

## USER GUIDE: IMPORT LETTER OF CREDIT USING BUSINESS INTERNET BANKING PLUS

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### Important Notes:

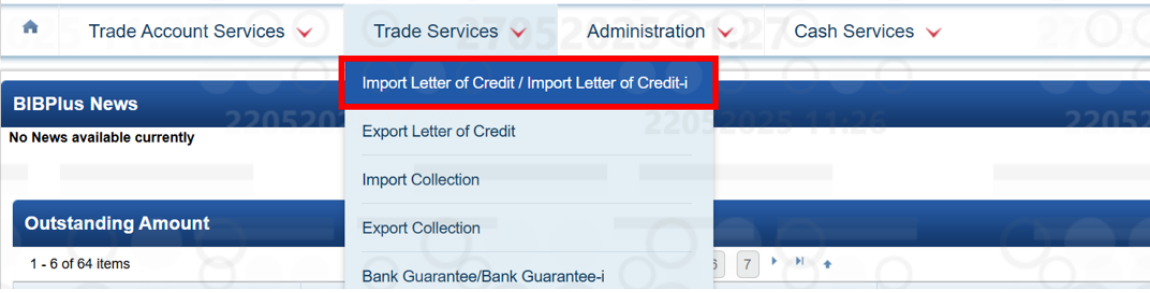
- User access right must be granted by Company Administrator.
  - You may send requests related to Import Letter of Credit for issuance, amendment, cancellation, provide settlement / financing request for Import Bill and send message/instruction to the Bank.
  - You may also make inquiries on history of Import Letter of Credit.
  - You may upload supporting documents via file upload function.
- 

Chapter	Title	Page
1	<b>Issue Import Letter of Credit</b>	
	1.1 Create New Import Letter of Credit	2
	1.2 Create a Transaction using Template	10
	1.3 Create a Transaction from Past LC	11
2	<b>Amend Import Letter of Credit</b>	12
3	<b>Cancel Import Letter of Credit</b>	16
4	<b>Reply Import Bill Notifications</b>	
	4.1 Accept/Reject Discrepant Bill	18
	4.2 Reply Clean Bill	23
5	<b>Send a Message/Instruction to the Bank</b>	26
6	<b>Import Letter of Credit Inquiry</b>	28

## 1. Issue Import Letter of Credit

### 1.1 Create New Import Letter of Credit

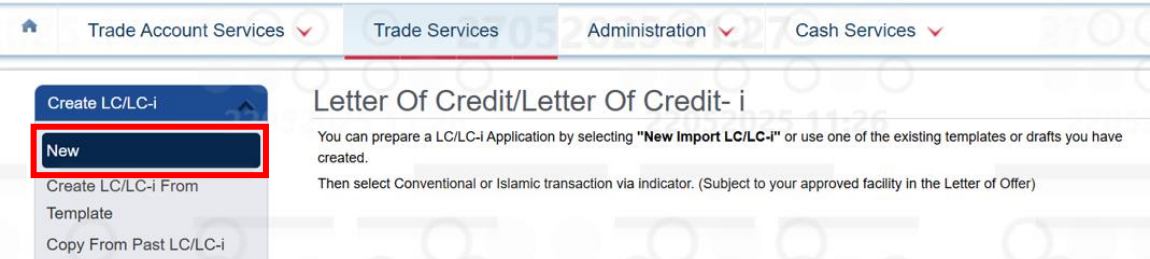
**Step 1**



The screenshot shows the top navigation bar with 'Trade Services' selected. A dropdown menu is open, and 'Import Letter of Credit / Import Letter of Credit-i' is highlighted with a red box. Other options in the menu include 'Export Letter of Credit', 'Import Collection', 'Export Collection', and 'Bank Guarantee/Bank Guarantee-i'.

From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

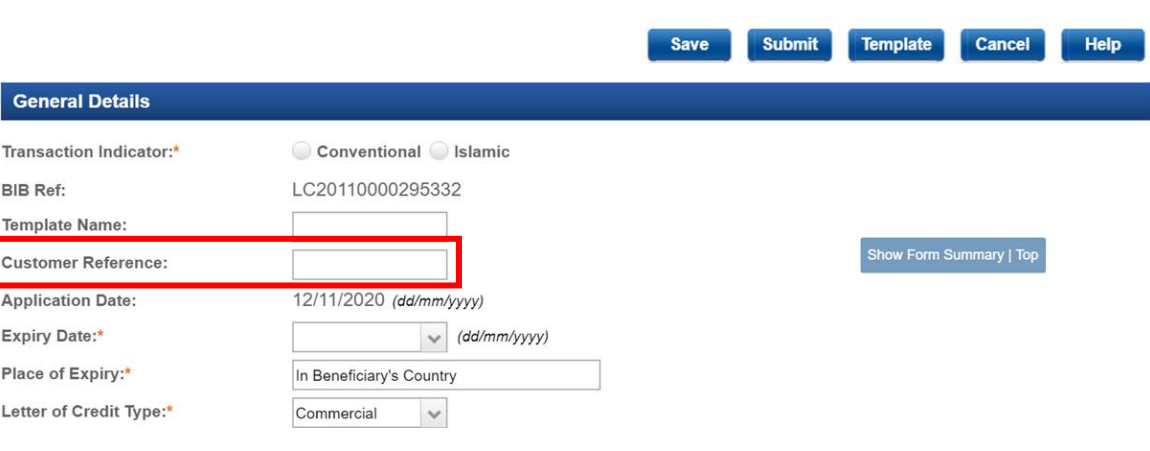
**Step 2**



The screenshot shows the 'Letter Of Credit/Letter Of Credit- i' page. The left navigation menu is open, and 'New' is highlighted with a red box. The main content area contains instructions: 'You can prepare a LC/LC-i Application by selecting "New Import LC/LC-i" or use one of the existing templates or drafts you have created. Then select Conventional or Islamic transaction via indicator. (Subject to your approved facility in the Letter of Offer)'

From the left Navigation Menu, select Create LC/LC-i > New

**Step 3 General Details**



The screenshot shows the 'General Details' form. At the top right are buttons for 'Save', 'Submit', 'Template', 'Cancel', and 'Help'. The form fields are as follows:

- Transaction Indicator:\*  Conventional  Islamic
- BIB Ref: LC20110000295332
- Template Name:
- Customer Reference:  (highlighted with a red box)
- Application Date: 12/11/2020 (dd/mm/yyyy)
- Expiry Date:\*  (dd/mm/yyyy)
- Place of Expiry:\* In Beneficiary's Country
- Letter of Credit Type:\* Commercial

There is a 'Show Form Summary | Top' button on the right side of the form.

- I) Complete the required information under General Details.
- II) Fields with an \* are mandatory.
- III) You may add your own "Customer Reference" for tracking and reconciliation purposes.

### Step 3.1 Applicant Details & Beneficiary Details

#### Applicant Details

Company ID:\*   a

Name and\*

Address:\*

#### Beneficiary Details

Name and\*   b

Address:\*

Reference:

Contact Name:

Contact Number:

Fax Number:

E-mail:



**List of Counterparties**

Abbreviated Name:

Name:

1 - 5 of 8 items

Group ID	Company ID	Name	Address Line 1	Address Line 2	Domicile	Country
FISHERMAN_CO	ABC_PROPERTY	Fisherman and Co. Ltd	Raja Laut	50350	Kuala Lumpur	MY
ESecureGroup	ABC_CITY	FSecureName				MY

- a) For single company access, system will default the company ID, name and address into the Applicant Details. For multiple company access, you can click  and select the Company ID.
- b) You may input the Beneficiary's name and address or alternatively click  to select from the existing counterparty list, or add a new counterparty.

### Step 3.2 Amount Details

Amount Details

Form of LC:  Irrevocable a

Transferable

Confirmation Instructions:  Confirm b

May Add

Without

LC Amount:\*   c

Variation in Drawing: d

Tolerance (+):  %

Tolerance (-):  %

Max Credit Amount:  ▼

Issuing Bank Charges:  Applicant  Beneficiary

Outside Country Charges:  Applicant  Beneficiary

Confirmation Charges:  Applicant  Beneficiary

Provide the details and instructions for Letter of Credit Amount and Charges. Take note of the following:

- a) If the Letter of Credit is transferable, you may tick both 'Irrevocable' and 'Transferable'.
- b) If 'Confirm' or 'May Add' is chosen, additional 'confirmation charges' field will be shown on the screen. Confirmation charges will apply if confirmation is required.
- c) Update the Letter of Credit amount and currency in the textbox provided.
- d) You can indicate the Letter of Credit amount tolerance or Letter of Credit maximum amount. Both fields are mutually exclusive.

### Step 3.3 Payment Details

**Payment Details**

**Credit Available With**

Type:\* [ ] a

Name and Address: [ ] b

Credit Available By:\*

Payment

Acceptance

Negotiation

Deferred Payment

Mixed Payment

Payment / Draft At:\*

Sight c

5 days after d


Other

Usance LC

Draft Drawn For:\* 100 % of invoice value

Drawee Details:\* Issuing Bank

Provide the Letter of Credit Payment Details. Take note of the following:

- a) You may select: Advising Bank; Any Bank; Issuing Bank; Other (If "other" is selected, specific bank name and address is required)
- b) You may select the bank from your own bank list or from the bank SWIFT code table by clicking on 
- c) If Usance Letter of Credit is selected, please indicate the credit term i.e. no. of days before/after "Sight, Bill of lading date, Airway bill date, Shipment date, Invoice date, Bill of Exchange date or Other."
- d) When Other is selected, please specify the description of the credit term in the free text box.

### Step 3.4 Shipment Details

**Shipment Details**

Shipment From: [ ]

Place of Loading: [ ]

Place of Discharge: [ ]

Shipment To: [ ]

Partial Shipment: ALLOWED

Transshipment: ALLOWED

Place of Transshipment: [ ]

Last Shipment Date: [ ] (dd/mm/yyyy)

Incoterm: [ ]

Named Place: [ ]

[Show Form Summary | Top](#)

Update the shipment details, where applicable.

### Step 3.5 Bank Details

**Bank Details**

Issuing Bank\*

**Advising Bank**

Advise Thru Bank

Bank Name :\*

You may indicate the Letter of Credit advising bank if it is required by the beneficiary. UOB will advise the Letter of Credit through our UOB Branch/Subsidiary/Agent Bank in the respective beneficiary country if there is no special requirement.

### Step 3.6 Narrative Details

**Narrative Details**

Description of Goods\*

**Additional Conditions**

Period for Presentation

**Additional Amount**

Complete the relevant information in the Description of Goods (mandatory), Additional Conditions, Period for Presentation and Additional Amount, where required.

### Step 3.7 Documents Required

Documents Required

Signed Commercial Invoice (in Triplicate unless otherwise stated): a

 Packing List (in Triplicate unless otherwise stated):  

 Weight List (in Triplicate unless otherwise stated):  


Beneficiary's certificate sent to applicant by  within  days after shipment.
   
 Beneficiary's Certificate 1/3 BL sent within  days after shipment.
   
 Certificate of Origin
   
 Certificate Of Origin - Country: 
  
 Certificate Of Origin - Remarks: 

Insurance Borne by:\*  b

Insurance Type:\*  c

Cover Note Number: 
  
 Insurance Company Name: 
  
 Insurance Company Address: 
  

  
 Blank Endorsed Percentage(%): 
  
 Institute Cargo Clause: 
  
 Claims Payable At:

Select the type of documents required from the structured fields displayed on screen. Take note of the following:

- a) If the number of invoices required is other than in triplicate, you can indicate the number of copies required in the text box provided. The text box will only allow you to input after the document checkbox is selected.
- b) Please ensure insurance option correspond to the Incoterms selected.
- c) If you require the Bank to purchase insurance, select 'Submit Insurance Policy'. Then insert a remark in the 'Other Information' Field under the 'Instruction for Banks Only' section in Step 3.8.

### Step 3.7 Documents Required Continued...

Transport Documents:  Full set clean on Board Ocean Bill Of Lading  
 2/3 Clean on Board BL  
 Airway Bill  
 Delivery Order Countersigned by Applicant

To be Made Out to Order Of:  Issuing Bank  
 Others

UOBM

Notify Party  Applicant  
 Others

Freight Charges:  Freight Prepaid  
 Freight Collect

Additional Documents:

- d) Please ensure freight charges option corresponds to the Incoterms selected.
- e) You may indicate any additional documents required that are not available under the above structured fields.

### Step 3.8 Instructions for the Bank Only

**Instructions for the Bank Only**

Send LC by:\* SWIFT

Principal Account:   a

Account Currency

Fee Account:\*   b

Account Currency\*

For Local LC Hold Original for Beneficiary Collection

Margin: c

Other Information:   d

Show Form Summary | Top

- You may provide other information to the Bank which are not specified in the structured fields in previous steps. Take note of the following:
- a) Principal Account/Currency is not applicable for Letter of Credit application.
  - b) Indicate the account for debiting Letter of Credit issuance related charges.
  - c) Select margin where applicable.
  - d) Please indicate additional instruction/information, if any. If you require the bank to purchase marine insurance on your behalf, please indicate herein.



### Step 3.9 File Upload Details

**File Upload Details (Max 5 files)**

No files

**Add a file** a

**Submit** e | **Save** | **Template** | **Cancel** | **Help**

**File Details** ✕

**Title:**

**File:** b **Choose File** No file chosen

**Cancel** | **Add** c

**Save** Save as draft to be edited another time.

**Template** Save transaction as a template for future use.  
You will need to input a Template Name.

**Cancel** Cancel transaction without saving.

**Help** Access online User Help Guide.

**Add a file** Attach supporting documents.

You may upload file to this Letter of Credit Application:

- a) Click 'Add a file' and 'File Details' conversation box will pop-up.
- b) Click 'Choose File' to select the desired file.
- c) You may insert a name under 'Title' for the uploaded File (optional).
- d) Click 'Add' to upload the files.
- e) Once file upload is completed, click

### Step 4

#### Submit Import Letter of Credit / Import Letter of Credit-i (Wakalah) Initiation

The submission to the approver is successful.

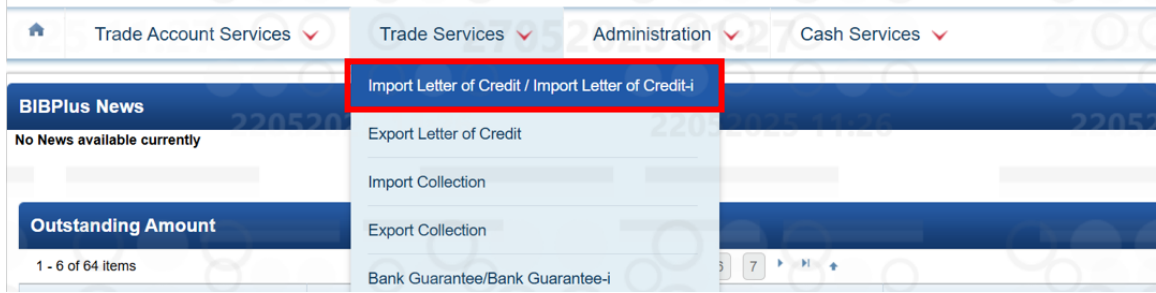
BIB Ref: LC20110000296458

[Click here to view and print transaction details](#) a

- a) Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.

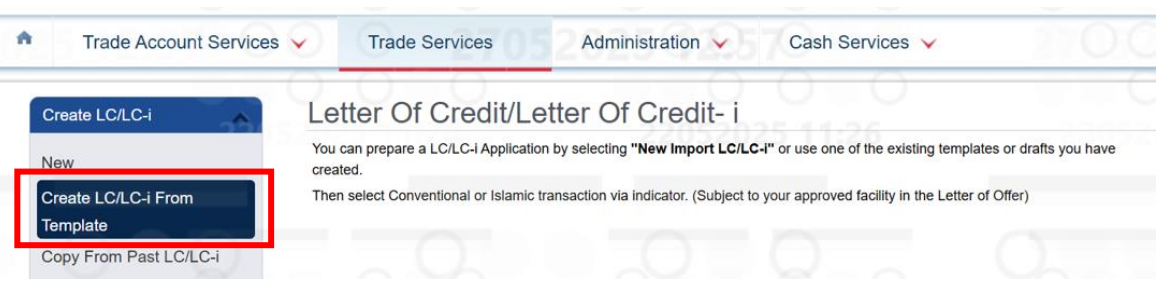
## 1.2 Create a Transaction using Template

**Step 1**



From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

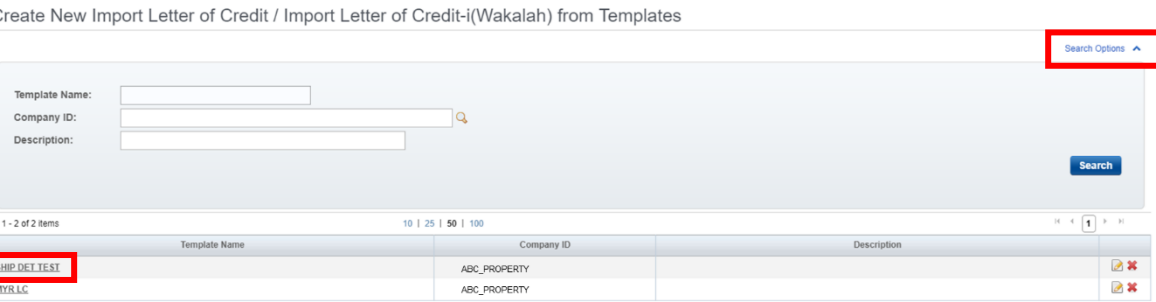
**Step 2**



From the Left Navigation Menu, select Create LC/LC-I > Create LC/LC-I From Template.

**Step 3**

Create New Import Letter of Credit / Import Letter of Credit-i(Wakalah) from Templates

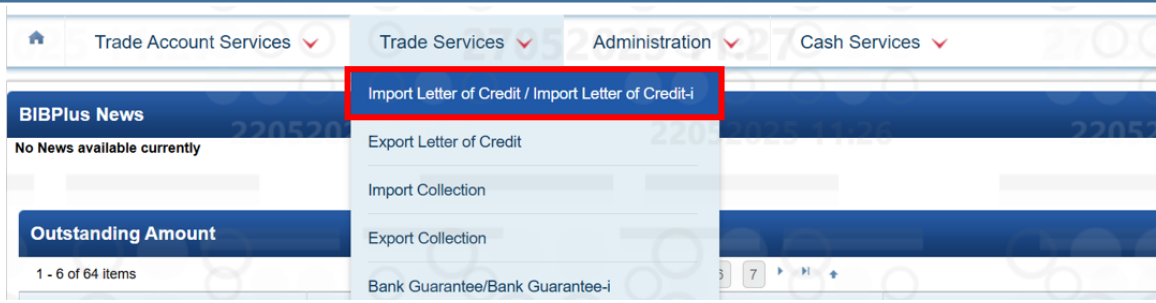


Template Name	Company ID	Description
SHIPDETTEST	ABC_PROPERTY	
MYB.LC	ABC_PROPERTY	

Select the template to use and repeat steps from Step 3, page 2 onwards.

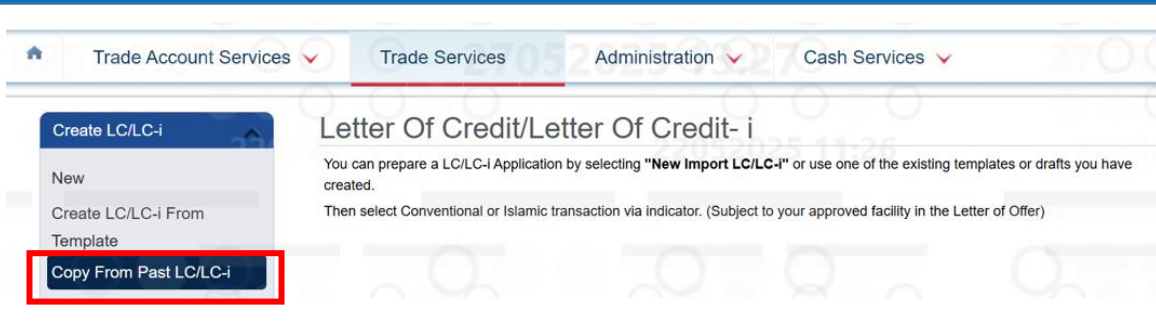
### 1.3 Create a Transaction from Past LC

**Step 1**



From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

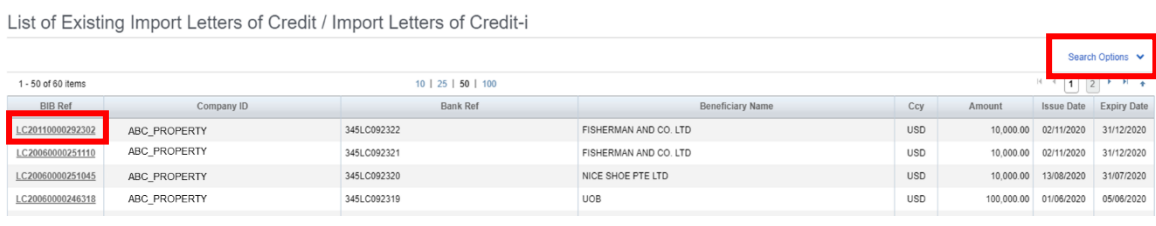
**Step 2**



From the Left Navigation Menu, select Create LC/LC-i > Copy From Past LC/LC-i.

**Step 3**

List of Existing Import Letters of Credit / Import Letters of Credit-i

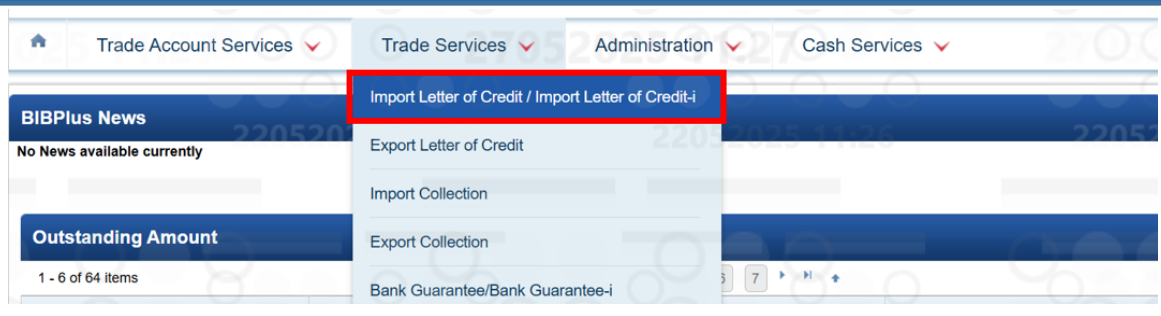


Select the past LC to use and repeat steps from Step 3, page 2 onwards.

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110000292302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000251110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000251045	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020
LC20060000246318	ABC_PROPERTY	345LC092319	UOB	USD	100,000.00	01/06/2020	05/06/2020

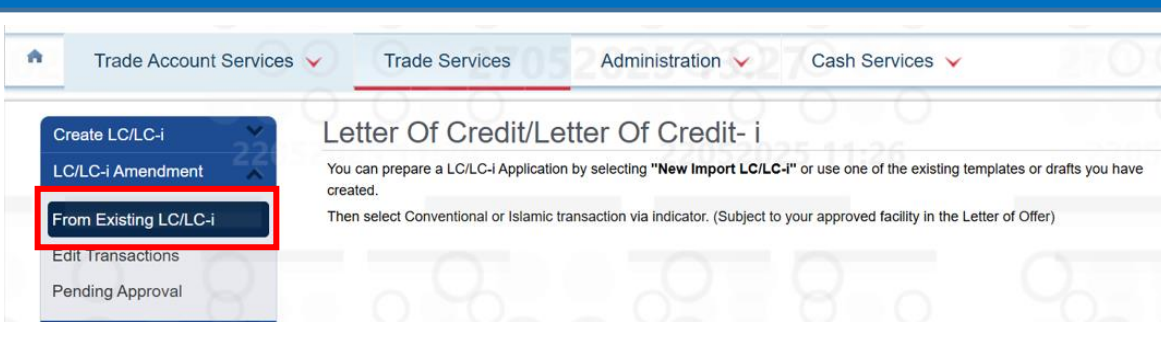
## 2. Amend Import Letter of Credit

**Step 1**



From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

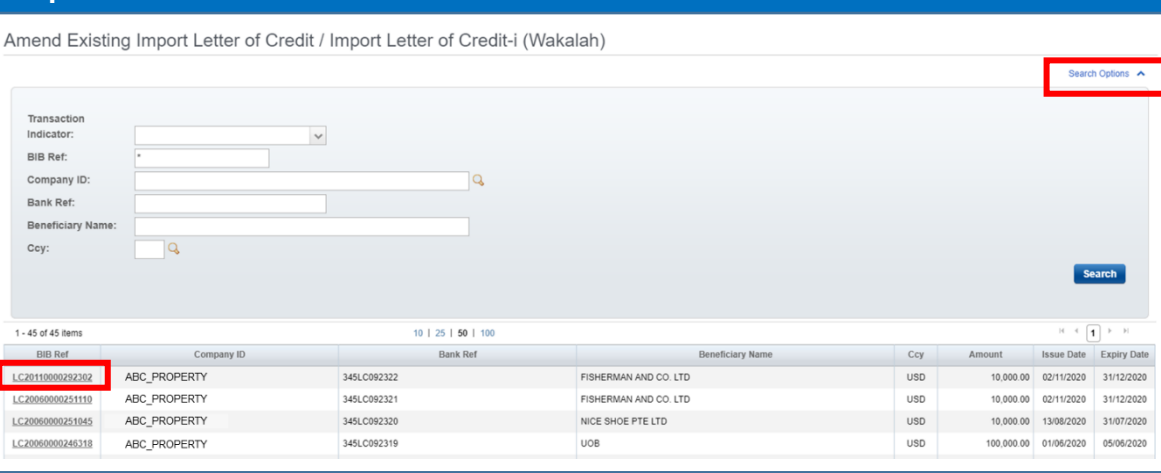
**Step 2**



From the left Navigation Menu, select Create LC/LC-i Amendment > From Existing LC/LC-i

**Step 3**

Amend Existing Import Letter of Credit / Import Letter of Credit-i (Wakalah)



Select the Letter of Credit you would like to amend.

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110000292302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000251110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000251945	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020
LC20060000246318	ABC_PROPERTY	345LC092319	UOB	USD	100,000.00	01/06/2020	05/06/2020

### Step 4 General Details

#### General Details

BIB Ref: LC16080000392800  
 Bank Reference: 1CMLC576812  
 Issue Date: 25/06/2021  
 Original Expiry Date: 25/07/2021  
 New Expiry Date:  (dd/mm/yyyy)

You may amend the Letter of Credit expiry date

### Step 4.1 Original Beneficiary Details and New Beneficiary Details

#### Original Beneficiary Details

Name and Address: CECIL LANE  
 TANJONG PAGAR  
 SINGAPORE

#### New Beneficiary Details

Name and\*:   
 Address\*:   
  
  
 Reference:   
 Contact Name:   
 Contact Number:   
 Fax Number:   
 E-mail:

You may amend the beneficiary details.

### Step 4.2 Amount Details

#### Amount Details

Original LC Amount: SGD   
 Increase Amount: SGD   
 Decrease Amount: SGD   
 New LC Amount: SGD   
 Original Drawing Variation: No Original Drawing Variation  
 New Drawing Variation:  
 Tolerance (+):   
 Tolerance (-):   
 Max Credit Amount:   
 New Additional Amount:

You may amend the Letter of Credit amount by indicating whether to increase or decrease the Letter of Credit amount. The new Letter of Credit amount will be auto-generated.

### Step 4.3 Shipment Details

#### Shipment Details

Original Shipment From:	<input type="text"/>
New Shipment From:	<input type="text"/>
Original Place of Loading:	<input type="text"/>
New Place of Loading:	<input type="text"/>
Original Place of Discharge:	<input type="text"/>
New Place of Discharge:	<input type="text"/>
Original Shipment To:	<input type="text"/>
New Shipment To:	<input type="text"/>
Original Partial Shipment:	ALLOWED
New Partial Shipment:	<input type="text"/> ▼
Original Transshipment:	ALLOWED
New Transshipment:	<input type="text"/> ▼
Original Transshipment Place:	<input type="text"/>
New Transshipment Place:	<input type="text"/>
Original Last Shipment Date:	<input type="text"/>
New Last Shipment Date:	<input type="text"/> ▼ (dd/mm/yyyy)

You may amend the shipment details, e.g. Last Shipment Date.

### Step 4.4 Amendment Details

#### Amendment Details



You may indicate other amendments that you would like to perform on this Letter of Credit not provided in the structured fields above.

### Step 4.5 Instructions for the Bank Only

**Instructions for the Bank Only**

Send Amendment by:\*

Principal Account:

Account Currency:

Fee Account:\*

Account Currency\*

Margin: c

**Other Information:**

[Show Form Summary | Top](#)

You may provide other information to the Bank which are not specified in the structured fields in previous steps. Take note of the followings:

- a) Principal Account/Currency is not applicable for Letter of Credit amendment.
- b) Indicate the account for debiting Letter of Credit amendment related charges.
- c) Select margin where applicable.
- d) Please indicate additional instruction/information, if any.


### Step 4.6 File Upload Details

**File Upload Details (Max 5 files)**

No files

[Add a file](#)

[Save](#) [Submit](#) [Template](#) [Cancel](#) [Help](#)

 [Save](#) Save as draft to be edited another time.

[Template](#) Save transaction as a template for future use.  
You will need to input a Template Name.

[Cancel](#) Cancel transaction without saving.

[Help](#) Access online User Help Guide.

[Add a file](#) Attach supporting documents.

Once all information has been duly completed and file uploaded, click [Submit](#) .

### Step 5

#### Submit Import Letter of Credit / Import Letter of Credit-i (Wakalah) Amendment

The submission to the approver is successful.

BIB Ref : LC20110000292302

[Click here to view and print transaction details](#) a

- a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

### 3. Cancel Import Letter of Credit

**Step 1**

From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

**Step 2**

From the left Navigation Menu, select Message to Bank > From Existing LC/LC-i.

**Step 3**

List of Existing Import Letter of Credit / Import Letters of Credit-i

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110000282302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000231110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060000251045	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020

Select the Import Letter of Credit record for cancellation.



### Step 4

Create Letter of Credit message

Save Approve Later Submit Cancel Help

**General Details**

BIB Ref: LC20110000292302  
 Bank Reference: 345LC092322  
 Issue Date: 02/11/2020 (dd/mm/yyyy) [Show Form Summary | Top](#)  
 Expiry Date: 31/12/2020 (dd/mm/yyyy)  
 Message Type: Cancel a

**Other Information**

Please input other instruction (if any) here.

b

**File Upload Details (Max 5 files)**

No files

Add a file c

Save Approve Later Submit Cancel Help d

a) Select "Cancel".  
 b) Provide reason for cancellation.  
 c) Attach supporting documents, if any via file upload.  
 d) Once information had been duly completed and file uploaded, click Submit

### Step 5

Submit Import Letter of Credit/Import Letter of Credit-i Free Format Message

The submission to the approver is successful.

BIB Ref: LC20060000246318

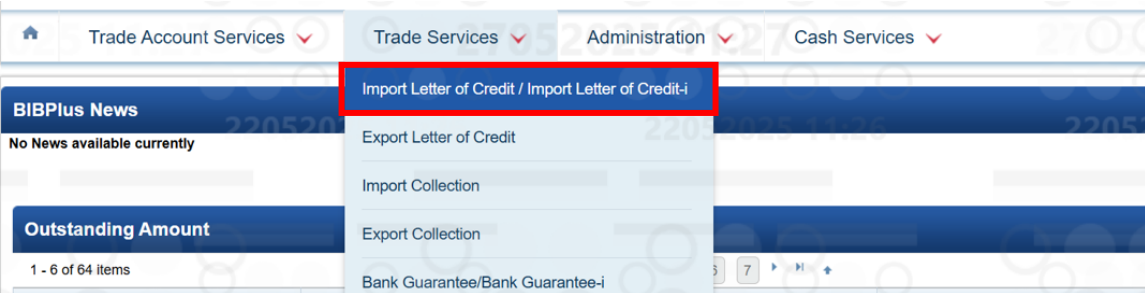
Click here to view and print transaction details a

a) Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.

## 4. Reply Import Bill Notifications (Acceptance/ Settlement)

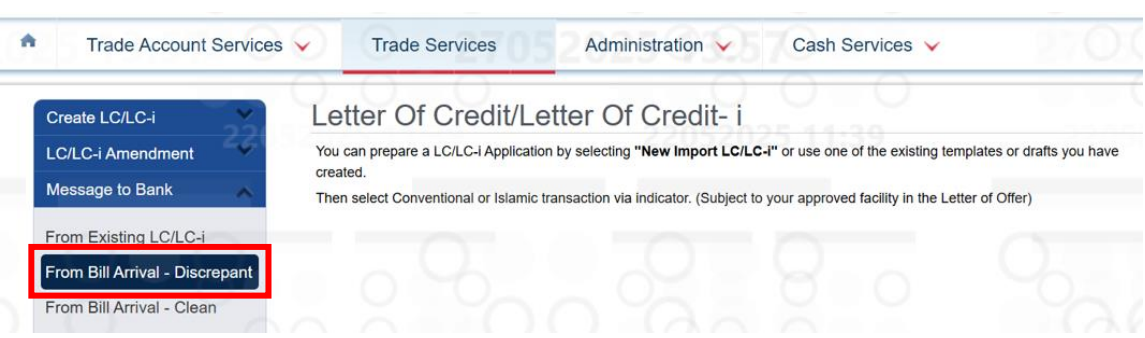
### 4.1 Accept / Reject Discrepant Bill

**Step 1**



From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

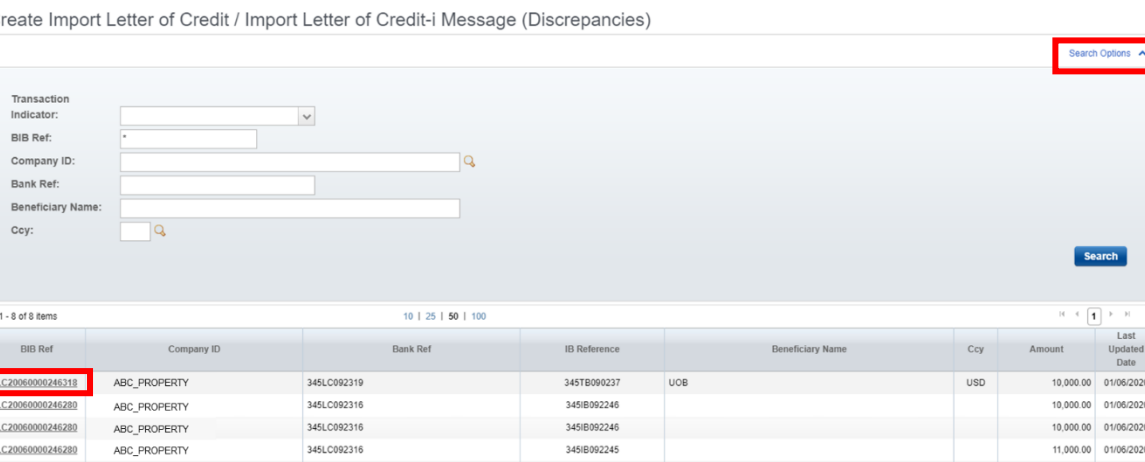
**Step 2**



From the Left Navigation Menu, select Message to Bank > From Bill Arrival – Discrepant.

**Step 3**

Create Import Letter of Credit / Import Letter of Credit-i Message (Discrepancies)



BIB Ref	Company ID	Bank Ref	IB Reference	Beneficiary Name	Ccy	Amount	Last Updated Date
LC2006000246280	ABC_PROPERTY	345LC092319	345TB090237	UCB	USD	10,000.00	01/06/2020
LC2006000246280	ABC_PROPERTY	345LC092316	345IB092246			10,000.00	01/06/2020
LC2006000246280	ABC_PROPERTY	345LC092316	345IB092246			10,000.00	01/06/2020
LC2006000246280	ABC_PROPERTY	345LC092316	345IB092245			11,000.00	01/06/2020

Select the Import Bill (IB Reference) to be accepted/rejected.

## Step 4

Save Approve Later Submit Cancel Help

### General Details

Transaction Indicator: Conventional  
 BIB Ref: LC19120000222549  
 Customer Reference: LC19120000222549  
 Bank Reference: 345LC092283  
 IB Reference: 345IB092250  
 Issue Date: 26/12/2019  
 Expiry Date: 29/02/2020  
 Document Amount: USD 12,345.00



Accept the Discrepancies:\*

Yes  No

b

Debit Amount:\* USD 0.00 (Debit amount of settlement instruction only applies to Document Amount)

c

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <http://www1.uob.com.my>

Financing Type:\*

Principal Account: 2093015659 AC NAME1 2093015659

Account Currency: MYR

Fee Account:\* 2093015632 AC NAME1 2093015632

Account Currency\*: MYR

d

e

### Exchange Rate

Foreign Exchange Rates:  Use Prevailing Board Rates  Utilise FX Contract(s)

Exchange Rate: 4.2605000 The rate is indicative only.

Equivalent Amount: MYR 0.00

Tolerance Rate: 4.8995749

Equivalent Amount: MYR 4.90

Indicate acceptance/rejection and provide settlement instruction. Take note of the following:

- Click to view Collection Notice details.
- Indicate 'Yes' to accept or 'No' to reject discrepant bill.
- Indicate full amount or the amount you would like to debit from your account for settlement. If financing required, indicate "0" and select the 'Financing Type'.
- You may select the type of financing (TR or BA) and provide the required details correspond to the type of financing selected. Refer subsequent steps hereafter.
- If financing is not required, indicate the account for settlement under Principal Account. Indicate the account for debiting the related charges under Fee Account.

## Step 4.1 Financing Type – Trust Receipt

General Details	
Transaction Indicator:	Conventional
BIB Ref:	LC19120000222549
Customer Reference:	LC19120000222549
Bank Reference:	345LC092283
IB Reference:	345IB092250
Issue Date:	26/12/2019
Expiry Date:	29/02/2020
Document Amount:	USD 12,345.00
Accept the Discrepancies:*	<input type="button" value="Yes"/> <input type="button" value="No"/>
Debit Amount:*	USD <input type="text" value="0.00"/> (Debit amount of settlement instruction only applies to Document Amount)
<small>Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <a href="http://www1.uob.com.my">http://www1.uob.com.my</a></small>	
Financing Type:*	<input type="text" value="Financing Type-Trust Receipt"/> <span style="color: red;">a</span>
Finance CCY:*	<input type="text" value="MYR"/> <input type="button" value="Q"/>
Contract Number:	<input type="text"/>
Principal Account:	<input type="text" value="2093015659 AC NAME1 2093015659"/> <input type="button" value="Q"/> <input type="button" value="X"/>
Account Currency	<input type="text" value="MYR"/>
Fee Account:*	<input type="text" value="2093015632 AC NAME1 2093015632"/> <input type="button" value="Q"/>
Account Currency*	<input type="text" value="MYR"/>
Exchange Rate	
Foreign Exchange Rates:	<input checked="" type="radio"/> Use Prevailing Board Rates <input type="radio"/> Utilise FX Contract(s)
Exchange Rate:	<input type="text" value="4.2605000"/> The rate is indicative only. <span style="margin-left: 100px;">Equivalent Amount: <input type="text" value="MYR"/> <input type="text" value="0.00"/></span>
Tolerance Rate:	<input type="text" value="4.8995749"/> <span style="margin-left: 100px;">Equivalent Amount: <input type="text" value="MYR"/> <input type="text" value="4.90"/></span>

a) Select 'Financing Type - Trust Receipt' and provide the required details.

## Step 4.2 Financing Type – Bankers Acceptance

### General Details

Transaction Indicator: Conventional  
 BIB Ref: LC19120000222549  
 Customer Reference: LC19120000222549  
 Bank Reference: 345LC092283  
 IB Reference: 345IB092250  
 Issue Date: 26/12/2019  
 Expiry Date: 29/02/2020  
 Document Amount: USD 12,345.00

Accept the Discrepancies:\*  Yes  No

[Show Form Summary | Top](#)

Debit Amount:\*   (Debit amount of settlement instruction only applies to Document Amount)

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in MYR with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <http://www1.uob.com.my>

Financing Type:\*  a

BA Type / AB-i Type:\*

Earliest Document Date:\*  (dd/mm/yyyy)

### BA Draft Details

No BA Draft Details

[Add BA Draft Details](#)

Finance Amount:

*The remaining amount difference derived from the rounding down to the nearest thousand which is not eligible under BA financing, will be debited from your account.*

Principal Account:

Account Currency:

Fee Account:\*

Account Currency\*

### Exchange Rate

Foreign Exchange Rates:  Use Prevailing Board Rates  Utilise FX Contract(s)

Exchange Rate:  The rate is indicative only.

Equivalent Amount:

Tolerance Rate:

Equivalent Amount:

a) Select 'Financing Type – Banker Acceptance' and provide the required details. Take note that the Banker Acceptance draft has to be submitted to the bank by the next working day.

### Step 4.3 Other Information & File Upload Details

**Other Information**

Please input other instruction (if any) here.  
For example, Disposal Instruction for Document

a

**File Upload Details (Max 5 files)**

No files

Add a file

b

Submit
c

Save

Save as draft to be edited another time.

Template

Save transaction as a template for future use.  
You will need to input a Template Name.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.

Add a file

Attach supporting documents.

You may provide other information/instruction and attach supporting documents here:

- a) Indicate other instructions to the Bank under free format message box. e.g. to mail the document to you or to self-collect the document from UOB branches.
- b) Click 'Add a file' to attach supporting documents.
- c) Once all information has been duly completed and file uploaded, click Submit.

### Step 5

#### Submit Import Letter of Credit/Import Letter of Credit-i Free Format Message

The submission to the approver is successful.

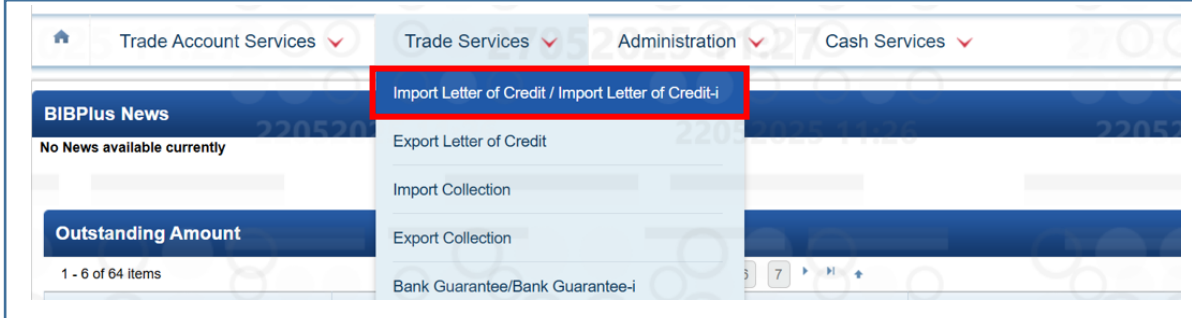
BIB Ref: LC20060000246318

Click here to view and print transaction details a

a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

## 4.2 Reply Clean Bill

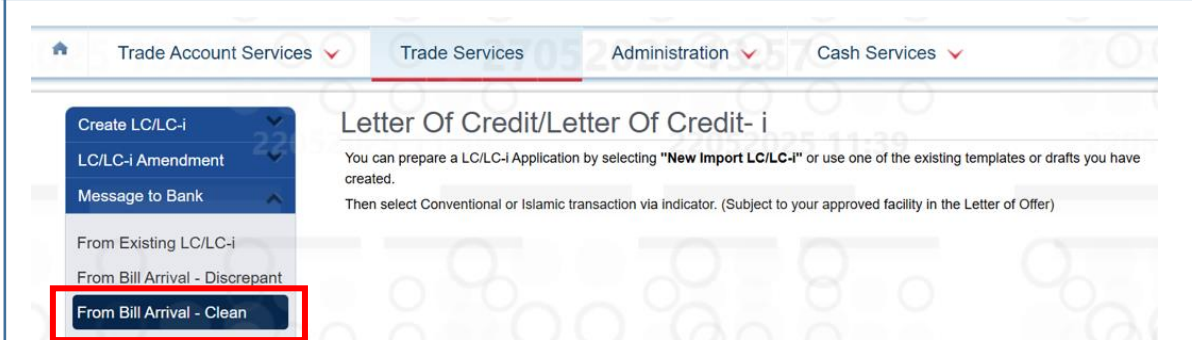
### Step 1



The screenshot shows the UOB Trade Services menu. The 'Trade Services' dropdown is open, and the option 'Import Letter of Credit / Import Letter of Credit-i' is highlighted with a red box. Other options visible include 'Export Letter of Credit', 'Import Collection', 'Export Collection', and 'Bank Guarantee/Bank Guarantee-i'.

From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

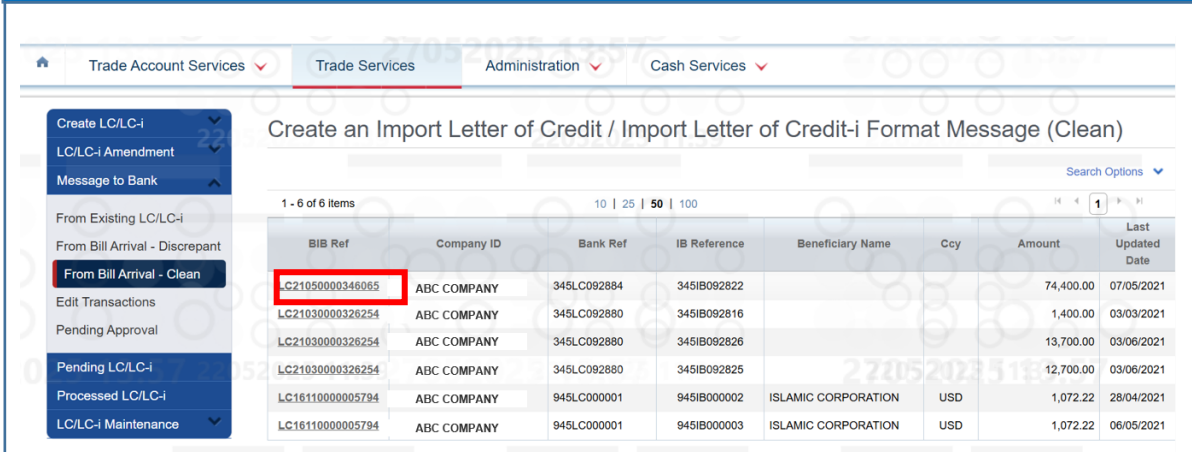
### Step 2



The screenshot shows the 'Letter Of Credit/Letter Of Credit-i' creation screen. The 'Message to Bank' dropdown menu is open, and the option 'From Bill Arrival - Clean' is highlighted with a red box. The main content area contains instructions on how to create an LC/LC-i application.

From the Left Navigation Menu, select Message to Bank > From Bill Arrival – Clean.

### Step 3



The screenshot shows the 'Create an Import Letter of Credit / Import Letter of Credit-i Format Message (Clean)' screen. The 'From Bill Arrival - Clean' option is selected in the left navigation menu. A table of import bills is displayed, with the first row highlighted by a red box.

BIB Ref	Company ID	Bank Ref	IB Reference	Beneficiary Name	Ccy	Amount	Last Updated Date
<b>LC21050000346065</b>	ABC COMPANY	345LC092884	345IB092822			74,400.00	07/05/2021
LC21030000326254	ABC COMPANY	345LC092880	345IB092816			1,400.00	03/03/2021
LC21030000326254	ABC COMPANY	345LC092880	345IB092826			13,700.00	03/06/2021
LC21030000326254	ABC COMPANY	345LC092880	345IB092825			12,700.00	03/06/2021
LC16110000005794	ABC COMPANY	945LC000001	945IB000002	ISLAMIC CORPORATION	USD	1,072.22	28/04/2021
LC16110000005794	ABC COMPANY	945LC000001	945IB000003	ISLAMIC CORPORATION	USD	1,072.22	06/05/2021

Select the Import Bills to reply.

## Step 4

### Create an Import Letter of Credit Format Message (Clean)

Save Submit Cancel Help

#### General Details

BIB Ref: LC12080000009571  
 Bank Reference: 1CMLC530918  
 IB Reference: 1CMIB832938  
 Issue Date: 06/08/2012  
 Expiry Date: 31/08/2012  
 Document Amount: USD 4,152.00

Debit Amount:\*   (Debit amount of settlement instruction only applies to Document Amount)

Please indicate the proportion you would like to settle by debiting account and indicate account for debiting in principal account below. The remaining amount will be applied under Trust Receipt in SGD with prevailing board rate automatically. If you would like to apply other type of financing or finance in other currency, please indicate the type of financing, financing currency, and FX contract (if any) in the free format message below. For more information on our trade financing products and services, please refer to the corporate website at: <http://www.uob.com.sg>

Principal Account:    
 Fee Account:\*

#### Exchange Rate

Foreign Exchange Rates:  Use Prevailing Board Rates  Utilise FX Contract(s)

Exchange Rate:  The rate is indicative only. Equivalent Amount: SGD   
 Tolerance Rate:  Equivalent Amount: SGD

Provide your settlement instruction. Take note of the following:

- Click to view Collection Notice details.
- Indicate full amount or the amount to debit from your account for settlement. The Bank will auto apply TR loan for the remaining Bill amount subject to the Bank's approval.
- Indicate the account for settlement under Principal Account and the account for debiting the related charges under Fee Account.
- This section will appear if the principal account currency is different from the debit amount currency.



### Step 4.1 Other Information & File Upload Details

**Other Information**


Please input other instruction (if any) here.  
For example, Disposal Instruction for Document

**File Upload Details (Max 5 files)**

No files

[Add a file](#)

[Save](#) [Approve Later](#) [Submit](#) [Cancel](#) [Help](#)

 [Save](#) Save as draft to be edited another time.

[Template](#) Save transaction as a template for future use.  
You will need to input a Template Name.

[Cancel](#) Cancel transaction without saving.

[Help](#) Access online User Help Guide.

[Add a file](#) Attach supporting documents.

You may provide other information/instruction and attach supporting documents here:

- a) Indicate other instructions to the Bank under free format message box. e.g. to mail the document to you or to self-collect the document from UOB branches.
- b) Click 'Add a file' to attach supporting documents.
- c) Once all information has been duly completed and file uploaded, click [Submit](#) .

### Step 5

**Submit Import Letter of Credit Free Format Message**

The submission to the Bank is successful.

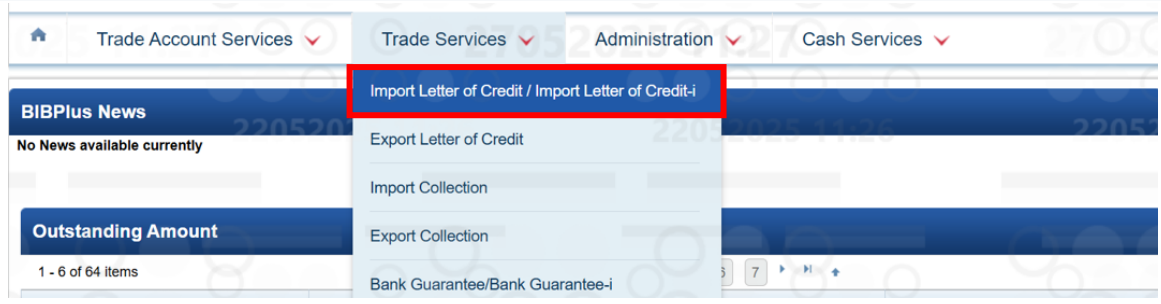
BIB Ref LC12080000009571

[Click here to view and print transaction details](#)

- a) Upon successful submission, above screen will be displayed. You may click on this link to view and print the transaction details.

## 5. Send a Message/Instruction to the Bank

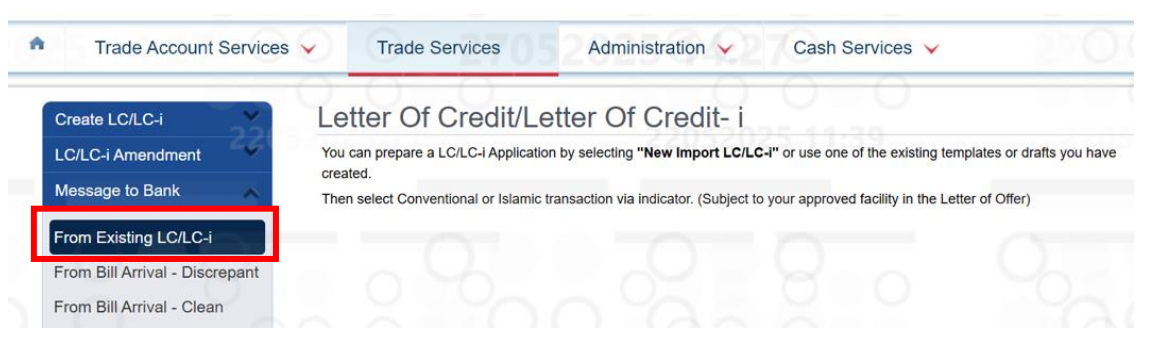
### Step 1



The screenshot shows the UOB Trade Services menu. The 'Trade Services' dropdown is open, and 'Import Letter of Credit / Import Letter of Credit-i' is highlighted with a red box. Other options in the menu include 'Export Letter of Credit', 'Import Collection', 'Export Collection', and 'Bank Guarantee/Bank Guarantee-i'.

From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

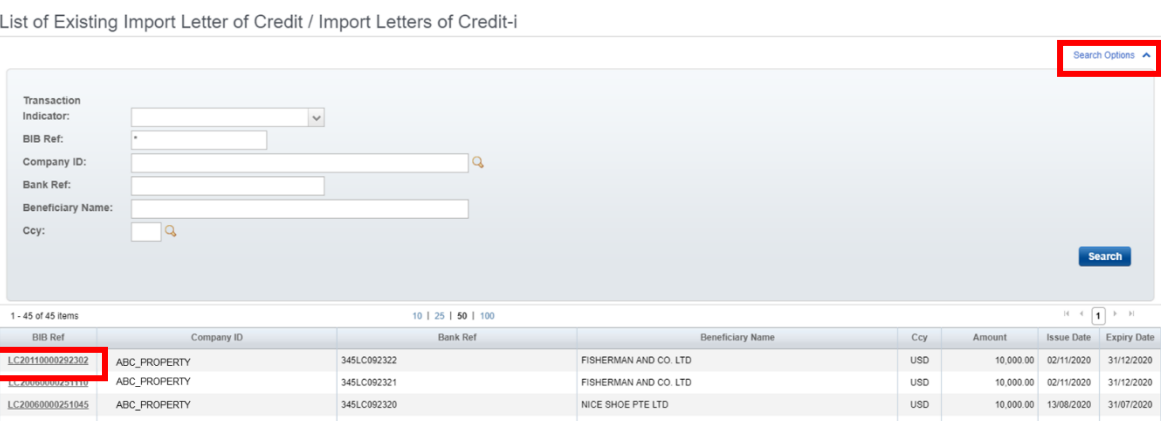
### Step 2



The screenshot shows the 'Letter Of Credit/Letter Of Credit- i' page. The left navigation menu is open, and 'From Existing LC/LC-i' is highlighted with a red box. The main content area contains instructions on how to create an LC/LC-i application.

From the Left Navigation Menu, select Message to Bank > From Existing LC/LC-i.

### Step 3



The screenshot shows the 'List of Existing Import Letter of Credit / Import Letters of Credit-i' page. A search filter is visible in the top right corner, highlighted with a red box. Below the search filter is a table of existing LC/LC-i records.

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110009292302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20050000701110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20060009251045	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020

Select the Import Letter of Credit record to create a message/instruction to the Bank.

## Step 4

### Create Letter of Credit message

[Save](#)
[Approve Later](#)
[Submit](#)
[Cancel](#)
[Help](#)

#### General Details

BIB Ref: LC20110000292302  
 Bank Reference: 345LC092322  
 Issue Date: 02/11/2020 (dd/mm/yyyy)  
 Expiry Date: 31/12/2020 (dd/mm/yyyy)  
 Message Type: Correspondence

[Show Form Summary | Top](#)

#### Other Information

Please input other instruction (if any) here.

#### File Upload Details (Max 5 files)

No files

[Add a file](#)



- [Save](#) Save as draft to be edited another time.
- [Cancel](#) Cancel transaction without saving.
- [Help](#) Access online User Help Guide.
- [Add a file](#) Attach supporting documents.
- [Approve Later](#) To submit and approve by batch later.  
Only applicable for single level matrix.

- I) Select "Correspondence" at Message Type Field.
- II) Indicate your message / instruction in the "Other Information" Field.
- III) You may upload file via "Add a File".
- IV) Once all information has been duly completed and file uploaded, click [Submit](#) .

## Step 5

### Submit Import Letter of Credit/Import Letter of Credit-i Free Format Message

The submission to the approver is successful.

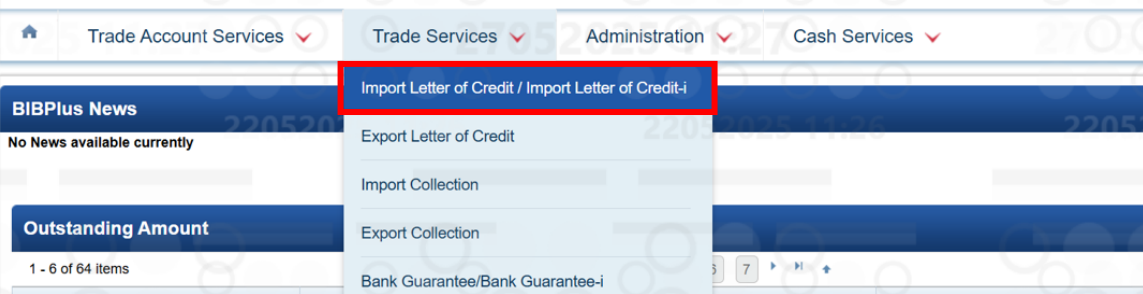
BIB Ref: LC20060000251045

[Click here to view and print transaction details](#) a

- a) Upon successful submission, above screen will display. You may click on this link to view and print the transaction details.

## 6. Letter of Credit Inquiry

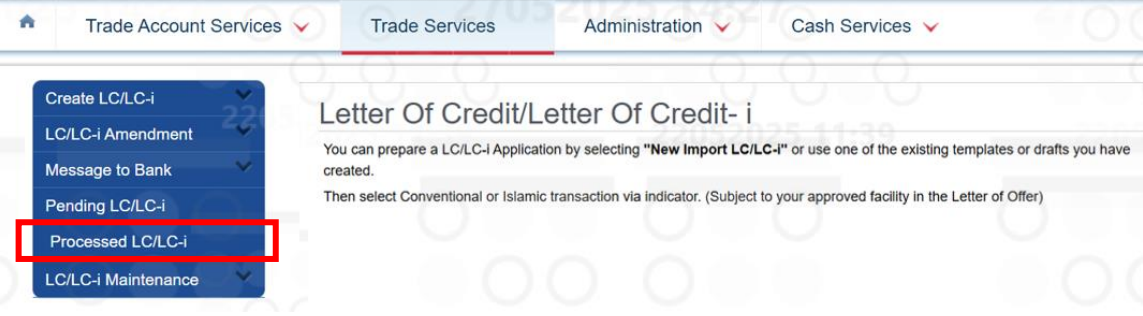
**Step 1**



The screenshot shows the UOB Trade Services menu. The 'Trade Services' dropdown is open, and the option 'Import Letter of Credit / Import Letter of Credit-i' is highlighted with a red box. Other options in the dropdown include 'Export Letter of Credit', 'Import Collection', 'Export Collection', and 'Bank Guarantee/Bank Guarantee-i'. The background shows a navigation bar with 'Trade Account Services', 'Trade Services', 'Administration', and 'Cash Services'.

From the Top Menu Bar, select "Trade Services > Import Letter of Credit/Import Letter of Credit-i."

**Step 2**




The screenshot shows the 'Letter Of Credit/Letter Of Credit- i' page. The 'Trade Services' dropdown is open, and the option 'Processed LC/LC-i' is highlighted with a red box. Other options in the dropdown include 'Create LC/LC-i', 'LC/LC-i Amendment', 'Message to Bank', 'Pending LC/LC-i', and 'LC/LC-i Maintenance'. The background shows a navigation bar with 'Trade Account Services', 'Trade Services', 'Administration', and 'Cash Services'. The main content area contains instructions on how to prepare an LC/LC-i Application.

From the Left Navigation Menu, select Processed LC/LC-i.

### Step 3

#### List of Import Letter of Credit / Import Letter of Credit-i Transactions

Search Options 

Please enter the criteria to filter the transaction(s) search.

Transaction Indicator:

Company ID:

BIB Ref:  **a**

Bank Ref:

Status:

Customer Reference:

Ccy:

Amount From:  To:


Beneficiary / Counterparty:

**Search**

1 - 50 of 60 items

10 | 25 | 50 | 100

1 2 

	BIB Ref	Bank Ref	Customer Reference	Beneficiary / Counterparty	Ccy	Amount	Issue Date	Status
<b>b</b> 	LC20110000292302	345LC092322		FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	Updated
	LC20060000251110	345LC092321	LC200600002511	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	Updated

#### Search for Letter of Credit transaction:

- a) To search for specific Letter of Credit, search by BIB Ref or Bank Ref. You may use an asterisk (\*) at the end of the BIB Ref or Bank Ref, to search for variable endings. For example: LC2011\* will provide all possible search results with LC2011 at the front, including LC20110000292302, LC20110000437899, LC20110000265359 etc.
- b) Click the folder for details.

### Step 3.1 Consolidated Summary View Page

#### Consolidated Summary

##### Import Letter of Credit / Import Letter of Credit-i

BIB Ref: LC20110000292302  
 Bank Reference: 345LC092322  
 Company ID: ABC\_PROPERTY  
 LC Amount: USD 10,000.00  
 Outstanding Amount: USD 10,000.00

#### Actions

Initiate a new application from this transaction  
 Amend this transaction  
 Message to the bank  
 Initiate a new SG from this transaction

##### Applicant Details

Name and: MERGER CONVERSION  
 Address: ADDRESS LINE 1  
 ADDRESS LINE 2  
 ADDRESS LINE 3  
 Bank Name : UOBM  
 Issuer's Ref: 000000001400102179

##### Beneficiary Details

Name and: FISHERMAN AND CO. LTD  
 Address: RAJA LAUT  
 50350  
 KUALA LUMPUR

Last Updated Date	Type	Status	Topic:	IB Reference	Ccy	Amount	
02/11/2020	New	Processed	LC New		USD	10,000.00	
02/11/2020	Reporting	Updated	LC ORG DR ADVICE				
02/11/2020	Reporting	Updated	MT700				
02/11/2020	Reporting	Updated	MT700				
02/11/2020	Reporting	Updated	MT700				
02/11/2020	Reporting	Updated	MT700				

#### Pending Transactions

Type	Status	Ccy	Amount	Input
Amend Terms	Pending (Authorise)			18/11/2020

View the Consolidated Summary for:

- View Letter of Credit Amount and Outstanding Amount.
- History of the Letter of Credit record and related advices.
- View pending transactions related to this Letter of Credit record.
- You may initiate actions as stated via the shortcut for this Letter of Credit.

=====End of User Guide=====