

How to Send Correction Message to Bank if LC Application is Not Processed as per Application?

Step 1: Follow the below steps on iTrade

- Select "Trade Services"
- Select "Import Letter of Credit"
- Select "LC Inquiry"
- Select "Search"

Commercial Bank of Dubai

User: Firstname Lastname / 968673

Trade Services | Queue | Administration

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

Inquiry - List of Letter of Credit Transactions

Search Options

In the inquiry function, you must enter the search criteria of the transactions that you wish to list for.
Note: For partial search, please use "%" before or after your search value, e.g. type "MYTEXT%" to search for items containing the word MYTEXT. (Note: Search is Case sensitive)

System ID:
Entity: 968673
Entity/Applicant Name:
Bank Ref:
Our Ref:
Beneficiary Name:
Product Type:
City:
Expiry Date From: To:

Search

Download File

1 - 2 of 2 items

System ID	Entity	Entity/Applicant Name	Bank Ref	Our Ref	Beneficiary Name	Product Type	City	Amount	Issue Date	Expiry Date	Status
LC21070000000122	968673	968673	DL210031 9-30	LC2107000 0000122	Deepa	Standard LC	AED	1,234.00	19/07/2021	27/11/2021	New

Step 2: Sending correction message to Bank...

- Locate "System ID" which correction message to be sent then click on "Initiate a correspondence message to the Bank"

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Trade Services | Queue | Administration

LC Initiation
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Import Letter of Credit

Consolidated Summary View

System ID: LC21070000000059
Customer Reference: LC123
Bank Reference: DL2100318-30
Entity: 968673
LC Amount: AED 600.00
Available Amount: AED 600.00

Applicant Details

Name: RIM NO 968673
Address: add of RIM NO 968673
add of RIM NO 968673
Bank Name: Commercial Bank of Dubai
Borrower Account Name: RIM NO 968673

Beneficiary Details

Name: Aetherial S
Address: UAE

Actions

- Initiate New product from this transaction
- Initiate Amendment request to this transaction
- Initiate a correspondence message to the Bank
- Initiate a new SG from this transaction

Outstanding

Y-axis: UAE Dirham (0 to 800)
X-axis: Date (Jan 21 to Feb 21)

- Click on "Message type " then choose "correspondence"
- Click on "Free Format Message" then write all required information to be corrected also use the "Add a file" to attach any files if required.
- Click on "Submit"

The screenshot shows the 'Create Free Format Message for Import Letter of Credit' page in the CBD system. The interface includes a navigation menu on the left with options like 'LC Initiation', 'LC Amendment', and 'Bills & Correspondences'. The main content area is divided into sections: 'General Details' with fields for System ID, Customer Reference, LC Number, Request Date, Expiry Date, and Message Type (set to 'Correspondence'); 'Free Format Message' with a large text area for 'Customer Instructions'; and 'Attachments' with an 'Add a file' button. Action buttons for 'Save', 'Submit', 'Cancel', and 'Help' are located at the top right and bottom right of the page.