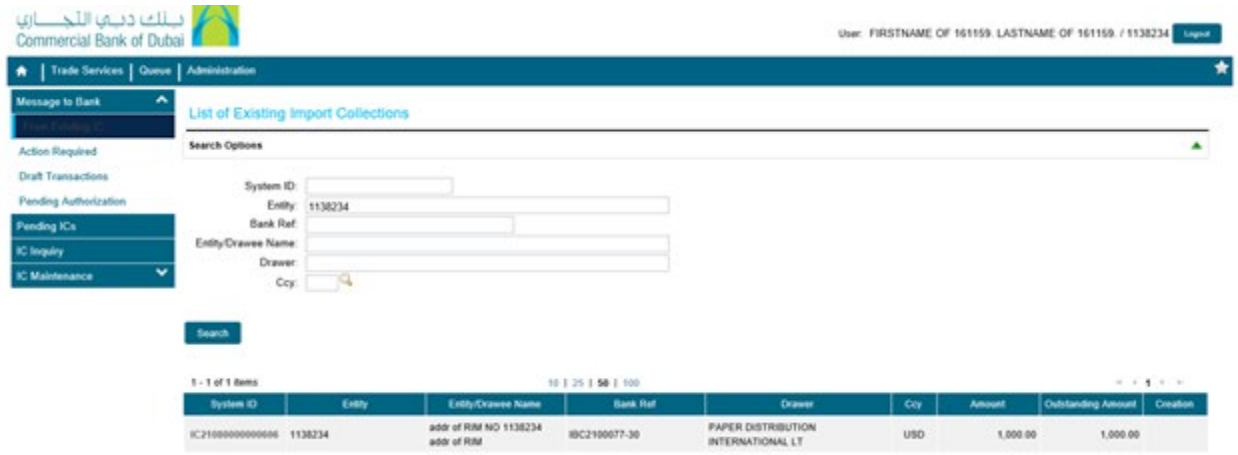
How to Initiate Request to Legalize IBC Documents?

Step 1: Locating and submitting of document arrival advice for IBC to legalize documents on iTrade

- Select **"Trade Services"**
- Select **"Import Collection"**
- Select **"Message to Bank"**
- Select **"From Existing IC"**
- Select **"Search"** then locate the IBC to settle or submit arrival advice
- Click on the link under **System ID**



Step 2: Submitting the settlement instructions for IBC to legalize and release documents...

- Once **System ID of IBC** to be settled is selected then select **Request for Settlement** from drop down of **Message Type**
- Under **Settlement Instructions,** Select **Accept** from **"Disposal Instructions"** drop down
- Fill out all the required information and use **Add a File** if required.
- Under **Free Format Message** in **Customer Instructions,** Write **"*documents to be Legalized*"**
- Click **"Submit" Note:** *if Bill of Exchange or Draft is mentioned on the document arrival advice then original draft has to be collected and signed draft has to be submitted to branch.*

بنك دبي التجاري
Commercial Bank of Dubai

User: FIRSTNAME OF 161159. LASTNAME OF 161159. / 1138234 Logout

Trade Services | Queue | Administration

- Message to Bank
- Pending ICs
- IC Inquiry
- IC Maintenance

Create a Free Format Message

Tasks

Save | Submit | Cancel

General Details

Show Form Summary | Top

System ID: IC21060000000606
IBC Reference: IBC2100077-30
Drawee Name: addr of RIM NO 1138234 addr of RIM
Drawer Name: PAPER DISTRIBUTION INTERNATIONAL LT
Bill Type: Sight
Tenor (DA/DP): Sight / Documents Against Payment
*Message Type:
Bill Lodgement Date:

- Correspondence
- Request For Settlement

Free Format Message

Customer Instructions:

Settlement Instructions

*Disposal Instructions: Accept
Settle Bills Through:
Bill Currency & Amount:

- Accept
- Reject

Free Format Message

Customer Instructions: