LETTERHEAD OF ISSUING BANK

IRREVOCABLE LETTER OF CREDIT NUMBER ********** DATE: _____

Commonwealth of Massachusetts
Division of Standards
One Ashburton Place, Rm 1115
Boston, MA 02108

To whom it may concern:

We hereby establish our irrevocable Letter of Credit in your favor by order and for account of (full legal name/address of motor vehicle repair shop) for a sum or sums not exceeding in all Ten Thousand and no/100 Dollars United States Currency. (USD 10,000).

This Letter of Credit is available by your sight draft(s) drawn on us accompanied by one of the following statements purportedly signed by an authorized official of the Commonwealth of Massachusetts, Division of Standards, reading as follows:

"(Full legal name of motor vehicle repair shop) has incurred fines or penalties for violation of Mass Gen Laws c. 100A in the amount if the attached Draft."

or

"A creditor(s) has obtained final judgment against (full legal name of motor vehicle repair shop) on a claim(s) arising in connection with business done under a certificate of registration granted under Mass Gen. Laws c. 100A in the amount of the attached draft and notice of such claim(s) was filed with the Director of Standards prior to the expiration of sixty days from the return or surrender of said certificate of registration or the date of the filing of an affidavit of its loss"

Partial drawings are permitted.

This Letter of Credit shall be automatically extended for an additional period of one year from present or each future expiration date unless we have notified you in writing, not less than ninety (90) days before such expiration date, that we elect not to renew the Letter of Credit for an additional period.

It is a condition of this Letter of Credit that it shall be extended without amendment for a period of one year from the then present expiration date upon our receipt within validity of the credit of the following statement purportedly signed by an authorized official of the Commonwealth of Massachusetts, Division of Standards, Reading as follows:

EXAMPLE

IRREVOCABLE LETTER OF CREDIT NUMBER ********** DATE: _____

Commonwealth of Massachusetts
Division of Standards
One Ashburton Place, Room 1115
Boston, MA 02108

We are in receipt of your notice not to renew this Letter of Credit for an additional period and a creditor of (full legal name of repair shop) has filed notice of a claim arising in connection with business done under a certificate of registration granted under Mass. Gen, Laws c. 100A prior to the expiration of sixty (60) days from the return or surrender of said certificate of registration or the date of the filing of an affidavit of its loss. Therefore, in accordance with the terms of this Letter of Credit, the expiration date shall be considered extended for an additional period of one year, for a final expiration date of _____."

Drafts drawn hereunder must be marked "Drawn under issuing bank, Credit No. (*****) Dated (Date of Issuance)".

We engage with you that your draft(s) drawn hereunder and in compliance with the terms of this Credit will be duly honored by us on delivery of documents as specified, if presented at this office on or before (initial expiry date—one year and sixty days from dates of issuance) or such automatically extended date or final expiration date as hereinbefore set forth.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (1983 Revision) International Chamber of Commerce, Publication No. 400.

Authorized Signature

EXAMPLE