

How to Check the Status of Letter of Credit (LC) Amendment 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 Logout

Trade Services Queue Administration

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

List of Pending Import LC Transactions

Search Options

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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	Users
LC21080000000323	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	jhvjhvjh	Standard LC	AED	20,000.00	05/08/2021	29/09/2021	

Step 2: Status of the Letter of Credit (LC) amendment 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
- If the status of LC amendment does not show here that means LC amendment has been processed and advices will be available under " LC Inquiry"

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LC21080000000321	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	jhvjhvjh	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		05/08/2021	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 amendment application to know the query
- Required information from your company will be reflected as below screen shot.

The screenshot shows the 'List of Pending Import LC Transactions' interface. The table below contains the data for the transactions:

System ID	Entity	Entity/Applicant Name	Type	Status	Beneficiary Name	Product Type	City	Amount	Last Modified Date	Expiry Date	User
LC2100000000122	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	Jhoshh	Standard LC	AED	20,000.00	05/08/2021	29/09/2021	Jhoshh
LC2100000000121	968673	RIM NO 968673	New	Submitted to Bank - Under Approval (Sent)	Jhoshh	Standard LC	AED	10,000.00	05/08/2021	02/10/2021	Jhoshh
LC21070000000122	968673	RIM NO 968673	Message (Correspondence)	Submitted to Bank - Under Approval (Sent)	Deepa	Standard LC	AED		27/07/2021	27/11/2021	Jhoshh

The 'Event Details' section provides the following information:

- Release Date/Time: Tuesday, July 27, 2021 4:24:26 PM GST
- Company Name: RIM NO 968673
- Product Code: Export 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:

Title	File Name
Request Document	RequestDocument.pdf

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

The screenshot shows the 'List of Unsigned Import Letter of Credit Free Format Message Records' interface. The table below contains the data for the records:

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

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

The screenshot shows a web application interface for creating a free format message for an import letter of credit. The page title is "Create Free Format Message for Import Letter of Credit". On the left, there is a navigation menu with options: LC Initiation, LC Amendment, Bills & Correspondences, Clean Bills / Action Required, Discrepant Bills, Correspondences - Existing LC, Draft Transactions, Pending Authorization, Pending LCs, LC Inquiry, and LC Maintenance. The main content area is divided into sections: "General Details" and "Free Format Message". The "General Details" section contains the following information: System ID: LC91010000000122, Customer Reference: LC91010000000122, LC Number: DUC9100319-30, Request Date: 19/07/2021, Expiry Date: 27/11/2021, and Message Type: Correspondence. The "Free Format Message" section has a "Customer Instructions" text area. Below this is an "Attachments (Max 3 Files and 1 MB each)" section with "No files" and an "Add a file" button. At the top right and bottom right of the form, there are buttons for "Save", "Submit", "Cancel", and "Help".