



New Request for **Import LC** Amendment



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

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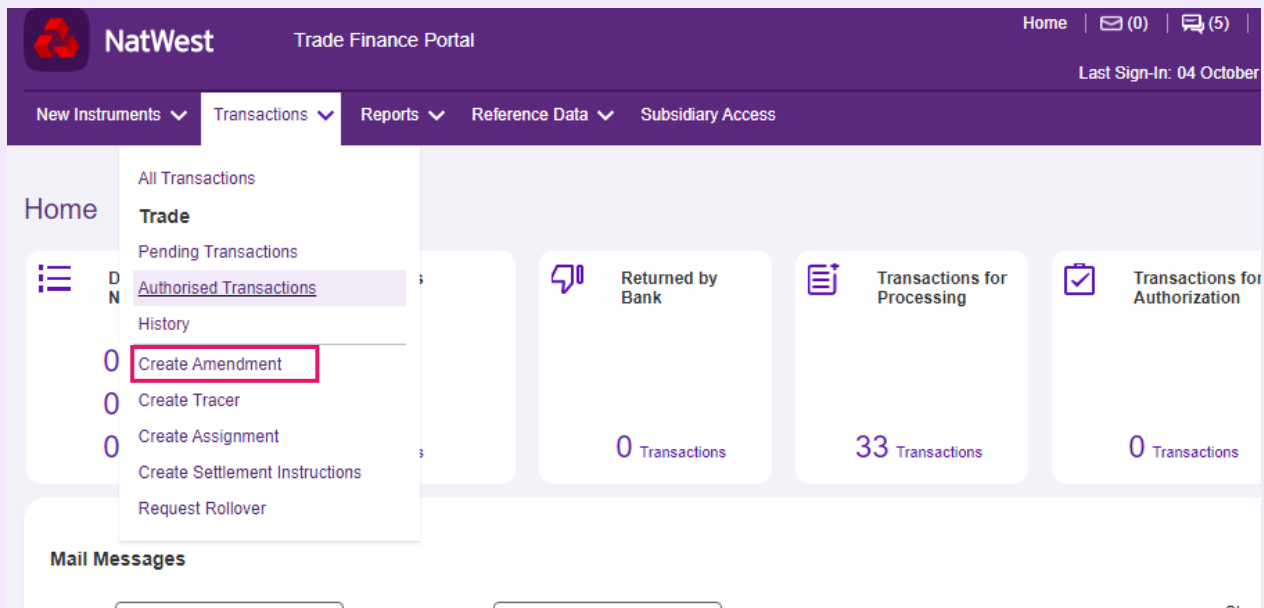
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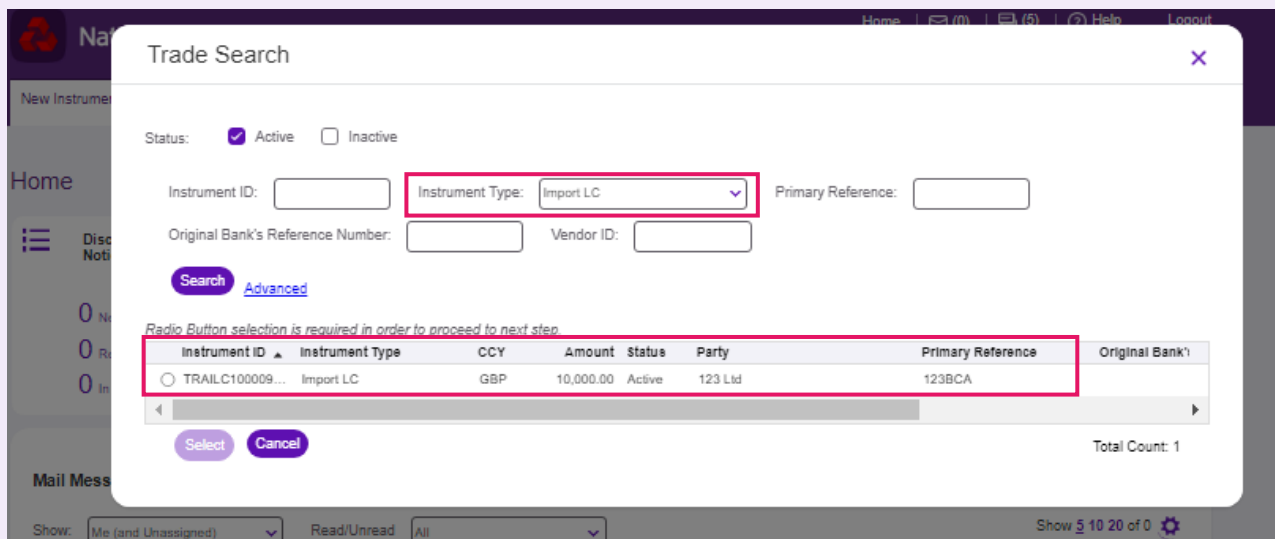
Introduction

Log into the Trade Finance Portal.

To initiate a new Import Letter of Credit Amendment, from the home screen select 'Transactions' then 'Create Amendment':

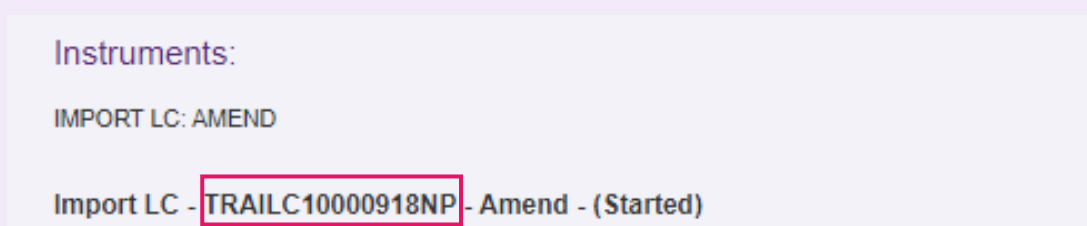


Select the "Instrument Type", then select the transaction that the amendment is required for from the list shown:



****Note you can filter by Instrument Type or search by Instrument ID****

The existing reference will be shown below with "Amend" next to it:



Terms

Complete the amendment details below and when complete select ‘Save’ from the right side panel (refer below). This will then bring in the changes made for you to review before you send for authorisation (if required).

1. Terms

Reference Number

123BCA

Applicant's Name

Gold Ltd

Current Expiry Date

30 Jun 2024

New Expiry Date

30/07/2024

LC Amount

GBP 10,000.00

Current Available Amount

GBP 10,000.00

No Amount Change

Increase Amount

Decrease Amount

GBP

New LC Amount

GBP 10,000.00

New Amount Tolerance

+ % - %

Shipment Details

Changes to shipment details can be made below. Please note we will not use “New Earliest Shipment Date”:

2. Shipment

Shipment Details

New Earliest Shipment Date

dd/MM/yyyy

New Latest Shipment Date

09/07/2024

New Shipping Term (Incoterm)

New Shipping Term Location

From:

New Place of Taking Charge / Dispatch From.../ Receipt

New Port of Loading / Airport of Departure

To:

New Place of Final Destination / Delivery / For Transport To

New Port of Discharge / Airport of Destination

☐ Amend Partial Shipment

<

○

>

4

If you select “Amend Partial Shipment”, the below options will be shown:

☒ Amend Partial Shipment

☐ Partial Shipments Allowed

☒ Partial Shipments Not Allowed

☐ Partial Shipments Conditional ([Other Conditions](#))

If you need to amend the goods description, then there is a field below to add the new goods description:

Changes to the Goods Description/Shipment Details

Shipment and Goods Details Text

Phrase

<Select a Phrase> ▼

When amending goods, put different changes into separate paragraphs.

Goods Description Text

Charges

Below you are able to select which party is to pay for the amendment - either select the Applicant or Beneficiary:

3. Charges ▼

Amendment Charges

☒ All for Applicant's account

☐ All bank charges are for the account of the beneficiary

☐ Other

Charges Text

Documents

If the documentary requirements are to be changed please add the new requirements below in a list format:

4. Documents Required

Document(s) Text Phrase

<Select a Phrase> ▼

Document(s) Text

Other Conditions

Any additional conditions that need to be changed can be inserted below:

5. Other Conditions

Other Conditions Text Phrase

<Select a Phrase> ▼

Other Conditions Text

Instructions to Bank

Any additional instructions not to be included in the LC but for our action should be included below:

6. Instructions to Bank

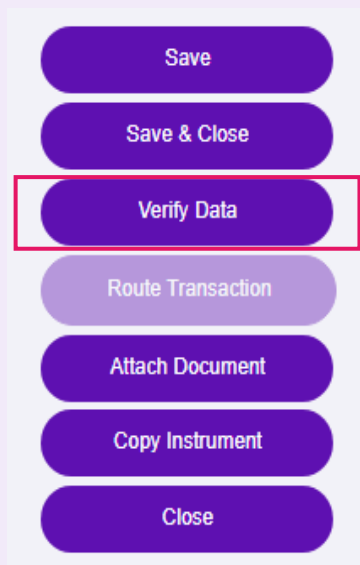
Instructions for Bank Text Phrase

<Select a Phrase> ▼

Instructions for Bank Text

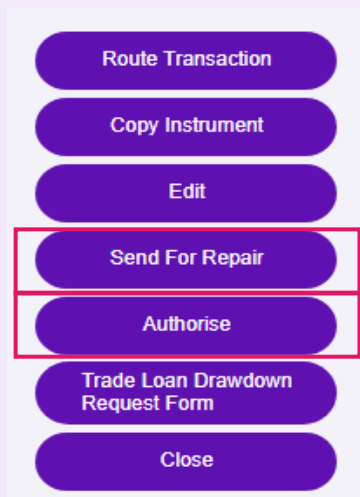
Authorisation

Part 1: If you are the sole authoriser within the organisation, please follow the below steps:



Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

If all fields have been completed, the transaction will move into 'Ready to Authorise'.



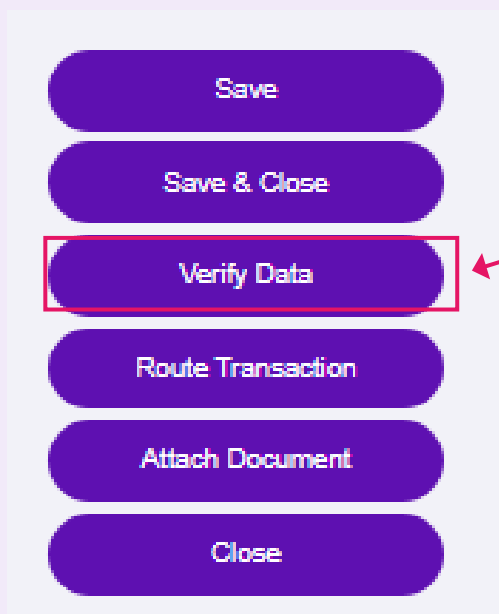
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

Select 'Authorise' and the transaction will be sent to the Bank for processing.

Please contact us immediately if changes need to be made after Authorisation.

Part 2: If a second approval is required within the organisation, please follow the below steps:

To send the request to an Authoriser:

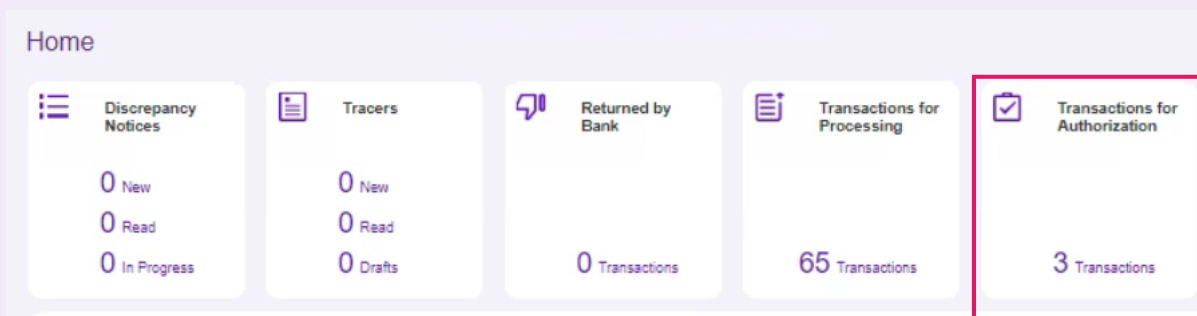


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

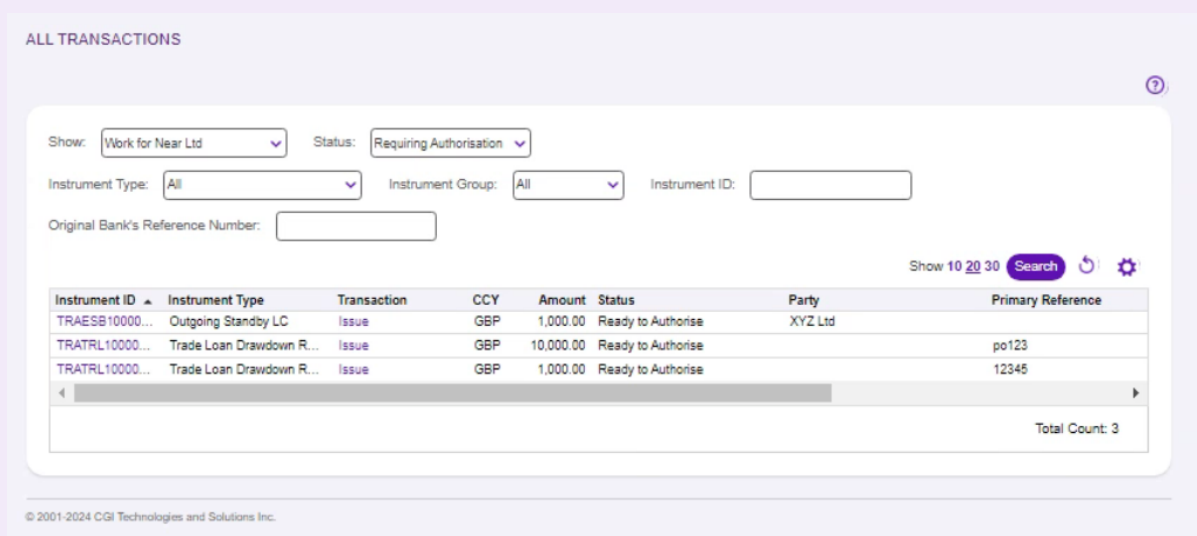
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

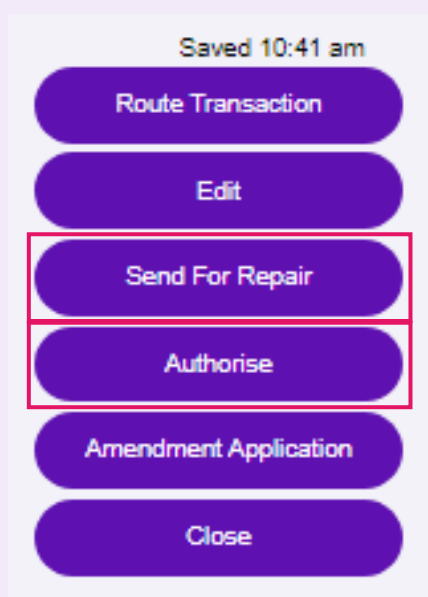
The Authoriser will need to go into the portal and select the below queue:



This will then take you to the below screen, where you will need to select the correct transaction:



To open the transaction for approval, click on “Issue” next to the reference number.



1. If the request needs to be sent back to the maker for an update select this.
2. If you are happy with the request then select authorise and it will be sent to the bank for processing.