

LETTER OF CREDIT FORMAT
USE BANK LETTERHEAD

IRREVOCABLE LETTER OF CREDIT

Date of Issue: _____
Letter of Credit No. _____

TO: The Corporation of the City of Vaughan (Beneficiary name and address must be written as here
2141 Major Mackenzie Drive -no additional information)
Vaughan, Ontario
L6A 1T1

We hereby authorize you to draw on [insert NAME OF BANK AND ADDRESS] for the account of [insert COMPANY'S NAME/APPLICANT], up to an aggregate amount of [insert amount in words] dollars \$[insert amount in figures] CDN available on demand as follows:

Pursuant to the request of our customer, the said [insert COMPANY'S NAME/APPLICANT] we, [insert NAME OF BANK] hereby establish and give you an irrevocable Standby Letter of Credit in your favour in the total amount of \$[insert amount in figures]CDN 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 yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Any written demand for payment under this credit must bear an intimation that it has been drawn under Letter of Credit Number [insert LC#], issued by [insert NAME OF BANK], dated [insert date of letter of credit].

Partial drawings are permitted.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended for one (1) year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we shall notify you in writing, by Registered Mail, that we elect not to consider this Standby Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written demand for payment.

We hereby covenant with drawers, drawn upon and in accordance with the terms of this credit that the same will be duly honoured if drawn and negotiated on or before _____, 20__ or any automatically extended expiry date.

For _____ (Bank's Name)

_____ (Signature)