

USER GUIDE: IMPORT LETTER OF CREDIT USING BUSINESS INTERNET BANKING PLUS
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	Issue Import Letter of Credit	2
	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	Amend Import Letter of Credit	12
3	Cancel Import Letter of Credit	16
4	Reply Import Bill Notifications	18
	4.1 Accept/Reject Discrepant Bill	18
	4.2 Reply Clean Bill	22
5	Send a Message/Instruction to the Bank	26
6	Import Letter of Credit Inquiry	28

1. Issue Import Letter of Credit

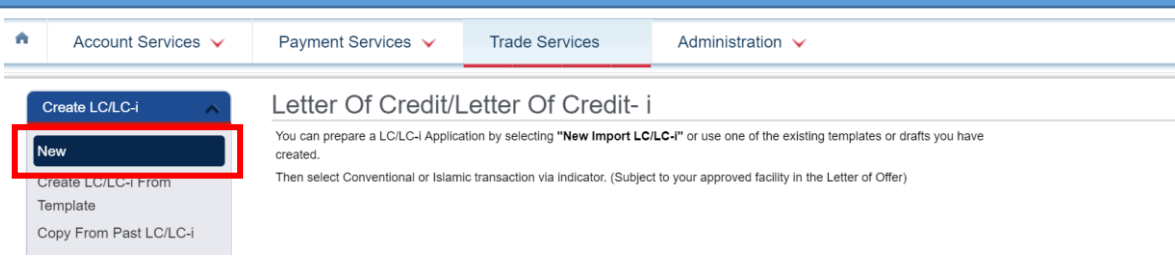
1.1 Create New Import Letter of Credit

Step 1



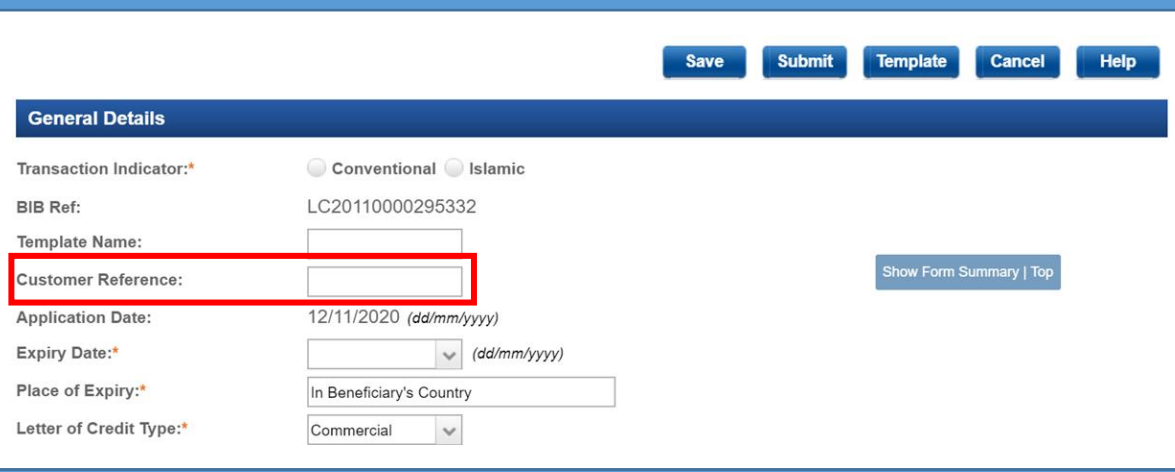
From the Top Menu Bar, select Trade Services > Import Letter of Credit / Import Letter of Credit-i.

Step 2



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

Step 3 General Details



Save Submit Template Cancel Help

General Details

Transaction Indicator:* Conventional Islamic

BIB Ref: LC20110000295332

Template Name:

Customer Reference: [Show Form Summary | Top](#)

Application Date: 12/11/2020 (dd/mm/yyyy)

Expiry Date:* (dd/mm/yyyy)

Place of Expiry:*

Letter of Credit Type:*

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 ⏪ 1 2 ⏩

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
FSecureGroup	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:	<input checked="" type="checkbox"/> Irrevocable <input type="checkbox"/> Transferable	a
Confirmation Instructions:	<input checked="" type="radio"/> Confirm <input type="radio"/> May Add <input type="radio"/> Without	b
LC Amount:*	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="float: right; font-size: 1em; cursor: pointer;" type="button" value="🔍"/>	c
Variation in Drawing:	Tolerance (+): <input style="width: 50px;" type="text"/> % Tolerance (-): <input style="width: 50px;" type="text"/> % Max Credit Amount: <input style="width: 100px;" type="text"/> ▼	d
Issuing Bank Charges:	<input checked="" type="radio"/> Applicant <input type="radio"/> Beneficiary	
Outside Country Charges:	<input type="radio"/> Applicant <input checked="" type="radio"/> Beneficiary	
Confirmation Charges:	<input type="radio"/> Applicant <input checked="" type="radio"/> 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 [] b

Address: []

Credit Available By:*

Payment

Acceptance

Negotiation

Deferred Payment

Mixed Payment

Payment / Draft At:*

Sight c

5 days d after []


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 :* UOBM

Show Form Summary | Top

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**

Empty text area for Description of Goods and Additional Conditions.

Period for Presentation **Additional Amount**

Empty text area for Period for Presentation and 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 d
 Freight Collect

Additional Documents: e

- 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: Choose File b No file chosen

Add c
Cancel

 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 Submit

Step 4

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

The submission to the approver is successful.

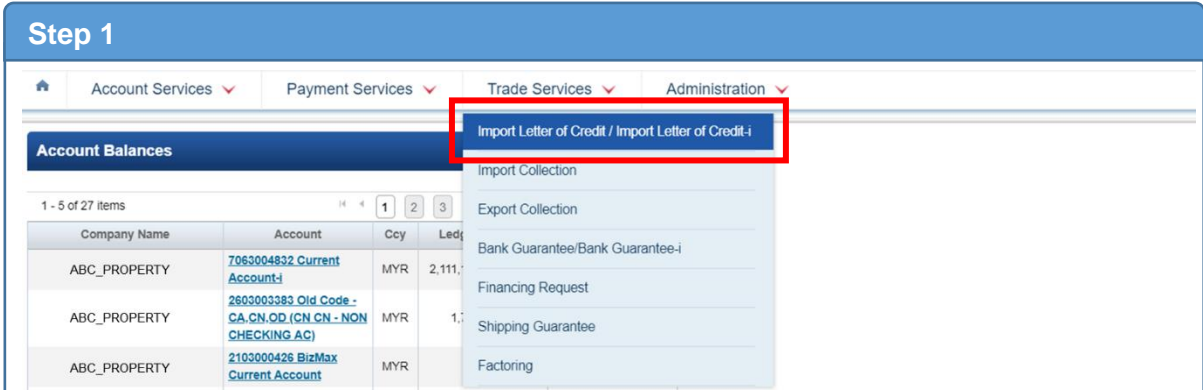
BIB Ref: LC20110000296458

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

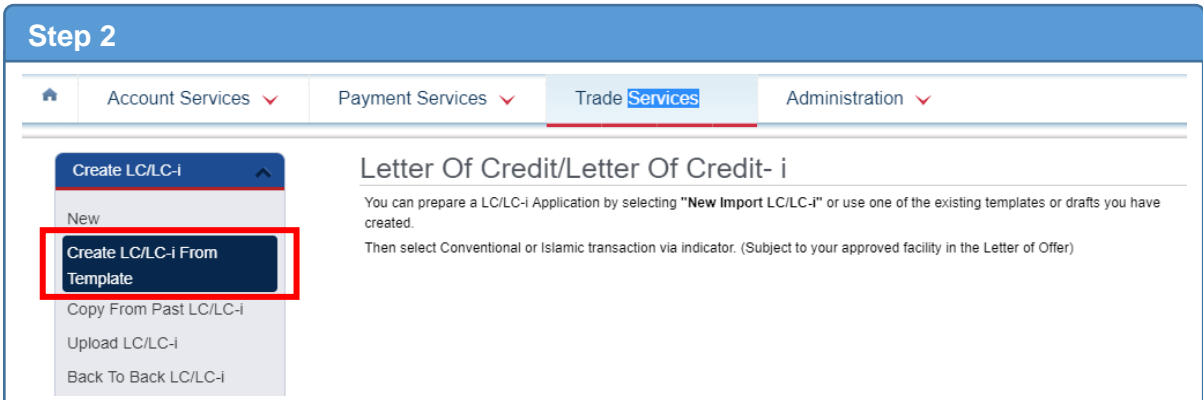
Step 1



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. Below the menu, there is a table with account balances and a list of services including 'Import Collection', 'Export Collection', 'Bank Guarantee/Bank Guarantee-i', 'Financing Request', 'Shipping Guarantee', and 'Factoring'.

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

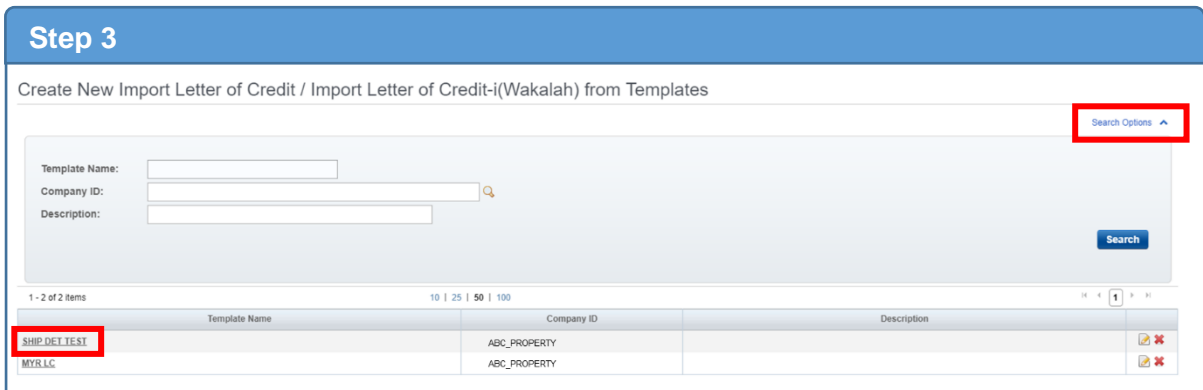
Step 2



The screenshot shows the 'Letter Of Credit/Letter Of Credit-i' page. The left navigation menu has 'Create LC/LC-I' selected, and 'Create LC/LC-I From Template' 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 Create LC/LC-I > Create LC/LC-I From Template.

Step 3




The screenshot shows the 'Create New Import Letter of Credit / Import Letter of Credit-i(Wakalah) from Templates' page. There is a search form with fields for 'Template Name', 'Company ID', and 'Description'. A 'Search Options' dropdown is highlighted with a red box. Below the search form is a table with two columns: 'Template Name' and 'Company ID'. The first row has 'SHIP DET TEST' and 'ABC_PROPERTY'. The second row has 'MYRLC' and 'ABC_PROPERTY'. The first row is highlighted with a red box.

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

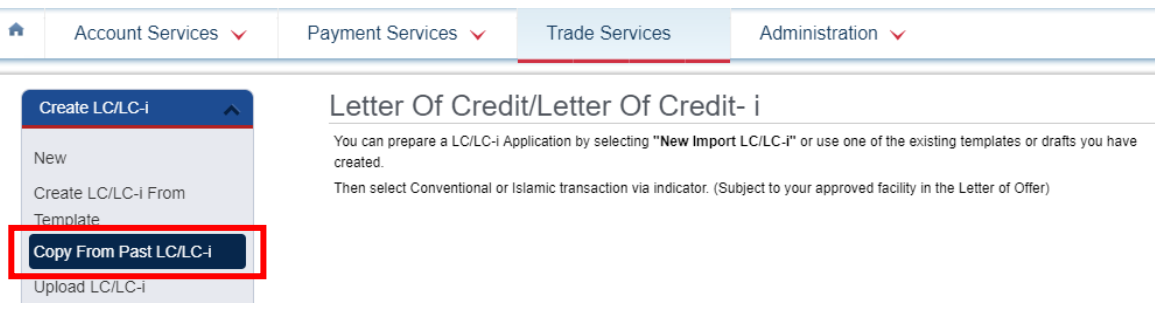
1.3 Create a Transaction from Past LC

Step 1



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

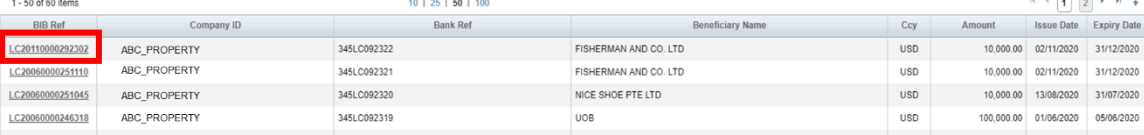
Step 2



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




BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110090292302	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

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

2. Amend Import Letter of Credit

Step 1



Account Services | Payment Services | **Trade Services** | Administration

Account Balances

1 - 5 of 27 items

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,111,000
ABC_PROPERTY	2603003383 Old Code - CA.CN.OD.(CN.CN - NON CHECKING AC)	MYR	1,000,000
ABC_PROPERTY	2103000426 BizMax Current Account	MYR	

Import Letter of Credit / Import Letter of Credit-i

Import Collection

Export Collection

Bank Guarantee/Bank Guarantee-i

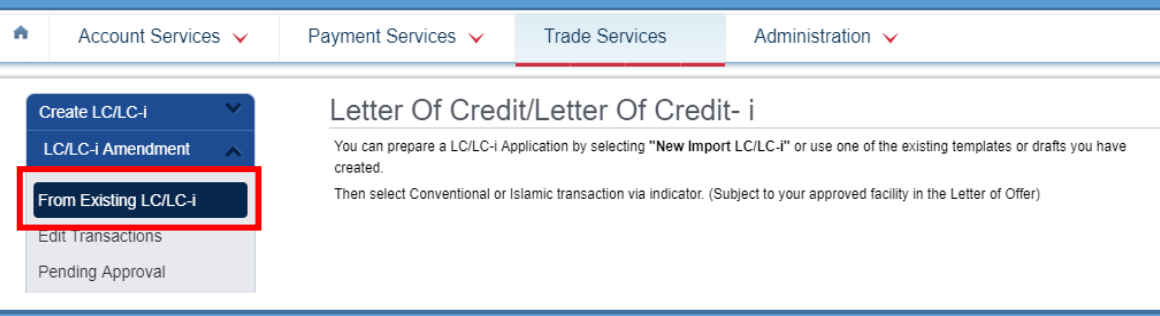
Financing Request

Shipping Guarantee

Factoring

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

Step 2



Account Services | Payment Services | **Trade Services** | Administration

Create LC/LC-i

LC/LC-i Amendment

From Existing LC/LC-i

Edit Transactions

Pending Approval

Letter Of Credit/Letter Of Credit- i

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 Amendment > From Existing LC/LC-i.

Step 3

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

Search Options

Transaction Indicator:

BIB Ref:

Company ID:

Bank Ref:

Beneficiary Name:

Ccy:

Search

1 - 45 of 45 items

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110600292302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC200606000251110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO. LTD	USD	10,000.00	02/11/2020	31/12/2020
LC200606000251945	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020
LC200606000245318	ABC_PROPERTY	345LC092319	UOB	USD	100,000.00	01/06/2020	05/06/2020

Select the Letter of Credit you would like to amend.

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:  **a**


Account Currency:

Fee Account:*  **b**

Account Currency*:

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 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

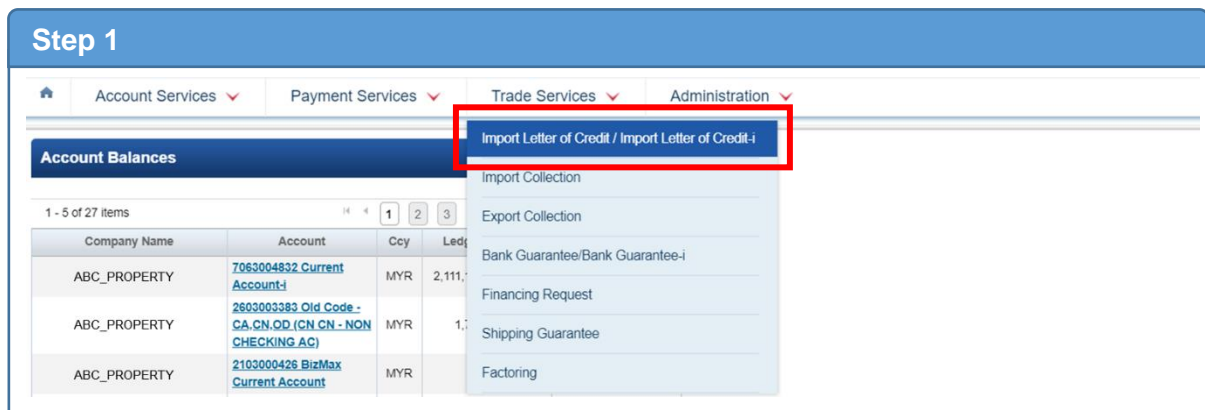
Click here to view and print transaction details

a

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

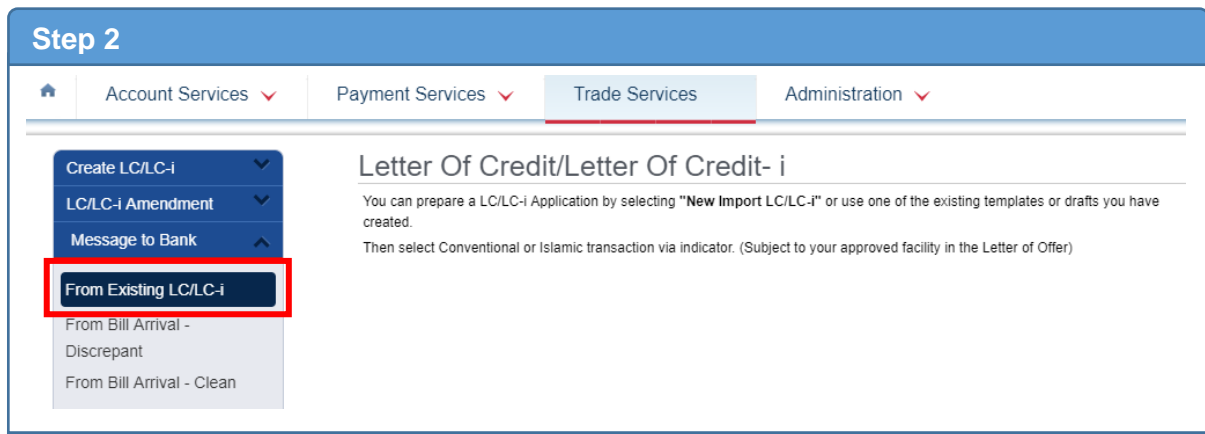
3. Cancel Import Letter of Credit

Step 1



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

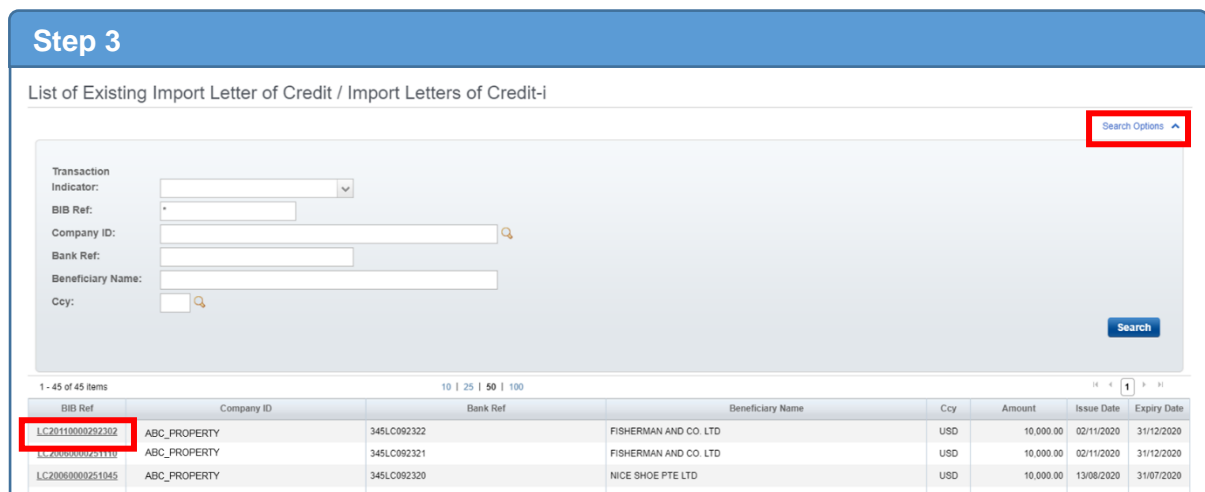
Step 2



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



Select the Import Letter of Credit record for cancellation.

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC20110909292302	ABC_PROPERTY	345LC092322	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20090809251110	ABC_PROPERTY	345LC092321	FISHERMAN AND CO LTD	USD	10,000.00	02/11/2020	31/12/2020
LC20090809251045	ABC_PROPERTY	345LC092320	NICE SHOE PTE LTD	USD	10,000.00	13/08/2020	31/07/2020

Step 4

Create Letter of Credit message

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: Cancel **a**

Other Information

Please input other instruction (if any) here.

b

File Upload Details (Max 5 files)

No files

Add a file **c**

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

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

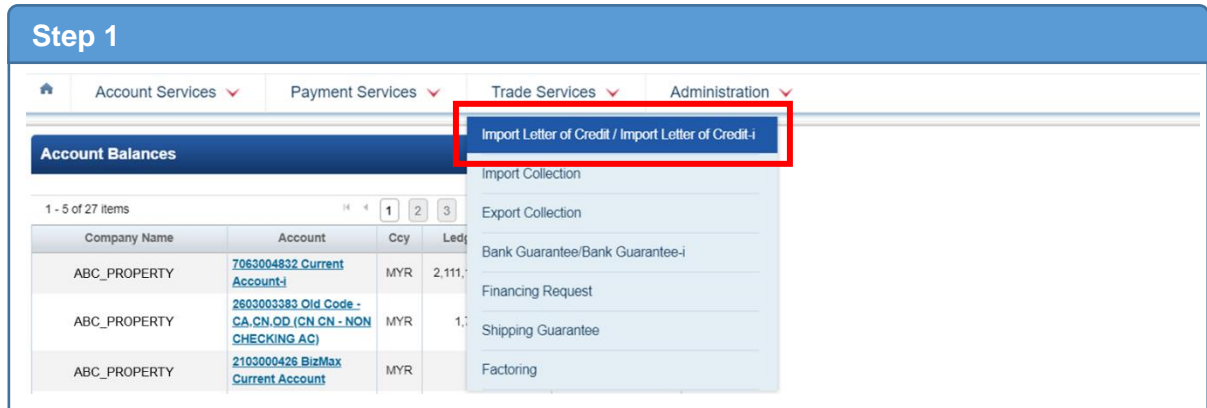
Click here to view and print transaction details **a**

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)

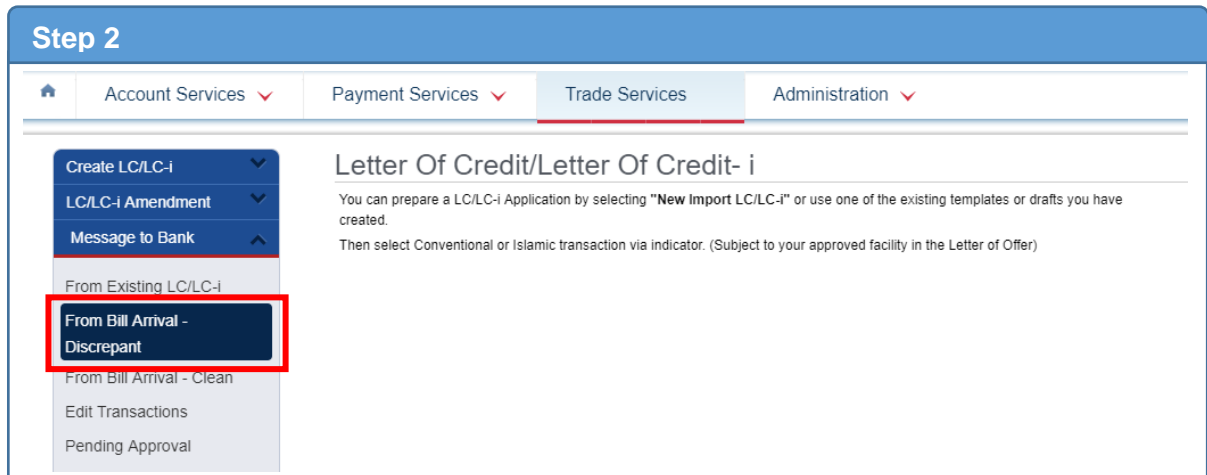
4.1 Accept/Reject Discrepant Bill

Step 1



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

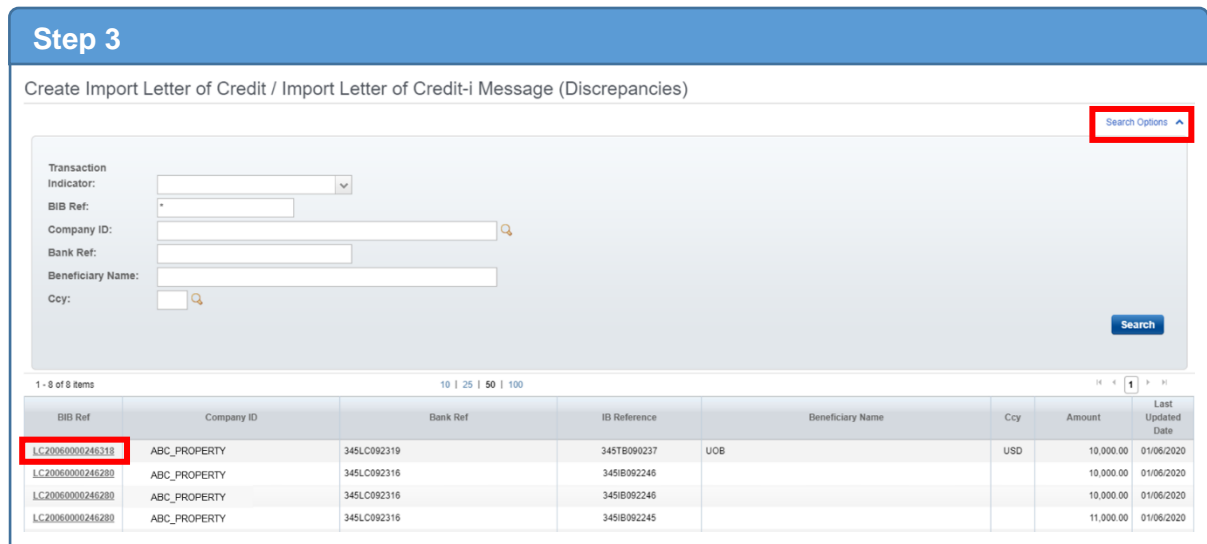
Step 2



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)



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

BIB Ref	Company ID	Bank Ref	IB Reference	Beneficiary Name	Ccy	Amount	Last Updated Date
LC20060000245310	ABC_PROPERTY	345LC092319	345TB090237	UOB	USD	10,000.00	01/06/2020
LC20060000245280	ABC_PROPERTY	345LC092316	345IB092246			10,000.00	01/06/2020
LC20060000245280	ABC_PROPERTY	345LC092316	345IB092246			10,000.00	01/06/2020
LC20060000245280	ABC_PROPERTY	345LC092316	345IB092245			11,000.00	01/06/2020

Step 4

Save
Approve Later
Submit
Cancel
Help

General Details
Print

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 Show Form Summary | Top

Accept the Discrepancies:* Yes 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:* [Dropdown] d

Principal Account: 2093015659 AC NAME1 2093015659 e

Account Currency: MYR

Fee Account:* 2093015632 AC NAME1 2093015632

Account Currency* MYR

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:
- a) Click to view Collection Notice details.
 - b) Indicate 'Yes' to accept or 'No' to reject discrepant bill.
 - c) 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'.
 - d) 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.
 - e) 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:* Yes

[Show Form Summary | Top](#)

Debit Amount:* USD (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**

Finance CCY:* MYR

Contract Number:

Principal Account:

Account Currency: MYR

Fee Account:*

Account Currency* MYR

Exchange Rate

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

Exchange Rate: The rate is indicative only.

Equivalent Amount: MYR

Tolerance Rate:

Equivalent Amount: MYR

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

Debit Amount:* USD 0.00 (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:* **Banker Acceptance** a

BA Type / AB-I Type:*

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

BA Draft Details

No BA Draft Details

Finance Amount: MYR

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: 2093015659 AC NAME1 2093015659

Account Currency: MYR

Fee Account:* 2093015632 AC NAME1 2093015632

Account Currency* MYR

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

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

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:

- 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.
- Click 'Add a file' to 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 Free Format Message

The submission to the approver is successful.

BIB Ref: LC20060000246318

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

- 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

Account Services | Payment Services | Trade Services | Administration

Account Balances

1 - 5 of 27 items

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,111,000.00
ABC_PROPERTY	2603003383 Old Code - CA, CN, OD, (CN, CN - NON CHECKING AC)	MYR	1,000,000.00
ABC_PROPERTY	2103000426 BizMax Current Account	MYR	0.00

Trade Services > Import Letter of Credit / Import Letter of Credit-i

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

Step 2

Account Services ▾ | Payment Services ▾ | **Trade Services** | Administration ▾

Create LC/LC-i ▾

LC/LC-i Amendment ▾

Message to Bank ▾

From Existing LC/LC-i

From Bill Arrival - Discrepant

From Bill Arrival - Clean

Edit Transactions

Pending Approval

Letter Of Credit/Letter Of Credit- i

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 Message to Bank > From Bill Arrival – Clean.

Step 3

Account Services ▾ | Payment Services ▾ | **Trade Services** | Foreign Exchange ▾ | Administration ▾

Create Letter of Credit ▾

LC Amendment ▾

Message to Bank ▾

From Past LC

From Bill Arrival - Discrepant

From Bill Arrival - Clean

Edit Transactions

Pending Approval

Pending LCs

Processed LC

LC Management ▾

Create an Import Letter of Credit / Import Letter of Credit-i Format Message (Clean)

Search Options ▾

BIB Ref:

Company ID:

Bank Ref:

Beneficiary Name:

Ccy:

Search

1 - 20 of 20 items 10 | 25 | **50** | 100

BIB Ref	Company ID	Bank Ref	IB Reference	Beneficiary Name	Ccy	Amount	Last Updated Date
LC13060000137304	RC199015250R	1CMLC531238	1CMIB833064	GLS COMPUTER SERVICES PTE LTD	SGD	30,000.00	11/06/2013
LC12080000009571	RS53030933E	1CMLC530918	1CMIB832938	JPG GROUP SERVICES	USD	4,152.00	06/08/2012

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

a

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>

b

Principal Account:  
 Fee Account*: 

c

d

Exchange Rate

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

Exchange Rate:	<input type="text" value="1.2680000"/>	The rate is indicative only.	Equivalent Amount:	<input type="text" value="SGD"/>	<input type="text" value="SGD5,264.73"/>
Tolerance Rate:	<input type="text" value="1.4581999"/>		Equivalent Amount:	<input type="text" value="SGD"/>	<input type="text" value="SGD6,054.44"/>

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

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.

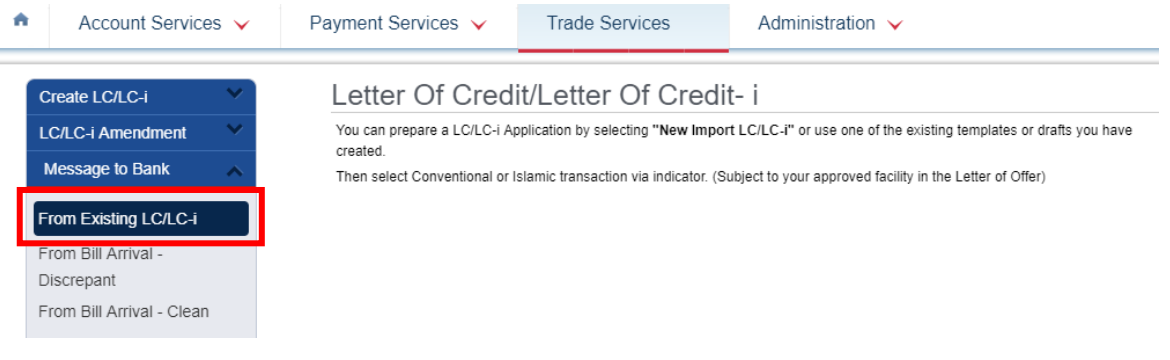
5. Send a Message/Instruction to the Bank

Step 1



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

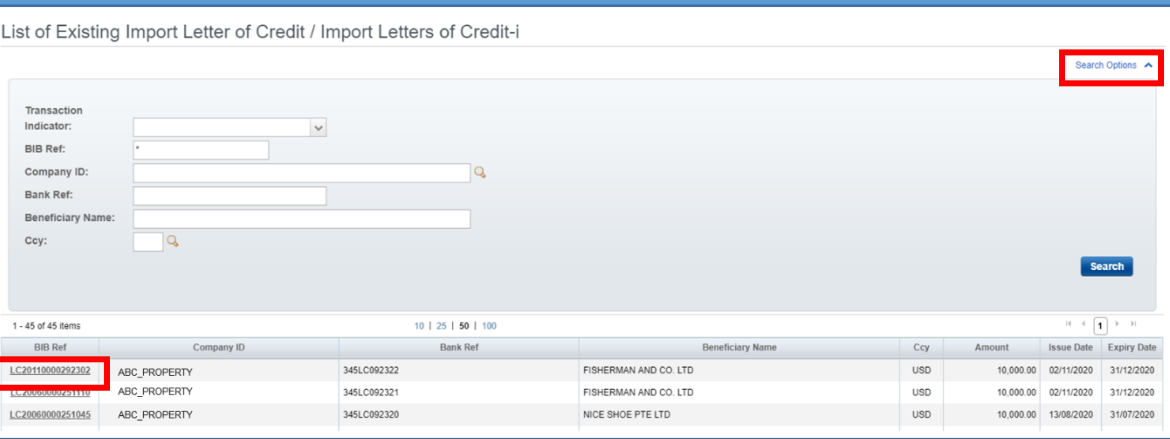
Step 2



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



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

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
LC20060009291111	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

Step 4

Create Letter of Credit message

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



- Save as draft to be edited another time.
- Cancel transaction without saving.
- Access online User Help Guide.
- Attach supporting documents.
- 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 .

Step 5

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

The submission to the approver is successful.

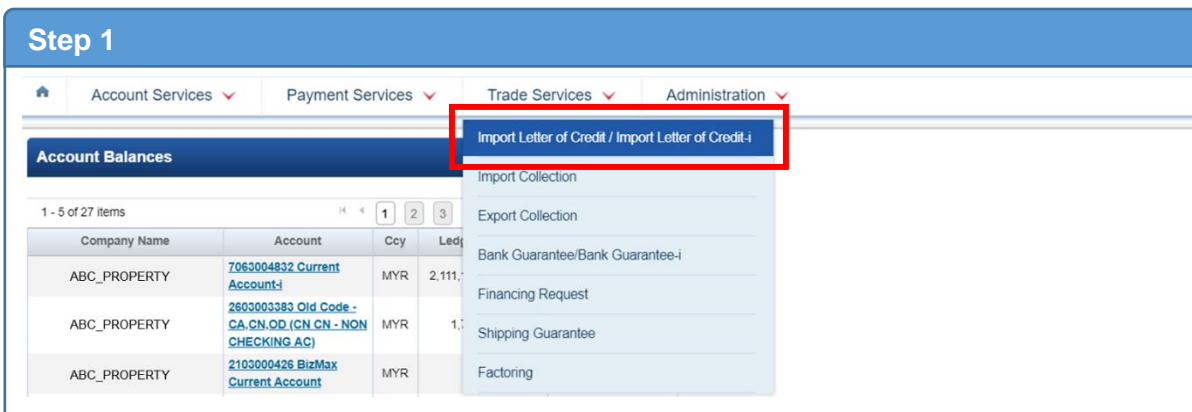
BIB Ref: LC20060000251045

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

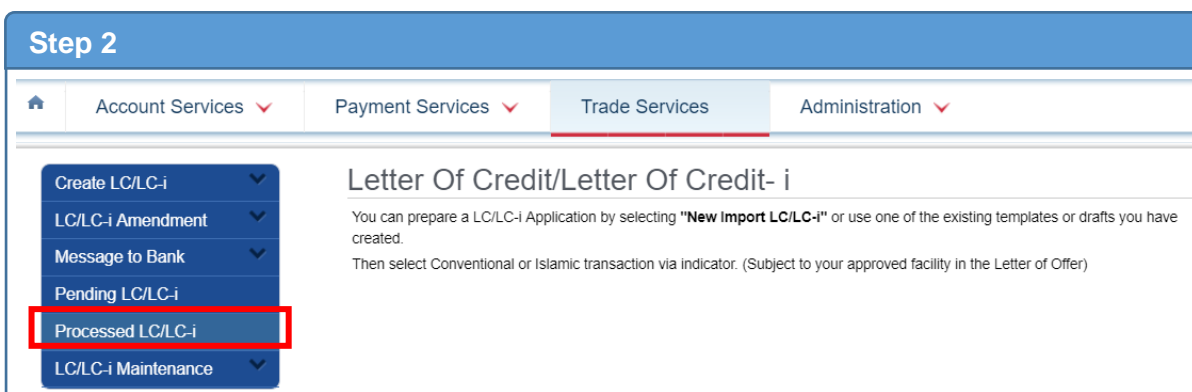


The screenshot shows the 'Trade Services' dropdown menu open. The 'Import Letter of Credit / Import Letter of Credit-i' option is highlighted with a red box. Below the menu, a table of account balances is visible.

Company Name	Account	Ccy	Ledg
ABC_PROPERTY	7063004832 Current Account-i	MYR	2,111,000.00
ABC_PROPERTY	2603003383 Old Code - CA.CN.OD.(CN.CN - NON CHECKING AC)	MYR	1,000,000.00
ABC_PROPERTY	2103000426 BizMax Current Account	MYR	0.00

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 'Processed LC/LC-i' option in the left navigation menu is highlighted with a red box. The main content area contains instructions on how to prepare an LC/LC-i application.

Letter Of Credit/Letter Of Credit- i

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 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:

Bank Ref:

Status:

Customer Reference:

Ccy:

Amount From: To:

Beneficiary / Counterparty:

Search

1 - 50 of 60 items 10 | 25 | 50 | 100

	BIB Ref	Bank Ref	Customer Reference	Beneficiary / Counterparty	Ccy	Amount	Issue Date	Status
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: 0000000001400102179

Beneficiary Details

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

1 - 6 of 6 items 10 | 25 | 50 | 100

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

1 - 1 of 1 items 10 | 25 | 50 | 100

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

View the Consolidated Summary for:

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

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