

2009年外销员外贸英语日常改证用语外销员考试 PDF转换可能丢失图片或格式，建议阅读原文

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改证（一）要求改证的信函可以分为三部分：1.确认收到信用证，同时指出其中有不符点；2.详述不符点的内容并提出如何修改；3.要求尽快修改。

（二）一些常用的有关改证的表达法：1、我们已经收到贵方524号信用证，但是发现其中有下列不符点。 We have received your L/C No.524, but find it contains the following discrepancies. 2、现高兴地通知，你方通过利物浦麦加利银行开出的有关我方第187号售货销售确认书的信用证第H-15号刚刚收到。在审阅其中的条款后，我们遗憾地发现某些地方与合同规定的条款不相符。 We are pleased to inform you that L/C No. H-15 (issued by the Chartered Bank of Liverpool for our S/C No. 187) has just been received. However, on examining the clauses, we regretfully find that certain points are not in conformity with the terms stipulated in the contract. 3、收到你方第789号信用证，谢谢。经核对条款，我们遗憾地发现你方信用证要求2002年10月份装船，但我方的合约规定11月份装运。 We thank you for your L/C No. 789, but on checking its clauses we find with regret that your L/C calls for shipment in October, 2002, whereas our contract stipulates for November shipment. 4、不符之处如下：1) 佣金应该是3%，不是6%。2) 货物应于10月、11月期间装运，不是10月30日或30日前装运。3) 货物按照发票金额的110%投保，不是115%。 The discrepancies are as follows: 1) Commission should be 3%, not 6%. 2) Shipment is to be

made during October/November instead of “ on or before 30th October ” . 3) Goods should be insured for 110% of the invoice value, not 115%. 5、 请将你方123号信用证作如下的修改： 1) 在 “ quantity ” 和 “ 100M/T ” 之间加上 “ about ” 一词。 2) 删掉1, 2, 3, 4项, 用合同规定的内容取代。 3) 将单价从人民币0.53增至0.60元, 总值增至人民币36, 520 元。 4) 取消 “ 银行费用由受益人负担 ” 的条款。 Pleased amend your L/C No.123 as follows: 1) Insert the word “ about ” between “ quantity ” and “ 100M/T ” . 2) Delete Items 1, 2, 3, 4 and replace them by those stipulated in our S/C. 3) Increase the unit price from RMB ¥ 0.53 to RMB ¥ 0.60 and total amount to RMB ¥ 36,520.00. 4) Delete the clause “ Bankers expenses for beneficiary ’ s account. ”

6、 请将信用证改为允许转船。 Please amend the credit to allow transshipment. 7. 请将第283 号信用证改为 “ 信用证将于2003年2月28日在中国到期。 ” Please amend L/C No. 283 to read “ This L/C will expire on 28th February, 2003 in China. ” 8、 由于4、 5月份没有从上海驶往你港的直达轮, 请取消 “ 用直达轮 ” 条款, 加上 “ 允许分运和转船 ” 字样。 As there is no direct sailing from Shanghai to your port during April/May, it is imperative for you to delete the clause “ by direct steamer ” and insert the wording “ Partial shipment and transshipment are allowed ” . 9、 请将你方937号信用证的船期和有效期分别展至2002年11月底和12月15日, 并安排信用证修改通知书于2002年10月30日到达我方。 Please extend the shipment date and the validity of your L/C No. 937 to the end of November and December 15, 2002 respectively and make arrangement for the amendment advice to

reach us by October 30, 2002. 10、信用证修改通知书当于11月15日前到达我方，否则需将信用证的有效期延至本年底。 The amendment advice should reach us by November 15, failing which you must extend the validity of the L/C to the end of this year.

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