

# How to Apply Shipping Guarantee (SHG) for a Letter of Credit (LC)?

## Step 1: Follow the below steps on iTrade

- Select "Trade Services"
- Select "Shipping Guarantee"
- Select "From Existing LC"
- Select "Search"
- Select "System ID" then choose the required system ID to apply for shipping Guarantee.

The screenshot shows the 'List of Existing Letters of Credit' search page. The left sidebar contains navigation options: SG Initiation (expanded), From Existing LC (selected), Copy from Existing SG, Draft Transactions, Pending Authorization, Correspondence to Bank, Pending SGs, SG Inquiry, and SG Maintenance. The main area has search filters for System ID, Entity (908673), Entity/Applicant Name, Bank Ref, Beneficiary Name, and Ccy. A 'Search' button is located below the filters. Below the search area is a table with columns: System ID, Entity, Entity/Applicant Name, Bank Ref, Beneficiary Name, Ccy, Amount, Issue Date, and Expiry Date. Two rows of data are visible.

System ID	Entity	Entity/Applicant Name	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC21080000000412	908673	RIM NO 908673	DLC2100329-30	Depea	USD	650.00	18/08/2021	18/11/2021
LC21080000000411	908673	RIM NO 908673	DLC2100328-30	Depea	AED	123.00	18/08/2021	18/11/2021

## Step 2: Filling the form to submit the request...

- Fill out all of the mandatory fields with **red asterisk \*** also attached the required documents under "Add a file"
- Click "Submit"

The screenshot shows the 'Initiation of Shipping Guarantee from a Letter of Credit' form. The left sidebar is the same as in Step 1. The main area has a 'Tasks' bar with 'Save', 'Submit', 'Cancel', and 'Help' buttons. Below this is the 'General Details' section with fields for System ID (9021080000000418), Customer Reference (SG21080000000418), Parent Reference (LC21080000000412), Application Date (18/08/2021), and Bank Reference (LC). The 'Applicant Details' section has fields for Entity (908673), Name (RIM NO 908673), Address (addr of RIM NO 908673), and another Address (addr of RIM NO 908673). A 'Show Form Summary | Top' link is also present.

Attachments (Max 5 files and 1 Mb each)

No files

[Add a file](#)

[Save](#)

[Submit](#)

[Cancel](#)

[Help](#)