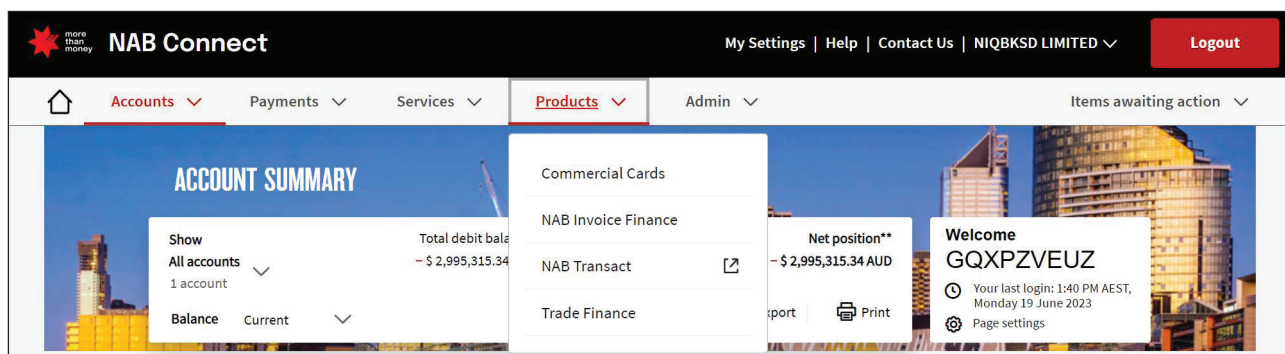


Trade Finance Online Quick Reference Guide

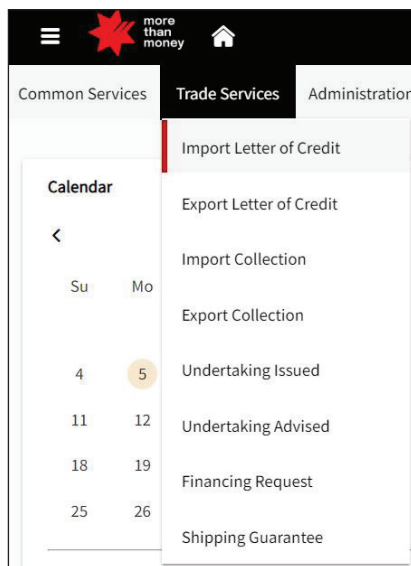
How to request an Amendment to an Import Letter of Credit

This quick reference guide shows you how to request an Amendment to an Import Letter of Credit via Trade Finance Online

Log into Trade Finance Online via NAB Connect under the Products tab by selecting Trade Finance to get started.



1. From the **Trade Services** menu, select **Import Letter of Credit**



2. From the **Import Letter of Credit** screen, all **'Live'** Import Letter of Credit transactions will be listed

Import Letter of Credit

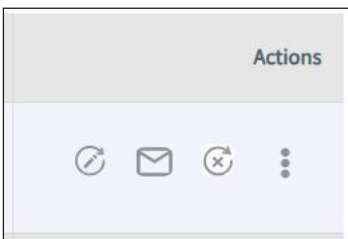
Templates Request Letter of Credit

Live (29) Draft (20) Actions (1) Pending Approval (2) Pending at Bank (10) Rejected (0) Closed (0)

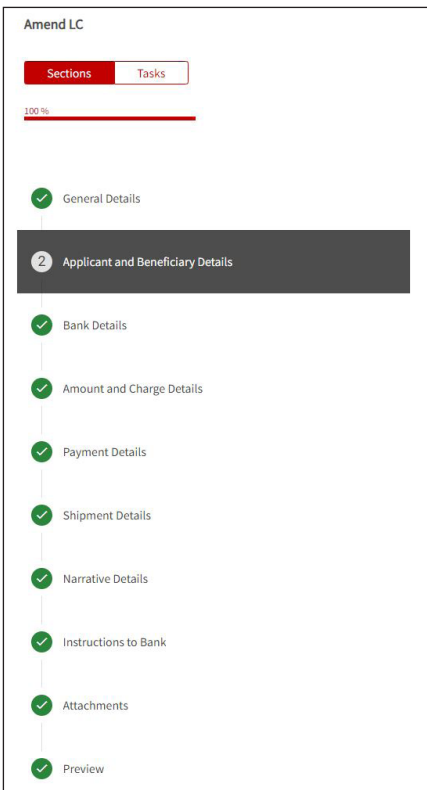
Advanced Filter

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Counterparty	Currency	Amount	Expiry Date	Actions
LC2306002316	-	IIC202301292	05/09/2023	New	487751419	Test	USD	50,000.00	05/10/2023	
LC2306002315	-	IIC202301291	05/09/2023	New	487751419	TEST	EUR	60,000.00	05/10/2023	

3. Identify the Import Letter of Credit that you wish to amend and move your mouse to the Actions column (far right), which will provide options available to you, being **Amend, Correspondence, Cancel** or **Details**. Select the **Amend** option to proceed.



4. The current Import Letter of Credit terms and conditions are provided under the relative **Sections** located on the left-hand side of the screen. Review and make any amendments as needed within any of the 9 Sections (**General Details, Applicant and Beneficiary Details, Bank Details, Amount and Charge Details, Payment Details, Shipment Details, Narrative Details, Instructions to Bank, and Attachments**). Select **Next** to navigate through each section.



5. The **Preview** screen allows you to review all the inputs. Once the inputs have been reviewed, select **Submit**.

Preview

*Please note all the highlighted values are amended fields All dates are in dd/mm/yyyy


General Details

Bank Reference ILC202301292	Issue Date 05/09/2023
Expiry Date 05/10/2023	Place of Expiry mel
Feature of LC Irrevocable, ntrf_flag_ILC_No Irrevocable, Transferable	
Confirmation Instructions Without	Amendment Narrative -Not Entered-

Applicant and Beneficiary Details

Applicant Entity 487751419	Name ROCKSTAR COAL LIMITED
Address	

6. The following screen will provide confirmation of your request to Pending at Approval or Pending Bank Approval.



Success

Your transaction is successfully released to the bank.

LC	Event Amend Terms	Channel Reference LC2306002316	Bank Reference ILC202301292	Entity 487751419
	Counterparty Test	Expiry Date 05/11/2023	Amount USD 50,000.00	Status Pending Bank Approval

For further assistance and the additional support, contact your Trade & Working Capital Specialist.