

How to Check the Status of Letter of Credit (LC) Application?

Step 1: Follow the below steps on iTrade

- Select "Trade Services"
- Select "Import Letter of Credit"
- Select "Pending LCs "

بنك دبي التجاري
Commercial Bank of Dubai

User: Firstname Lastname / 968673 Login

Trade Services | Queue | Administration

LC Initiation
LC Amendment
Bills & Correspondences
Pending LCs
LC Inquiry
LC Maintenance

List of Pending Import LC Transactions

Search Options

Download File

1 - 29 of 29 items 10 | 25 | 50 | 100

System ID	Entity	Entity/Applicant Name	Type	Status	Beneficiary Name	Product Type	Ccy	Amount	Last Modified Date	Expiry Date	User
LC21080000000323	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	jhvjvhj	Standard LC	AED	20,000.00	05/08/2021	29/09/2021	

Step 2: Status of the Letter of Credit (LC) application as below...

- Status type: **New** - means the request is under process with the Bank and status queue will be updated accordingly on the progress.
- Status type : **Message (correspondence)** - means the clarification query is sent to your company to check and revert
- Note: if the status of LC does not show here that means LC has been processed and advices will be available under " **LC Inquiry**"

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LC21080000000323	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	jhvjvhj	Standard LC	AED	20,000.00	05/08/2021	29/09/2021	
LC21080000000321	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	jhvjvhj	Standard LC	AED	10,000.00	05/08/2021	02/12/2021	
LC21070000000122	968673	RIM NO 968673	Message (correspondence)	Submitted to Bank - Under Approval (Sent)	Deepa	Standard LC	AED		27/07/2021	27/11/2021	
LC21070000000122	968673	RIM NO 968673	Message (correspondence)	Submitted to Bank - Under Approval (Sent)	Deepa	Standard LC	AED		03/08/2021	27/11/2021	

Step 3: Reviewing Message (correspondence) if requested from your company by the bank...

- Click on extreme left button of System ID with the status type **Message (correspondence)** of the particular LC application to know the query
- Required information from your company will be reflected as below screen shot.

بنك دبي التجاري
Commercial Bank of Dubai

User: Firstname Lastname / 968673 Logout

Trade Services Queue Administration

LC Initiation
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List of Pending Import LC Transactions

Search Options

1 - 29 of 29 Items

System ID	Entity	Entity/Applicant Name	Type	Status	Beneficiary Name	Product Type	Ccy	Amount	Last Modified Date	Expiry Date	Users
LC21080000000323	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	Jhujhuh	Standard LC	AED	20,000.00	05/08/2021	29/09/2021	
LC21080000000321	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	Jhujhuh	Standard LC	AED	10,000.00	05/08/2021	02/12/2021	
LC21070000000122	968673	RIM NO 968673	Message (Correspondence)	Submitted to Bank - Under Approval (Sent)	Deepa	Standard LC	AED		27/07/2021	27/11/2021	

Export Print Close

Event Details

Release Date/Time: Tuesday, July 27, 2021 4:24:26 PM GST
 Company Name: RIM NO 968673
 Product Code: Import Letter of Credit
 Sub Product Code: Standard LC
 Type: Message Correspondence
 System ID: LC21070000000122
 Customer Reference: LC21070000000122

Settlement Instructions

Legalize Non Legalize

Customer File Upload Details

Time	File Name
Request Document	RequestDocument.pdf

Export Print Close

Step 4: Replying Message (correspondence) to Bank if any info requested from your company..

- Click on "**Bills & Correspondences**"
- Click on "**Correspondences- Existing LC**"
- Click on "**Search**"
- Click on "**System ID**" then choose the correct system ID to be responded

بنك دبي التجاري
Commercial Bank of Dubai

User: Firstname Lastname / 968673 Logout

Trade Services Queue Administration

LC Initiation
LC Amendment
Bills & Correspondences
Clean Bills / Action Required
Discrepant Bills
Correspondences - Existing LC
Draft Transactions
Pending Authorization
Pending LCs
LC Inquiry
LC Maintenance

List of Unsigned Import Letter of Credit Free Format Message Records

Search Options

1 - 1 of 1 Items

System ID	Entity	Entity/Applicant Name	Beneficiary Name	Bill Reference	Ccy	Amount	Expiry Date	Input User	Control User	Users
LC21070000000122	968673	RIM NO 968673	Deepa		AED		27/11/2021	Firstname Lastname		

- Click on "**Message type**" then choose "**correspondence**"
- Click on "**Free Format Message**" then provide all requested information also use "**Add a file**" to attach any files if required.
- Click on "**Submit**" once the request is processed then LC and debit advices will be available under "**LC Inquiry**"

- LC Initiation
- LC Amendment
- Bills & Correspondences
- Clean Bills / Action Required
- Discrepant Bills
- Correspondences - Existing LC
- Draft Transactions
- Pending Authorization
- Pending LCs
- LC Inquiry
- LC Maintenance

Create Free Format Message for Import Letter of Credit

Save Submit Cancel Help

General Details

System ID: LC31010000000122
Customer Reference: LC31010000000122
LC Number: BUC3100319-30
Request Date: 19/07/2021
Expiry Date: 27/11/2021
*Message Type: Correspondence

Show Form Summary | Top

Free Format Message

Customer Instructions:

Attachments (Max 5 files and 1 Mb each)

No files
Add a file

Save Submit Cancel Help