

LETTER OF CREDIT TEMPLATE

Date of Issue:

Date of Expiry:

Irrevocable Letter of Credit #:

Beneficiary:

The Corporation of the City of Burlington
P.O. Box 5013
Burlington, ON
L7R 3Z6

Applicant:

Amount: \$ _____

We hereby authorize you to draw on _____ (BANK) _____ at _____ (CITY) _____, Ontario, for the account of _____ (APPLICANT) _____ up to an aggregate amount of \$ _____ (AMOUNT) _____ available on demand as follows:

Pursuant to the request of our customer, the said _____ (APPLICANT) _____ we, _____ (BANK) _____, hereby establish and give to you an Irrevocable Letter of Credit in your favour in the total amount of \$ _____ (AMOUNT) _____, which may be drawn upon by you at any time and from time to time upon written demand for payment made upon us by you, which demand we shall honour without enquiring whether you have a right as between yourselves and our customer to make such demand and without recognizing any claim of our Customer.

Provided, however, that you are to deliver to us at such time as a written demand for payment if made upon us, a certificate confirming that monies drawn pursuant to this Letter of Credit are to guarantee obligations incurred or to be incurred by the Corporation of the City of Burlington pursuant to (ENTER: Project File Address, Site File number, Type of Security, eg: site works) _____.

This Letter of Credit will continue up to _____ (EXPIRY DATE) _____ and will expire on that date and you may call for payment of the full amount outstanding under this Letter of Credit any time prior to that date. It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment for one year from the present or any future expiration date hereof, unless at least 30 days prior to any such date we shall notify you in writing that we elect not to consider this Letter of Credit renewed for any such additional period.

The amount of this Credit shall be reduced from time to time as advised by notice in writing given to this Branch from time to time by you. Partial drawings are permitted.

Authorized Signature: _____

Authorized Signature: _____