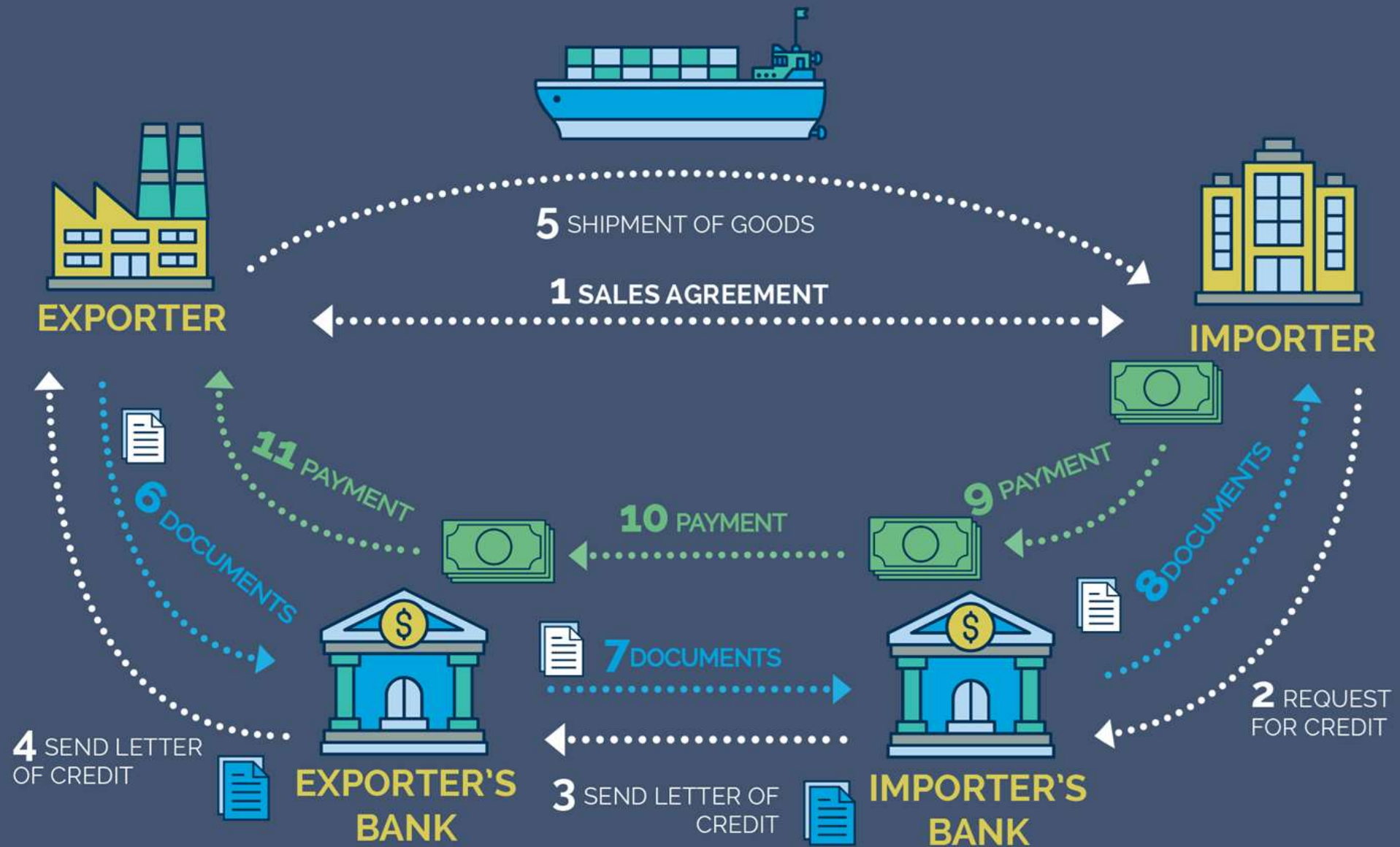


LETTER OF CREDIT



Checklist for Applying for a Documentary Letter of Credit (DLC)

No	Checklist Item	To-Do
1	Trade Agreement	✓ Review and confirm terms of the trade agreement.
2	Selection of Banks	✓ Choose banks involved in the DLC process.
3	Know Your Documents	✓ Familiarize yourself with the required documents for the DLC.
4	Issuance Request	✓ Submit a formal request for the issuance of the DLC.
5	Application Form	✓ Complete the DLC application form accurately.
6	Terms and Conditions	✓ Understand and agree to the terms and conditions of the DLC.
7	Proforma Invoice	✓ Obtain and provide a proforma invoice for the transaction.
8	Credit Report	✓ Obtain a credit report to assess creditworthiness.
9	Security/Collateral	✓ Determine and arrange for any required security or collateral.
10	Bank Charges and Fees	✓ Be aware of the applicable charges and fees for the DLC.
11	Compliance with Regulations	✓ Ensure compliance with international trade regulations.
12	Shipping Documents	✓ Prepare and verify shipping-related documents.
13	Confirmation of DLC	✓ Decide whether confirmation of the DLC is needed.
14	Communication Channels	✓ Establish clear communication channels with all parties involved.
15	Legal Review	✓ Seek legal review of all contractual and documentary aspects.
16	Application Approval	✓ Await approval from the issuing bank for the DLC application.
17	Transaction Monitoring	✓ Monitor the transaction progress and compliance.