

# 貿易實務書類作成

輸出編

Part II

## Assignment 8: 船積通知(Shipping Advice)の送付

船積を終了したグローバル貿易株式会社(株)は、サウスウェスト・スチール(株)が貨物の受入準備ができるように、下記の船積通知(Shipping Advice)を送った(内容を確認のこと)。

送信(S)	差出人(M)	xxxxxxxxxxx@globaltrade.co.jp
	宛先…	georgemorán@southweststeel.com
	CC(C)…	
	件名(U)	SHIPPING ADVICE

DEAR MR. MORAN:

WE ARE PLEASED TO ADVISE YOU THAT THE FOLLOWING SHIPMENT HAS BEEN COMPLETED, AND WE TRUST THE CARGO WILL REACH YOU IN GOOD ORDER:

<b>SALES NOTE NO.</b>	: SWS-112/04	<b>DATED</b>	MAY 8, 20XX
<b>L/C NO.</b>	: 231-112449J	<b>DATED</b>	MAY 21, 20XX
<b>COMMODITY</b>	: IRON PRODUCTS		
<b>QUANTITY</b>	: AS PER S.N. NO. SWS-112/04 (or AS DETAILED IN THE INVOICE)		
<b>NAME OF VESSEL</b>	: M/V NEPTUNE V. 154W		
<b>SAILING ON</b>	: JUNE 29, 20XX		
<b>DESTINATION</b>	: LONG BEACH, U.S.A.	<b>ETA</b>	JUNE 14, 20XX

FOR DETAILS OF THE ABOVE SHIPMENT, PLEASE REFER TO THE ATTACHED PDF FILES OF THE FOLLOWING SHIPPING DOCUMENTS:

INVOICE  
PACKING LIST  
BILL OF LADING

ACCORDING TO THE L/C CONDITIONS, WE WILL DRAW A DRAFT AT  SIGHT /  \_\_\_\_\_ DAYS AFTER SIGHT ON  YOU /  YOUR BANK, AND ASK YOU TO HONOR IT UPON PRESENTATION.

BEST REGARDS,

## Assignment 9: 貨物海上保険の申込み(確定保険への切り替え)

今回の取引の貿易条件は CIP Long Beach であるため、輸出者側に保険付保の義務がある。

これまでに作成および参照してきた書類や資料および下記事項を基にして、七洋火災海上保険株式会社 (The Seven Seas Marine and Fire Insurance Co., Ltd.) に送る貨物海上保険の申込書を作成しなさい。

グローバル貿易株式会社は、七洋火災海上保険株式会社と包括予定保険契約を結んでおり、ここでは確定保険の申込みとなる。

### 記

1. 確定保険の申込書作成日 (= 申込日) は令和 YY 年 6 月 30 日とする。
2. グローバル貿易株式会社が七洋火災海上保険株式会社と結んでいる包括予定保険の番号は 960244583 である。
3. 保険金の支払地は Los Angeles, U.S.A. である。
4. 保険申込の内容 (保険の基本条件、付保割合) は、信用状条件どおりとする。
5. 保険会社には、保険証券オリジナルを信用状で要求されている通数通り、またそのコピーを 2 通要求する。
6. 申込書の署名は、グローバル貿易株式会社の輸出課長 (Export Manager) の山田太郎がするものとする。

【貨物海上保険申込書】

APPLICATION FOR MARINE CARGO INSURANCE (貨物海上保険申込書)  
to  
THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

※ 太線の枠内のみご記入下さい。

Assured (被保険者名)		申込日:	
(証券番号) <b>No.</b>		Provisional No. (予定保険証券番号)	
Claim, if any, payable at/in (保険金支払地)		Open Policy No. (特約書番号)	
Conditions: (保険条件) <input type="checkbox"/> All Risks <input type="checkbox"/> W.A. <input type="checkbox"/> F.P.A. <input type="checkbox"/> War Risks <input type="checkbox"/> ICC (A) <input type="checkbox"/> ICC (B) <input type="checkbox"/> ICC (C) <input type="checkbox"/> SRCC Risks <input type="checkbox"/>		Invoice No. (インボイス番号)	
		Invoice Amount (インボイス金額) <input type="checkbox"/> FOB/FCA <input type="checkbox"/> CFR/CPT <input type="checkbox"/> CIF/CIP CIF 金額	
Local Vessel/Conveyance (奥地輸送用具名)		From (interior port of Loading) (奥地仕出港(地))	
Ocean Vessel (積載船(機)名)		From (積込港)	Sailing on or about (本船出港年月日)
Arrived/Transhipped at (荷卸港(地)-積替港(地))		Thence to (最終仕向港(地))	
Marks & Numbers (記号と番号)	No. & Kind of Packages (梱包と荷姿)	Description of Goods (貨物の明細)	Quantity (数量)
In case of the interest hereby insured being packed into container(s), shipped under deck and/or on deck.			
Documents Required		(保険金額付割合)	Amount Insured (保険金額)
<input type="checkbox"/> Policy	Original ( )通	Cargo: % of CIF (CIP) Value ( )	
<input type="checkbox"/> Certificate	Copy ( )通	Duty : % of CIF (CIP) Value ( )	
保険会社使用欄		Applicant	
		Authorized Signature(s)	

【貨物海上保険申込書 記入要領】

APPLICATION FOR MARINE CARGO INSURANCE (貨物海上保険申込書)  
to  
THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

※ 太線の枠内のみご記入下さい。		申込日:	
Assured (被保険者名) <b>保険金の受取人(= 申込人)</b>		Provisional No. (予定保険証券番号) <b>個別予定保険番号</b>	
(証券番号) <b>No. 記載不要</b>		Open Policy No. (特約書番号) <b>包括予定保険番号</b>	
Claim, if any, payable at/in (保険金支払地) <b>通常は仕向地 or 保険代理人所在地</b>		Invoice No. (インボイス番号)	
Conditions: (保険条件) <input type="checkbox"/> All Risks <input type="checkbox"/> W.A. <input type="checkbox"/> F.P.A. <input type="checkbox"/> War Risks <input type="checkbox"/> ICC (A) <input type="checkbox"/> ICC (B) <input type="checkbox"/> ICC (C) <input type="checkbox"/> SRCC Risks <input type="checkbox"/> <b>もし付加危険があれば</b>  <b>上記該当のboxにチェックを入れる</b>  <b>その他、特記事項があれば下記に記載</b>		Invoice Amount (インボイス金額) <input type="checkbox"/> FOB/FCA <input type="checkbox"/> CFR/CPT <b>US\$</b> <input type="checkbox"/> CIF/CIP CIF 金額 <b>(上記がCIF/CIP以外の時)</b>	
Local Vessel/Conveyance (奥地輸送用具名)		From (interior port of Loading) (奥地仕出港(地))	
Ocean Vessel (積載船(機)名)		From (積込港)	Sailing on or about (本船出港年月日)
Arrived/Transhipped at (荷卸港(地)・積替港(地))		Thence to (最終仕向港(地))	
Marks & Numbers (記号と番号)	No. & Kind of Packages (梱包と荷姿)	Description of Goods (貨物の明細)	Quantity (数量)
<b>荷印</b>	<b>梱包数</b>	<b>信用状の記述を転記</b>	<b>単位が複数ある時は「インボイスどおり」でも可</b>
In case of the interest hereby insured being packed into container(s), shipped under deck and/or on deck.			
Documents Required <b>発行希望通数</b>		(保険金額付保割合) Amount Insured (保険金額)	
<input type="checkbox"/> Policy	Original ( )通	Cargo: _____ % of CIF (CIP) Value ( )	
<input type="checkbox"/> Certificate	Copy ( )通	Duty : _____ % of CIF (CIP) Value ( )	
保険会社使用欄 <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		Applicant <b>申込者名</b> <b>署名</b> _____ Authorized Signiture(s)	

【貨物海上保険申込書 解答例】

APPLICATION FOR MARINE CARGO INSURANCE (貨物海上保険申込書)  
to  
THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

※ 太線の枠内のみご記入下さい。		申込 JUNE 30, 20XX	
Assured (被保険者名) <b>GLOBAL TRADING CO., LTD.</b>		Provisional No. (予定保険証券番号)	
(証券番号) <b>No.</b>		Open Policy No. (特約書番号) <b>960244583</b>	
Claim, if any, payable at/in (保険金支払地) <b>LOS ANGELES, U. S. A.</b>		Invoice No. (インボイス番号) <b>SWS-112/04</b>	
Conditions: (保険条件) <input type="checkbox"/> All Risks <input type="checkbox"/> W.A. <input type="checkbox"/> F.P.A. <input type="checkbox"/> War Risks <input type="checkbox"/> ICC (A) <input type="checkbox"/> ICC (B) <input type="checkbox"/> ICC (C) <input type="checkbox"/> SRCC Risks <input type="checkbox"/>		Invoice Amount (インボイス金額) <input type="checkbox"/> FOB/FCA <input type="checkbox"/> CFR/CPT <b>US\$290,200.00</b> <input type="checkbox"/> CIF/CIP CIF 金額	
Local Vessel/Conveyance (奥地輸送用具名)		From (interior port of Loading) (奥地仕出港(地))	
Ocean Vessel (積載船(機)名) <b>NEPTUNE V. 154W</b>		From (積込港) <b>TOKYO, JAPAN</b>	Sailing on or about (本船出港年月日) <b>JUNE 29, 20XX</b>
Arrived/Transhipped at (荷卸港(地)・積替港(地)) <b>LONG BEACH, U. S. A.</b>		Thence to (最終仕向港(地))	
Marks & Numbers (記号と番号)	No. & Kind of Packages (梱包と荷姿)	Description of Goods (貨物の明細)	Quantity (数量)
	<b>24 ROLLS AND 35 BUNDLES</b>	<b>IRON PRODUCTS</b>	<b>AS PER S/N NO.</b>
<b>SWS IN DIA</b>			<b>SWS-112/04</b>
<b>LONG BEACH</b>			
<b>S.N. NO. SWS-112/04</b>			
<b>BUNDLE NO. 1/UP</b>			
<b>MADE IN JAPAN</b>			
In case of the interest hereby insured being packed into container(s), shipped under deck and/or on deck.			
Documents Required		(保険金額付保割合)	Amount Insured (保険金額)
<input type="checkbox"/> Policy	Original ( 2 )通	Cargo: 110 % of CIF (CIP) Value (	<b>US\$319,220.00 )</b>
<input type="checkbox"/> Certificate	Copy ( 2 )通	Duty :	% of CIF (CIP) Value ( )

保険会社使用欄

Applicant

GLOBAL TRADING, CO., LTD.

*Taro Yamada*

Authorized Signature(s)

## Assignment 10: 貨物海上保険証券の発行

七洋火災海上保険株式会社の元にグローバル貿易株式会社から貨物海上保険の申込書が送られてきた。

七洋火災海上保険株式会社のスタッフとして、Assignment 9 で作成した貨物海上保険の申込書および下記事項を参照しながら、グローバル貿易株式会社に発行すべき保険証券を作成しなさい。

### 記

1. 七洋火災海上保険株式会社が発行する保険証券の番号は 13-583097 である。
2. 今回の貨物の仕向地における七洋火災海上保険株式会社の損害〔査定〕代理店（Claim〔Settling〕 Agent）は、以下の通りである。

J. K. Gill Insurance, Inc.

13350 Parkway

Los Angeles, CA 97215

U. S. A.

Phone: 01 (527) 630-3874      Fax: 01 (527) 630-8592

3. 保険証券は、申込書で要求された通りの通数を発行する。
4. 保険証券は、当該保険の申込日と同じ日に作成・発行するものとする。

【貨物海上保険証券】

**THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.**

HEAD OFFICE: 6-7 Shiba 4-chome, Minato-ku, Tokyo 108-0018 Japan Tel: 81 (3) 3453-7731

ESTABLISHED 1897

**ORIGINAL**

Assured(s), etc.

Invoice No.

( Code: )

Policy No.

Amount insured

Claim, if any, payable at/in  
Immediate claim notice must be given

Conditions

To

and Claims will be paid by the said Agent.

Local Vessel or Conveyance

from (interior port or place of loading)

Ship or Vessel called the

at and from

Sailing on or about

arrived at/transhipped at

thence to

Goods and Merchandise

Subject to the following Clauses as per back hereof:  
Institute Cargo Clauses  
Institute War Clauses (Cargo)  
Institute Strikes, Riots and Civil Commotions Clauses  
Institute Dangerous Drugs Clauses  
Institute Replacement Clauses  
Institute Radioactive Contamination, Chemical, Biological  
Bio-Chemical and Electromagnetic Weapons Exclusion Clauses

In case of the interest hereby insured being packed into container(s), shipped under deck &/or on deck.

Marks and Numbers as per Invoice No. specified above

Valued at the same as Amount insured

Singed in

Dated

No. of Policies issued

1. Warranted free of capture, seizure, arrest, restraint, or detention, and the consequences thereof or of any attempt thereat; also from the consequences of hostilities or warlike operations, whether there be a declaration of war or not; but this warranty shall not exclude collision, contact with any fixed or floating object (other than a mine or torpedo), stranding, heavy weather or fire unless caused directly (and independently of the nature of the voyage or service which the vessel concerned or, in the case of a collision, any other vessel involved therein, is performing) by a hostile act by or against a belligerent power; and for the purpose of this warranty power includes any authority maintaining naval, military or air forces in association with a power.

Further warranted free from the consequences of civil war, revolution, rebellion, insurrection, or civil strife arising therefrom or piracy.

2. Warranted free of loss or damage

(a) caused by strikers, locked-out workmen, or persons taking part in labour disturbances, riots or civil commotions;  
(b) resulting from strikes, lockouts, labour disturbances, riots or civil commotions.

Grounding or stranding in the Suez, Panama or other canals, harbours or tidal rivers not to be deemed a stranding under the terms of the policy, but to pay any damage or loss which may be proved to have directly resulted therefrom.

This insurance does not cover any loss or damage to the property which at the time of the happening of such loss or damage is insured by or would but for the existence of this Policy be insured by any fire or other insurance policy or policies except in respect of any excess beyond the amount which would have been payable under the fire or other insurance policy or policies had this insurance not been effected.

In the event of loss or damage which may involve a claim under this insurance, no claim shall be paid unless immediate notice of such loss or damage has been given to and a Survey Report obtained from this Company's Office or Agents specified in this Policy.

**Be it known, that**  
Assured, as specified above as well in his or their own Name, as for and in the Name and Names of all and every other Person or Persons to whom the same doth, may or shall appertain, in part or all, doth make Insurance, and hereby cause himself or themselves and them and every of them, to be Insured, lost or not lost, at and from as specified above upon Goods and Merchandises, or Treasure, in the good

Ship or Vessel called the as specified above whereof's Master, for this present Voyage or the Master thereof, is or shall be named or called: BEGINNING the Adventure upon the said Goods and Merchandises from the loading thereof on board the said Ship, and so to continue and endure, until the said Goods and Merchandises shall have arrived at as specified above and until the same be there discharged and safely landed. And it shall be lawful for the said Vessel, in this Voyage, to proceed and sail to, and touch and stay at any Ports or Places whatsoever, (within the limits of the above Voyage) for necessary Provisions, Assistance or Repairs, without prejudice to the said Goods and Merchandises laden thereon for so much as concerns the Assured by agreement between the Assured and the Assurer, are and shall be valued at the same as amount insured.

Touching the Adventures and Perils which the Assurers are contented to bea and to take upon them in this Voyage, they are of the Seas, Men-of-War, Fire, Enemies, Pirates, Rovers, Thieves, Jettisons, Letters of Mart and Counter-Mart, Surprisals, Taking at Sea, Arrests, Restraints and Detainments of all Kings, Princes, and People, of which Nation Condition, or Quality soever, Barratry of the Master and Mariners, and of all other Perils, Losses, and Misfortunes that have or shall come to the Hurt, Detriment, or Damage of the said Goods and Merchandises, or any part thereof; and in case of any Loss or Misfortune, it shall be lawful for the Assured, his or their Factors, Servants, or Assigns, to sue, labour, and travel for in and about the Defence, safeguard and Recovery of the said Goods and Merchandises, or any part thereof, without prejudice to this Insurance; to the Charges whereof the said Company will contribute. It is expressly declared and agreed that no acts of the Insurer of Insured in recovering, saving, or preserving the property insured, shall be considered as a waiver or acceptance of abandonment. And it is agreed that this Writing or Policy of Insurance shall be of as much Force and Virtue as the sunest Writing or Policy of Insurance made in London. And so the said Assurers are contented, and do hereby promise and bind themselves to the Assured, his or their Executors, Administrators, or Assigns, for the true Performance of the PREMISES: confessing themselves paid the Consideration due unto them for this Insurance, at and after the rate of as arranged per cent.

∴ Corn, Fish, Salt, Fruit, Flour and Seed are warranted free from Average, unless General, or the Ship be stranded, sunk or burnt; Sugar, Tobacco, Hemp, Flax, Hides, and Skins are warranted free from Average under Five per cent; and all other Goods are warranted free from Average under Three per Cent: be stranded, sunk or burnt. This insurance is understood and agreed to be subject to English law and usage as to liability for and settlement of any and all claims.

3. In witness Whereof, I, the Undersigned of THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD. on behalf of the said Company have subscribed my Name in as specified above to specified above Policies of the same tenor and date, one of which being accomplished, the others to be void, as of the date as specified above.

For THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

AUTHORIZED SIGNATORY



【貨物海上保険証券 記入要領】

THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

HEAD OFFICE: 6-7 Shiba 4-chome, Minato-ku, Tokyo 108-0018 Japan Tel: 81 (3) 3453-7731

ESTABLISHED 1897

Assured(s), etc.

ORIGINAL

被保険者名 (保険金の受取人 = 申込人)

Invoice No. インボイス番号

( Code: )

Policy No. 保険証券番号

Amount insured 保険金額

Claim, if any, payable at/in 保険金支払地  
Immediate claim notice must be given

Conditions

保険条件

To 損害 (査定) 代理店名

(戦争危険・ストライキ危険は記載不要)

and Claims will be paid by the said Agent.

Local Vessel or Conveyance

from (interior port or place of loading)

Ship or Vessel called the

at and from

Sailing on or about

本船名 + 航海番号

船積港

本船出航 (予定) 年月日

arrived at/transhipped at

thence to

荷卸港 (奥地まで運ぶ場合は「積替港」) => 最終仕向地

Goods and Merchandise

貨物の明細  
(基本的に信用状に記載通り)

Subject to the following Clauses as per back hereof:  
Institute Cargo Clauses  
Institute War Clauses (Cargo)  
Institute Strikes, Riots and Civil Commotions Clauses  
Institute Dangerous Drugs Clauses  
Institute Replacement Clauses  
Institute Radioactive Contamination, Chemical, Biological  
Bio-Chemical and Electromagnetic Weapons Exclusion Clauses

In case of the interest hereby insured being packed into container(s), shipped under deck &/or on deck.

Marks and Numbers as per Invoice No. specified above

Valued at the same as Amount insured

Singed in

Dated

No. of Policies issued

証券発行地  
(契約地)

発行日

発行通数 (in words)

Be it known, that

1. Warranted free of capture, seizure, arrest, restraint, or detention, and the consequences thereof of any attempt thereat; also from the consequences of hostilities or warlike operations, whether there be a declaration of war or not; but this warranty shall not exclude collision, contact with any fixed or floating object (other than a mine or torpedo), stranding, heavy weather or fire unless caused directly (and independently of the nature of the voyage or service which the vessel concerned or, in the case of a collision, any other vessel involved therein, is performing) by a hostile act by or against a belligerent power; and, for the purpose of this warranty power includes any authority maintaining naval, military or air forces in association with a power.

Further warranted free from the consequences of civil war, revolution, rebellion, insurrection, or civil strife arising therefrom or piracy.

2. Warranted free of loss or damage

(a) caused by strikers, locked-out workmen, or persons taking part in labour disturbances, riots or civil commotions;

(b) resulting from strikes, lockouts, labour disturbances, riots or civil commotions.

Grounding or stranding in the Suez, Panama or other canals, harbours or tidal rivers not to be deemed a stranding under the terms of the policy, but to pay any damage or loss which may be proved to have directly resulted therefrom.

This insurance does not cover any loss or damage to the property which at the time of the happening of such loss or damage is insured by or would but for the existence of this Policy be insured by any fire or other insurance policy or policies except in respect of any excess beyond the amount which would have been payable under the fire or other insurance policy or policies had this insurance not been effected.

In the event of loss or damage which may involve a claim under this insurance, no claim shall be paid unless immediate notice of such loss or damage has been given to and a Survey Report obtained from this Company's Office or Agents specified in this Policy.

Assured, as specified above as well in his or their own Name, as for and in the Name and Names of all and every other Person or Persons to whom the same doth, may or shall appertain, in part or all, doth make Insuranc, and hereby cause himself or themselves and them and every of them, to be Insured, lost or not lost, at and from as specified above upon Goods and Merchandises, or Treasure, in the good

Ship or Vessel called the as specified above or whosoever else shall go for Master in the said Vessel, or by whatsoever other Name or Names the said Vessel, whereof is Master, for this present Voyage

or the Master thereof, is or shall be named or called: BEGINNING the Adventure upon the said Goods and Merchandises from the loading thereof on board the said

Ship, and so to continue and endure, until the said Goods and Merchandises shall have arrived at as specified above

and until the same be there discharged and safely landed. And it shall be lawful for the said Vessel, in this Voyage, to proceed and sail to, and touch and stay at any

Ports or Places whatsoever, (within the limits of the above Voyage) for necessary Provisions, Assistance or Repairs, without prejudice to this Insurance: the said

Goods and Merchandises laden thereon for so much as concerns the Assured by agreement between the Assured and the Assurer, are and shall be valued at the

same as amount insured.

Touching the Adventures and Perils which the Assurers are contented to bea and to take upon them in this Voyage, they are of the Seas, Men-of-War, Fire, Enemies,

Pirates, Rovers, Thieves, Jettisons, Letters of Mart and Counter-Mart, Surprisals, Taking at Sea, Arrests, Restraints and Detainments of all Kings, Princes, and People,

of which Nation Condition, or Quality soever, Barratry of the Master and Mariners, and of all other Perils, Losses, and Misfortunes that have or shall come to the

Hurt, Detriment, or Damage of the said Goods and Merchandises, or any part thereof; and in case of any Loss or Misfortune, it shall be lawful for the Assured, his or

their Factors, Servants, or Assigns, to sue, labour, and travel for in and about the Defence, safeguard and Recovery of the said Goods and Merchandises, or any part

thereof, without prejudice to this Insurance: to the Charges whereof the said Company will contribute. It is expressly declared and agreed that no acts of the Insurer

of Insured in recovering, saving, or preserving the property insured, shall be considered as a waiver or acceptance of abandonment. And it is agreed that this Writing or

Policy of Insurance shall be of as much Force and Virtue as the surest Writing or Policy of Insurance made in London. And so the said Assurers are contented, and do

hereby promise and bind themselves to the Assured, his or their Executors, Administrators, or Assigns, for the true Performance of the PREMISES: confessing themselves

paid the Consideration due unto them for this Insurance, at and after the rate of as arranged per cent.

Cor, Fish, Salt, Fruit, Flour and Seed are warranted free from Average, unless General, or the Ship be stranded, sunk or burnt; Sugar, Tobacco, Hemp, Flax, Hides,

and Skins are warranted free from Average under Five per cent; and all other Goods are warranted free from Average under Three per Cent: be stranded, sunk or burnt.

This insurance is understood and agreed to be subject to English law and usage as to liability for and settlement of any and all claims.

3. In witness Whereof, I, the Undersigned of THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD. on behalf of the said Company have subscribed my Name

in as specified above to specified above Policies of the same tenor and date, one of which being accomplished, the others to be void, as of the date as specified above.

For THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

保険会社署名

AUTHORIZED SIGNATORY

【貨物海上保険証券 解答例】

**THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.**

HEAD OFFICE: 6-7 Shiba 4-chome, Minato-ku, Tokyo 108-0018 Japan Tel: 81 (3) 3453-7731

(解答例)

Assured(s), etc.

ESTABLISHED 1897

**ORIGINAL**

GLOBAL TRADING CO., LTD.

Invoice No. SWS-112/04

( Code: )

Policy No. **13-583097**

Amount insured US\$319,220.00

Claim, if any, payable at/in **LOS ANGELES**  
Immediate claim notice must be given

Conditions **ALL RISKS**

To **J. K. GILL INSURANCE, INC.**  
**13350 PARKWAY**  
**LOS ANGELES, CA 97215**  
**PHONE: 01 (527) 630-3874 FAX: 01 (527) 630-8592**

and Claims will be paid by the said Agent.

Local Vessel or Conveyance \_\_\_\_\_ from (interior port or place of loading)

Ship or Vessel called the	at and from	Sailing on or about
<b>NEPTUNE V. 154W</b>	<b>TOKYO</b>	<b>JUNE 29, 20XX</b>

arrived at/transhipped at	thence to
<b>LONG BEACH, U. S. A.</b>	

Goods and Merchandise

**24 ROLLS AND 875 PCS. OF IRON PRODUCTS**  
**(24 ROLLS AND 35 BUNDLES)**

Subject to the following Clauses as per back hereof:  
Institute Cargo Clauses  
Institute War Clauses (Cargo)  
Institute Strikes, Riots and Civil Commotions Clauses  
Institute Dangerous Drugs Clauses  
Institute Replacement Clauses  
Institute Radioactive Contamination, Chemical, Biological  
Bio-Chemical and Electromagnetic Weapons Exclusion Clauses

In case of the interest hereby insured being packed into container(s), shipped under deck &/or on deck.

Marks and Numbers as per Invoice No. specified above	Valued at the same as Amount insured
Singed in <b>TOKYO</b>	No. of Policies issued <b>TWO</b>
Dated <b>JUNE 30, 20XX</b>	

1. Warranted free of capture, seizure, arrest, restraint, or detention, and the consequences thereof of any attempt thereat; also from the consequences of hostilities or warlike operations, whether there be a declaration of war or not; but this warranty shall not exclude collision, contact with any fixed or floating object (other than a mine or torpedo), stranding, heavy weather or fire unless caused directly (and independently of the nature of the voyage or service which the vessel concerned or in the case of a collision, any other vessel involved therein, is performing) by a hostile act by or against a belligerent power; and for the purpose of this warranty power includes any authority maintaining naval, military or air forces in association with a power.

Further warranted free from the consequences of civil war, revolution, rebellion, insurrection, or civil strife arising therefrom or piracy.

2. Warranted free of loss or damage

(a) caused by strikers, locked-out workmen, or persons taking part in labour disturbances, riots or civil commotions;  
(b) resulting from strikes, lockouts, labour disturbances, riots or civil commotions.

Grounding or stranding in the Suez, Panama or other canals, harbours or tidal rivers not to be deemed a stranding under the terms of the policy, but to pay any damage or loss which may be proved to have directly resulted therefrom.

This insurance does not cover any loss or damage to the property which at the time of the happening of such loss or damage is insured by or would but for the existence of this Policy be insured by any fire or other insurance policy or policies except in respect of any excess beyond the amount which would have been payable under the fire or other insurance policy or policies had this insurance not been effected.

In the event of loss or damage which may involve a claim under this insurance, no claim shall be paid unless immediate notice of such loss or damage has been given to and a Survey Report obtained from this Company's Office or Agents specified in this Policy.

Assured, as specified above as well in his or their own Name, as for and in the Name and Names of all and every other Person or Persons to whom the same doth, may or shall appertain, in part or all, doth make Insurance, and hereby cause himself or themselves and them and every of them, to be Insured, lost or not lost, at and from as specified above

Ship or Vessel called the as specified above \_\_\_\_\_ or whosoever else shall go for Master in the said Vessel, or by whatsoever other Name or Names the said Vessel, upon Goods and Merchandises, or Treasure, in the good whereof is Master, for this present Voyage

or the Master thereof, is or shall be named or called: BEGINNING the Adventure upon the said Goods and Merchandises from the loading thereof on board the said Ship, and so to continue and endure, until the said Goods and Merchandises shall have arrived at as specified above and until the same be there discharged and safely landed. And it shall be lawful for the said Vessel, in this Voyage, to proceed and sail to, and touch and stay at any Ports or Places whatsoever, (within the limits of the above Voyage) for necessary Provisions, Assistance or Repairs, without prejudice to this Insurance; the said Goods and Merchandises laden thereon for so much as concerns the Assured by agreement between the Assured and the Assurer, are and shall be valued at the same as amount insured.

Touching the Adventures and Perils which the Assurers are contented to bear and to take upon them in this Voyage, they are of the Seas, Men-of-War, Fire, Enemies, Pirates, Rovers, Thieves, Jettisons, Letters of Mart and Counter-Mart, Surprisals, Taking at Sea, Arrests, Restraints and Detainments of all Kings, Princes, and People, of which Nation Condition, or Quality soever, Banatry of the Master and Mariners, and of all other Perils, Losses, and Misfortunes that have or shall come to the Hurt, Detriment, or Damage of the said Goods and Merchandises, or any part thereof; and in case of any Loss or Misfortune, it shall be lawful for the Assured, his or their Factors, Servants, or Assigns, to sue, labour, and travel for in and about the Defence, safeguard and Recovery of the said Goods and Merchandises, or any part thereof, without prejudice to this Insurance; to the Charges whereof the said Company will contribute. It is expressly declared and agreed that no acts of the Insurer of Insured in recovering, saving, or preserving the property insured, shall be considered as a waiver or acceptance of abandonment. And it is agreed that this Writing or Policy of Insurance shall be of as much Force and Virtue as the sunest Writing or Policy of Insurance made in London. And so the said Assurers are contented, and do hereby promise and bind themselves to the Assured, his or their Executors, Administrators, or Assigns, for the true Performance of the PROMISES: confessing themselves paid the Consideration due unto them for this Insurance, at and after the rate of as arranged per cent.

This insurance is understood and agreed to be subject to English law and usage as to liability for and settlement of any and all claims.  
: Corn, Fish, Salt, Fruit, Flour and Seed are warranted free from Average, unless General, or the Ship be stranded, sunk or burnt; Sugar, Tobacco, Hemp, Flax, Hides, and Skins are warranted free from Average under Five per cent; and all other Goods are warranted free from Average under Three per Cent: be stranded, sunk or burnt.

This insurance is understood and agreed to be subject to English law and usage as to liability for and settlement of any and all claims.  
In witness Whereof, I, the Undersigned of THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD. on behalf of the said Company have subscribed my Name in as specified above to specified above Policies of the same tenor and date, one of which being accomplished, the others to be void, as of the date as specified above.

For THE SEVEN SEAS MARINE AND FIRE INSURANCE CO., LTD.

*Signed*

AUTHORIZED SIGNATORY

## Assignment 11: 原産地証明書発行の申請

信用状で原産地証明書が要求されているため、グローバル貿易（株）はその書類を東京商工会議所に発行してもらわなければならない。原産地証明書は、発行依頼人が当該書式に必要な事項を打ち込んで商工会議所に持参し、そこに証明印を受けることによって行われる。

これまでに作成および参照してきた書類や資料を基にして、グローバル貿易（株）が東京商工会議所に持参する原産地証明書を作成しなさい。

### 記

1. 原産地証明書の作成日（＝発行申請日）は令和YY年6月29日とする。
2. 署名が必要な箇所には、東京商工会議所にサイン登録をしているグローバル貿易（株）輸出課長（Export Manager）の山田太郎がするものとする。

【原産地証明書】

1. Exporter (Name, address, country)	<p style="text-align: center;"><b>CERTIFICATE OF ORIGIN</b> issued by The Tokyo Chamber of Commerce &amp; Industry Tokyo, Japan</p>
2. Consignee (Name, address, country)	*Print ORIGINAL or COPY
	3. No. and date of Invoice
	4. Country of Origin <p style="text-align: center;"><b>JAPAN</b></p>
5. Transport details	6. Remarks
7. Marks, numbers, number and kind of packages; description of goods <span style="float: right;">8. Quantity</span>	
9. Declaration by the Exporter The undersigned, as an authorized signatory, hereby declares that the above-mentioned goods were produced or manufactured in the country shown in box 4.  Place and Date: Tokyo _____  (Signature)  (Name)	10. Certification The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above-mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.  <p style="text-align: center;">The Tokyo Chamber of Commerce &amp; Industry</p>  <p style="text-align: right;"><small>(No., Date, Signature and Stamp of Certifying Authority)</small></p> Certificate No.

【原産地証明書 記入要領】

<p>1. Exporter (Name, address, country)</p> <p>輸出者名、住所（国名含む）</p>	<p><b>CERTIFICATE OF ORIGIN</b></p> <p>issued by</p> <p>The Tokyo Chamber of Commerce &amp; Industry</p> <p>Tokyo, Japan</p>								
<p>2. Consignee (Name, address, country)</p> <p>荷受人 = 輸入者名、住所（国名含む）</p> <p>※ 原則、インボイスの記載と一致させる          ※ 信用状条件として「To order」、          「To Order of Shipper」等の記載を要求          されている場合はそれに従う。</p>	<p>*Print ORIGINAL or COPY</p> <p>「ORIGINAL」 or 「COPY」とタイプする。</p> <p>3. No. and date of Invoice</p> <p>インボイス番号 &amp; 日付</p> <p>4. Country of Origin</p> <p>原産国 <b>JAPAN</b> （印刷されている）</p>								
<p>5. Transport details</p> <p>運送明細（船積港、荷卸港、輸送手段等）</p> <p>※ 上記2欄に「To Order」「To Order of Shipper」等と記載したときには、この欄に必ず仕向地を明記する。</p>	<p>6. Remarks</p> <p>信用状条件として「Purchase Order No.」、          「L/C No.」等を記載することを要求されて          いるときには、この欄に記入する。</p>								
<p>7. Marks, numbers, number and kind of packages; description of goods</p> <p style="text-align: center;"><u>貨物総称（共通名称）</u></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">1 梱包番号</td> <td style="width: 15%; text-align: center;">梱包数量</td> <td style="width: 50%; text-align: center;">貨物明細 (Packing List参照)</td> <td style="width: 10%; text-align: center;">数 量</td> </tr> <tr> <td style="text-align: center;">2 梱包番号</td> <td style="text-align: center;">梱包数量</td> <td style="text-align: center;">貨物明細 (Packing List参照)</td> <td style="text-align: center;">数 量</td> </tr> </table> <p>荷 印</p> <p>8. Quantity</p>		1 梱包番号	梱包数量	貨物明細 (Packing List参照)	数 量	2 梱包番号	梱包数量	貨物明細 (Packing List参照)	数 量
1 梱包番号	梱包数量	貨物明細 (Packing List参照)	数 量						
2 梱包番号	梱包数量	貨物明細 (Packing List参照)	数 量						
<p>9. Declaration by the Exporter</p> <p>The undersigned, as an authorized signatory, hereby declares that the above-mentioned goods were produced or manufactured in the country shown in box 4.</p> <p>Place and Date: Tokyo <u>発行申請日</u></p> <p>(Signature) <b>署名</b></p> <p>(Name) <b>署名者名 &amp; 肩書</b></p>	<p>10. Certification</p> <p>The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above-mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.</p> <p style="text-align: center;">The Tokyo Chamber of Commerce &amp; Industry</p> <p style="text-align: center;"><b>東京商工会議所使用蘭（証明蘭）</b></p> <p style="text-align: right; font-size: small;">(No., Date, Signature and Stamp of Certifying Authority)</p> <p>Certificate No. <b>証明番号</b></p>								

【原産地証明書 解答例】

<p>1. Exporter (Name, address, country)          GLOBAL TRADING CO., LTD.          2-3 OTEMACHI 1-CHOME          CHIYODA-KU, TOKYO          JAPAN</p>	<p style="text-align: center;"><b>CERTIFICATE OF ORIGIN</b></p> <p style="text-align: center;">issued by          The Tokyo Chamber of Commerce &amp; Industry          Tokyo, Japan</p>			
<p>2. Consignee (Name, address, country)           SOUTHWEST STEEL, INC.          143 BRIDGE STREET          RIVERSIDE, CA 94971          U. S. A.</p>	<p><small>*Print ORIGINAL or COPY</small></p> <p style="text-align: center;"><b>ORIGINAL</b></p>	<p>3. No. and date of Invoice          SWS-11204          JUNE 20, 20XX</p>		
	<p>4. Country of Origin  <p style="text-align: center;"><b>JAPAN</b></p> </p>			
	<p>5. Transport details           FROM TOKYO, JAPAN TO LONG BEACH, U. S. A.          BY OCEAN VESSEL</p>	<p>6. Remarks</p>		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; vertical-align: top;"> <p>7. Marks, numbers, number and kind of packages; description of goods</p> <p style="text-align: center;"><u>IRON PRODUCTS</u></p> <p>NO. 1 - 24          24 BUNDLES      FLAT-ROLLED (COLD-ROLLED)          CONTAINING 0.3% OF CARBON BY WEIGHT          LENGTH 120M, WIDTH 200MM          THICKNESS 2MM</p> <p>NO. 25 - 59          35 BUNDLES      ROUND BARS, HOT-EXTRUDED          CONTAINING 0.5% OF CARBON BY WEIGHT          LENGTH 6M, DIAMETER 60MM          25 PCS. /BUNDLE</p> <p>SWS IN DIA          LONG BEACH          S. N. NO. SWS-112/04          BUNDLE NO. 1/UP          MADE IN JAPAN</p> </td> <td style="width: 30%; vertical-align: top;"> <p>8. Quantity</p> <p style="text-align: right;">24 ROLLS</p> <p style="text-align: right;">875 PCS.</p> </td> </tr> </table>			<p>7. Marks, numbers, number and kind of packages; description of goods</p> <p style="text-align: center;"><u>IRON PRODUCTS</u></p> <p>NO. 1 - 24          24 BUNDLES      FLAT-ROLLED (COLD-ROLLED)          CONTAINING 0.3% OF CARBON BY WEIGHT          LENGTH 120M, WIDTH 200MM          THICKNESS 2MM</p> <p>NO. 25 - 59          35 BUNDLES      ROUND BARS, HOT-EXTRUDED          CONTAINING 0.5% OF CARBON BY WEIGHT          LENGTH 6M, DIAMETER 60MM          25 PCS. /BUNDLE</p> <p>SWS IN DIA          LONG BEACH          S. N. NO. SWS-112/04          BUNDLE NO. 1/UP          MADE IN JAPAN</p>	<p>8. Quantity</p> <p style="text-align: right;">24 ROLLS</p> <p style="text-align: right;">875 PCS.</p>
<p>7. Marks, numbers, number and kind of packages; description of goods</p> <p style="text-align: center;"><u>IRON PRODUCTS</u></p> <p>NO. 1 - 24          24 BUNDLES      FLAT-ROLLED (COLD-ROLLED)          CONTAINING 0.3% OF CARBON BY WEIGHT          LENGTH 120M, WIDTH 200MM          THICKNESS 2MM</p> <p>NO. 25 - 59          35 BUNDLES      ROUND BARS, HOT-EXTRUDED          CONTAINING 0.5% OF CARBON BY WEIGHT          LENGTH 6M, DIAMETER 60MM          25 PCS. /BUNDLE</p> <p>SWS IN DIA          LONG BEACH          S. N. NO. SWS-112/04          BUNDLE NO. 1/UP          MADE IN JAPAN</p>	<p>8. Quantity</p> <p style="text-align: right;">24 ROLLS</p> <p style="text-align: right;">875 PCS.</p>			
<p>9. Declaration by the Exporter          The undersigned, as an authorized signatory, hereby declares that the above-mentioned goods were produced or manufactured in the country shown in box 4.</p> <p>Place and Date: Tokyo    <u>JUNE 29, 20XX</u></p> <p>(Signature)                    <i>Taro Yamada</i></p> <p>(Name)                        TARO YAMADA, EXPORT MANAGER</p>	<p>10. Certification          The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above-mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.</p> <p style="text-align: right;">The Tokyo Chamber of Commerce &amp; Industry</p> <p style="text-align: right;">JUNE 30, 20XX</p> <p style="text-align: right;"><i>Signed</i></p> <p style="text-align: right;">_____          Secretary</p> <p style="text-align: right;"><small>(No., Date, Signature and Stamp of Certifying Authority)</small></p> <p>Certificate No.    <i>12345678</i></p>			

## Assignment 12: 為替手形の作成

契約貨物の船積を完了したグローバル貿易株式会社は貨物の輸出代金を回収するために為替手形を振出し(作成し)、信用状で要求されている書類とともに買取銀行に対して買取依頼をする。

これまでに作成および参照してきた書類や資料および下記事項を基にして、買取依頼のための買取銀行 (= 自社の取引銀行) に呈示する為替手形を作成しなさい。

### 記

1. 為替手形の番号は、振出人が自由に決めることができる。ここでは 9451 とする。
2. 手形金額は、信用状金額の 100% (原則どおり) とする。
3. 為替手形振出日 (= 買取依頼日) は、貨物海上保険申込日の 3 日後とする。
4. 為替手形の振出地は、振出人の所在都市である。
5. 為替手形の名宛人 (支払人)、支払期間等の作成要件はすべて、信用状に謳われているとおりである。
6. 荷為替手形の買取依頼は、たとえ信用状上で買取銀行が指定されていたとしても、常に振出人の取引銀行に対して行われる。
7. 為替手形の振出人欄には、企業名をタイプし、その下に輸出課長 (Export Manager) の山田太郎が署名をする。

\*\*\*\*\*

荷為替手形 : 為替手形に船積書類がついている状態をいう。特に、「荷」を象徴する船荷証券が意識されている。英語では Documentary Bill (of Exchange) という。

手形の振出し : 「～宛てに手形を振り出す」とは、～を名宛人として為替手形を作成し、それを呈示すること (手渡すこと [実際には、手渡しばかりではない]) をいう。  
英語では「draw a draft on ~」と表現する。

手形の振出人 : 通常、輸出者である。

【為替手形】

第 1 券

<b>BILL OF EXCHANGE</b>		
No.		
For	_____	_____
	Place	Date
At _____ sight of this FIRST Bill of Exchange (Second of the same tenor and date being unpaid) pay to _____ or order the sum of		
_____		
_____		
Value received and charge the same to account of _____		
_____		
Drawn under _____		
Credit No.	_____	dated _____
To		
_____		

第 2 券

<b>BILL OF EXCHANGE</b>		
No.		
For	_____	_____
	Place	Date
At _____ sight of this SECOND Bill of Exchange (First of the same tenor and date being unpaid) pay to _____ or order the sum of		
_____		
_____		
Value received and charge the same to account of _____		
_____		
Drawn under _____		
Credit No.	_____	dated _____
To		
_____		



【為替手形 記入要領】

## BILL OF EXCHANGE

No. 手形番号

For 手形金額 (アラビア数字)

振出地

Place

振出日

Date

At 支払期間 (支払期限) sight of this FIRST Bill of Exchange (Second of the same tenor and date being unpaid) pay to 代金の受取人 (= 買取銀行) ← 実際は印刷されている or order the sum of 上記手形金額の英文復記

Value received and charge the same to account of 最終支払人 (= 輸入者) 名 & 住所

Drawn under 信用状発行銀行名 & 所在地 (都市名 + 国名)

Credit No. 信用状番号 dated 信用状発行日

To 名宛人 (支払人) 名  
名宛人住所  
国名

振出人 (= 輸出者) 名タイプ

署名

署名者名 & 肩書タイプ

【為替手形 解答例】

## BILL OF EXCHANGE

No. 9451

For US\$290,200.00

Tokyo  
Place

July 3, 20XX  
Date

At xxxxxxxxxxxxxxxxxxxxxxx sight of this FIRST Bill of Exchange (Second of the same tenor and date being unpaid) pay to **THE TOKYO DAICHI BANK, LTD.** or order the sum of Dollars Two Hundred Ninety Thousand Two Hundred only in U. S. Currency

Value received and charge the same to account of Southwest Steel, Inc., 134 Bridge Street, Riverside, CA 94971, U. S. A.

Drawn under The First National Bank of California, Ltd., Los Angeles, California, U. S. A.

Credit No. 231-112449J dated May 21, 20XX

To The First National Bank of California, Ltd.  
3591 Broadway, Los Angeles, CA 95023  
U. S. A.

Global Trading Company, Limited

*Taro Yamada*

Taro Yamada, Export Manager

## Assignment 13: 荷為替手形買取依頼書の作成

これまでに作成および参照してきた書類や資料および下記事項を基にして、グローバル貿易株式会社が買取依頼のために買取銀行に提出する荷為替手形を添付する信用状付荷為替手形買取依頼書を作成しなさい。

### 記

1. 買取依頼日は為替手形の作成日と同日とする。
2. 買取依頼書には、本件の関係信用状の原本を添付するものとする。
3. 買取依頼書に添付する書類およびその通数は、信用状で要求されている通りとする。
4. 本邦以外で発生する手数料や金利等の費用は受益者負担とする。
5. 今回の買取に際しては、外貨建為替手形の買取相場を確定するために為替の買予約がされている。為替予約番号は 38-27651、約定相場は US\$1.00 = ¥131.27 である。
6. 買取代金は当座預金口座に入金してもらうこととする。当座預金番号は 12457803 である。
7. 買取依頼書の署名欄には、企業名をタイプし、その下に輸出課長 (Export Manager) の山田太郎が署名をする。

【荷為替手形買取依頼書】

THE TOKYO DAIICHI BANK, LTD.

APPLICATION FOR NEGOTIATION OF DOCUMENTARY BILL (WITH L/C)

TO: THE TOKYO DAIICHI BANK, LTD.

APPLICANT:

DATE:

IN CASE OF NEED, CONTACT US AT TEL ( )		BANK REF. NO.													
DRAFT NO.	DRAFT DATE:	AMOUNT:													
DRAWER (IF DIFFERENT FROM APPLICANT)		TENOR (DUE ON)													
DRAWEE	BANKING CHARGES AND INTEREST OUTSIDE JAPAN <input type="checkbox"/> SHIPPER'S A/C <input type="checkbox"/> BUYER'S A/C <input type="checkbox"/> OTHERS														
ACCOUNTTEE (BUYER)	L/C NO.	DATE													
MERCHANDISE (NAME, QUANTITY, TRADE TERMS)		ISSUEING BANK													
VESSEL OR		EXPIRY DATE:	LATEST PRESENTATION DATE:												
TIME OF SHIPMENT/SAILING ON		NOTES AND REMARKS													
FROM	TO														
DOCUMENTS ATTACHED															
DRAFT	COMM INVOICE	CUS/CONS INVOICE	B/L	SEA WAYBILL	AIR WAYBILL	INS. POL/CERT	PACKING LIST	W/M LIST	INSP CERT.	CERT. OF ORIGIN	APPLIANT CERT.	L/G			
L/C <input type="checkbox"/> ATTACHED <input type="checkbox"/> HELD BY		DATE OF LAST NEGOTIATION		L/C BALANCE											

PLEASE NEGOTIATE THE ABOVE DRAFTS AND DOCUMENTS SUBJECT TO THE PROVISIONS OF THE AGREEMENT SIGNED BY US AND SEPARATELY SUBMITTED TO YOU AND UNIFORM CUSTOMS AND PRACTICE FOR DOCUMENTARARY CREDITS (2007 REVISION), INTERNATIONAL CHAMBER OF COMMERCE, PUBLICATION NO. 600.

ご入金口座		
<input type="checkbox"/> 当座預金 <input type="checkbox"/> 普通預金 <input type="checkbox"/> 外貨預金 <input type="checkbox"/> その他		
口座番号		
為替先物予約		
予約番号	38 -	US\$1.00 =
	38 -	US\$1.00 =
	38 -	US\$1.00 =

※ Bank Use Only

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**【荷為替手形買取依頼書 記入要領】**

(記入要領)

THE TOKYO DAIICHI BANK, LTD.

APPLICATION FOR NEGOTIATION OF DOCUMENTARY BILL (WITH L/C)

TO: THE TOKYO DAIICHI BANK, LTD.

APPLICANT: 買取依頼人名  
住所

DATE: 買取依頼日

IN CASE OF NEED, CONTACT US AT TEL ( 買取依頼人電話番号 )		BANK REF. NO. 銀行参照番号	
DRAFT NO. 手形番号	DRAFT DATE: 手形振出日	AMOUNT: 手形金額 (アラビア数字と語句で表記)	
DRAWER (IF DIFFERENT FROM APPLICANT) 振出人 (もし、買取依頼人と異なる場合)		TENOR (DUE ON) 手形の支払期間 (支払期限)	
DRAWEE 手形名宛人 (支払人) 名		BANKING CHARGES AND INTEREST OUTSIDE JAPAN 日本以外での銀行手数料・金利等の負担者 <input type="checkbox"/> SHIPPER'S A/C <input type="checkbox"/> BUYER'S A/C <input type="checkbox"/> OTHERS	
ACCOUNTTEE (BUYER) 買主 (輸入者) 名		L/C NO. 信用状番号	DATE 信用状発行日
MERCHANDISE (NAME, QUANTITY, TRADE TERMS) 貨物の明細 (信用状の記述を転記)		ISSUEING BANK 発行銀行名 (名称のみ)	
VESSEL OR 本船名 & 航海番号		EXPIRY DATE: 信用状有効期限	LATEST PRESENTATION DATE: 最終呈示可能日
TIME OF SHIPMENT/SAILING ON 船積日 or 出港日		NOTES AND REMARKS	
FROM 船積港		TO 荷卸港	
DOCUMENTS ATTACHED 添付書類とその通数			
DRAFT 為替手形	COMM INVOICE インボイス	CUS/CONS INVOICE 税関送り状・領事送り状	B/L 船荷証券
SEA WAYBILL 海上運送状	AIR WAYBILL 航空運送状	INS. POL/CERT 保険証券 保険承認状	PACKING LIST 梱包明細書
W/M LIST 重量積証明書	INSP. CERT. 品質検査証明書	CERT. OF ORIGIN 原産地証明書	APPLIANT CERT. 依頼者証明書
L/G 保証状 (L/Gネゴ用)			
L/C <input type="checkbox"/> ATTACHED この買取依頼書に添付 <input type="checkbox"/> HELD BY 現在の所持人名 & 住所 信用状の所在場所		DATE OF LAST NEGOTIATION 前回買取日 (分割船積した場合)	L/C BALANCE 信用状金額残高 (分割船積した場合)

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ご入金口座		
<input type="checkbox"/> 当座預金	<input type="checkbox"/> 普通預金	<input type="checkbox"/> 外貨預金 <input type="checkbox"/> その他
口座番号		
為替先物予約		
予約番号	38 -	US\$1.00 = 予約相場
	38 -	US\$1.00 =
	38 -	US\$1.00 =

買取依頼人名

署名

署名者名 & 肩書

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銀行使用欄

【荷為替手形買取依頼書 解答例】

(解答例)

THE TOKYO DAIICHI BANK, LTD.

APPLICATION FOR NEGOTIATION OF DOCUMENTARY BILL (WITH L/C)

TO: THE TOKYO DAIICHI BANK, LTD.

APPLICANT: Global Trading Co., Ltd.  
2-3 Otemach 1-chome, Chiyoda-ku  
Tokyo 100-0002 Japan

DATE: July 3, 20XX

IN CASE OF NEED, CONTACT US AT TEL ( 03 - 3258 - 5875 )		BANK REF. NO.														
DRAFT NO. 9451	DRAFT DATE: July 3, 20XX	AMOUNT: US\$290,200.00 (Dollars Two Hundred Ninety Thousand Two Hundred only in U. S. Currency)														
DRAWER (IF DIFFERENT FROM APPLICANT)		TENOR (DUE ON) At Sight														
DRAWEE The First National Bank of California, Ltd.		BANKING CHARGES AND INTEREST OUTSIDE JAPAN <input checked="" type="checkbox"/> SHIPPER'S A/C <input type="checkbox"/> BUYER'S A/C <input type="checkbox"/> OTHERS														
ACCOUNTEE (BUYER) Southwest Steel, Inc. 134 Bridge Street, Riverside, CA 94971 U. S. A.		L/C NO. 231-112449J	DATE May 21, 20XX													
MERCHANDISE (NAME, QUANTITY, TRADE TERMS) Iron Products as Specified in the Sales Note No. SWS-112/04 dated May 8, 20XX		ISSUING BANK The First National Bank of California, Ltd.	EXPIRY DATE: July 14, 20XX													
VESSEL OR Neptune V. 154W		LATEST PRESENTATION DATE: July 12, 20XX														
TIME OF SHIPMENT/SAILING ON June 28, 20XX		NOTES AND REMARKS														
FROM Tokyo, Japan		TO Long Beach, U.S.A.														
DOCUMENTS ATTACHED																
DRAFT	COMM INVOICE	CUS/CONS INVOICE	B/L	SEA WAYBILL	AIR WAYBILL	INS. POL/CERT	PACKING LIST	W/M LIST	INSP. CERT.	CERT. OF ORIGIN	APPLIANT CERT.	L/G				
2	3		3			2	3			2						
L/C <input checked="" type="checkbox"/> ATTACHED <input type="checkbox"/> HELD BY		DATE OF LAST NEGOTIATION		L/C BALANCE												

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ご入金口座	
<input checked="" type="checkbox"/> 当座預金 <input type="checkbox"/> 普通預金 <input type="checkbox"/> 外貨預金 <input type="checkbox"/> その他	
口座番号	12457803
為替先物予約	
予約番号	38 - 27651
	US\$1.00 = ¥131.27
	38 -
	US\$1.00 =
	38 -
	US\$1.00 =

Global Trading Co., Ltd.

Taro Yamada

Taro Yamada, Export Manager

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