * 70x Preceded by the following preprinted text. "The above mentioned credit is amended as follows", and followed by "All other terms and conditions remain unchanged".
32	M	Advising bank's notification	Advising bank's notification of amendment to beneficiary.	10 * 35x Date to be written as specified in ISO 8601.
33	M	Reference number	Reference which enables the advising bank to identify the transaction.	16x
34	M	Place and date of notification	Place and date this document was issued.	16x Banks may choose to preprint the place the notification was issued. Date to be written as specified in ISO 8601.
35	M	Notification instruction	Standard phrase notifying the issuance of the documentary credit.	According to preprinted text.
36	M	Advising bank's responsibility	Standard phrase indicating advising bank's responsibility.	Tick one of the preprinted boxes.
37	O	Blank space	Additional information/instructions.	35 * 70x
38	M	Reimbursing bank	Identifies the reimbursing bank by name and full address in sufficient detail to provide positive identification.	5 * 35x