



## Application for an Amendment or Non-Renewal of a Standby Letter of Credit or Guarantee

\* indicates mandatory field

**For assistance, call our Trade Finance Support Line at 1-800-268-6331.**

To: The Manager, Canadian Imperial Bank of Commerce

\*Date (yyyy/mm/dd)



\*Branch of Account (Transit No. and Address)

\*Standby Letter of Credit/ Guarantee No.



\*I/We hereby request you to make the following amendment or to issue a notice of non-renewal, as indicated below, and advise same to the beneficiary in accordance with your usual practice (*select at least one of*):

Expiry date extended to \_\_\_\_\_

Amount increased by \_\_\_\_\_ Currency \_\_\_\_\_

Issue notice of non-renewal (for existing auto-renewal Standby Letter of Credit or Guarantee only).

Beneficiary Contact Name

Beneficiary Telephone No.



Change Applicant information (full name, address including postal code, telephone and fax number)

Change Beneficiary information (full name, address including postal code, telephone and fax number)

Other (i.e. decrease amount, request to insert an auto-renewal clause)

All other Terms and Conditions remain unchanged.

**Important:** Please note that amendments (as opposed to notices of non-renewal) to an Irrevocable Standby Letter of Credit or Guarantee require the consent of all parties to it including the beneficiary.

\*Name of Applicant/Legal Entity

		X	
Date (mmm/dd/yyyy)	*Name and Title		*Authorized Signature of Applicant (sign within box)

		X	
Date (mmm/dd/yyyy)	Name and Title		Authorized Signature of Applicant (sign within box)

### For Bank Use Only - Branch Instructions

#### Instructions for Branch

- a) Please make a copy of the original completed, signed amendment application and provide it to the Applicant.
- b) Send the original completed, signed amendment application to the appropriate unit as per your procedures.

### For Completion by Branch of Account/Location (Commercial Banking/Large Corporate)

\*Branch/Location (Commercial Banking and Large Corporate) Instructions to Trade Finance (*select one of*):

- Return the Amendment to the originating Branch/Location for forwarding to the beneficiary.
- Forward Amendment/Notice of Non-Renewal to the beneficiary with copies to the designated Branch/Location transit no.
- Call Branch/Location contact for pick up by same

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We hereby authorize issuance of the above amendment or notice of non-renewal and confirm that the Applicant's signature and authority to execute have been verified. Ensure that the *Authorized Signature* field on the application is signed to authorize Trade Finance Operations to proceed with the request. Trade Finance Operations will rely on due diligence performed at the branch/location by the authorized CIBC personnel (as per delegated authority) who have signed the application. The application must be signed by 2 officers, one of which must be a CIBC authorized signing officer.

Branch Transit No. and Address

[Empty box for Branch Transit No. and Address]

		X
*Date (mmm/dd/yyyy)	*Name and Title	*Authorized Signature (sign within box)

		X
*Date (mmm/dd/yyyy)	*Name and Title	*Authorized Signature or Designated Countersignature (sign within box)

*Name of Branch/Location Contact	*Telephone No.
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