

How to Send Correction Message to Bank if LC Amendment 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 | Logout

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:
Ccy:
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	Ccy	Amount	Issue Date	Expiry Date	Status
LC21070000000122	968673	RIM NO 968673	DL210031	LC2107000000122	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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LC Initiation
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Import Letter of Credit

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: Aherial 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

- 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 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". The left sidebar contains a navigation menu with items: LC Initiation, LC Amendment, Bills & Correspondences, Clean Bills / Action Required, Discrepant Bills, Correspondences - Existing LC (highlighted), Draft Transactions, Pending Authorization, Pending LCs, LC Inquiry, and LC Maintenance. The main content area is divided into sections: "General Details" with fields for System ID (LC01010000000132), Customer Reference (LC01010000000132), LC Number (DUC0100319-30), Request Date (19/07/2021), Expiry Date (27/11/2021), and Message Type (Correspondence); "Free Format Message" with a "Customer Instructions" text area; and "Attachments (Max 5 files and 1 MB each)" with a "No files" status and an "Add a file" button. At the top right and bottom right of the form are buttons for "Save", "Submit", "Cancel", and "Help".