

# How to Submit Request to Close IBC as Settlement Already Done Through Telex Transfer (TT)?

## Step 1: Locating and sending message to Bank for IBC on iTrade

- Select "**Trade Services**"
- Select "**Import Collection**"
- Select "**Message to Bank**"
- Select "**From Existing IC**"
- Select "**Search**" then locate the IBC to settle or submit arrival advice
- Click on the link under **System ID**

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The user is logged in as 'FIRSTNAME OF 161159, LASTNAME OF 161159 / 1138234'. The navigation menu includes 'Trade Services', 'Queue', and 'Administration'. The main content area is titled 'List of Existing Import Collections' and features a search form with the following fields: System ID (1138234), Entity (1138234), Bank Ref, Entity/Drawee Name, Drawer, and Ccy. A 'Search' button is located below the form. Below the search results, there is a table with the following data:

System ID	Entity	Entity/Drawee Name	Bank Ref	Drawer	Ccy	Amount	Outstanding Amount	Creation
IC21000000000000000000	1138234	addr of RRM NO 1138234 addr of RRM	IBC2100077-30	PAPER DISTRIBUTION INTERNATIONAL LT	USD	1,000.00	1,000.00	

## Step 2: Sending instructions to Bank for IBC closing...

- Once **System ID of IBC** is selected then select **Correspondence** from drop down of **Message Type**
- Under **Settlement Instructions**, Select **Reject** from "**Disposal Instructions**" drop down
- Under **Free Format Message** in **Customer Instructions**, write your instructions with details to close the IBC
- Fill out all the required information and use **Add a File** to upload required justification documents like swift copy of payment etc.
- Click "**Submit**"

- Message to Bank
- Pending ICs
- IC Inquiry
- IC Maintenance

### Create a Free Format Message

[Tasks](#)

[Save](#) [Submit](#) [Cancel](#)

#### General Details

[Show Form Summary](#) | [Top](#)

System ID: IC21080000000606  
IBC Reference: IBC2100077-30  
Drawee Name: addr of RIM NO 1138234 addr of RIM  
Drawer Name: PAPER DISTRIBUTION INTERNATIONAL LT  
BR Type: Sight  
Tenor (DA/DP): Sight / Documents Against Payment  
\*Message Type:   
BR Lodgement Date:

#### Free Format Message

Customer Instructions:

#### Settlement Instructions

\* Disposal Instructions:   
Settle Bills Through:   
BR Currency & Amount:

#### Free Format Message

Customer Instructions:

#### Attachments (Max 5 files and 3 Mb each)

No files

[Add a file](#)

[Save](#) [Submit](#) [Cancel](#)