

# How to Apply a Letter of Credit (LC) Amendment Request?

## Step 1: Locating the letter of credit (LC) amendment application form on iTrade

- Select "Trade Services"
- Select "Import Letter of Credit"
- Select "LC Amendment"
- Select "Existing LC"
- Select "Search" then select the LC to be amended from search result

The screenshot shows the iTrade interface for the Commercial Bank of Dubai. The left sidebar contains a navigation menu with options: LC Initiation, LC Amendment (selected), From Existing LC, Draft Transactions, Pending Authorization, Bills & Correspondences, Pending LCs, LC Inquiry, and LC Maintenance. The main area is titled 'List of Existing Import Letters of Credit' and features a search form with fields for System ID, Entity (968673), Entity/Applicant Name, Bank Ref, Our Ref, Beneficiary Name, and Ccy. A 'Search' button is located below the form. Below the search form, there is a table with 2 items. The table has columns for System ID, Entity, Entity/Applicant Name, Bank Ref, Our Ref, Beneficiary Name, Ccy, Amount, Issue Date, and Expiry Date.

System ID	Entity	Entity/Applicant Name	Bank Ref	Our Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC21070000000122	968673	RIM NO 968673	DLC2100319-30	LC21070000000122	Deepa	AED	1,234.00	19/07/2021	27/11/2021
LC21070000000059	968673	RIM NO 968673	DLC2100319-30	LC123	Ashwin S.	AED	600.00	14/07/2021	14/07/2022

## Step 2: Fill out your LC amendment Form...

- Please fill out all of the mandatory fields with red asterisk \*
- Please also include or attach any other relevant information, if required
- If you want to save this form as a template to initiate later, please select "Save"
- Once completed, click "Submit"

- LC Initiation
- LC Amendment
- From Existing LC
- Draft Transactions
- Pending Authorization
- Bills & Correspondences
- Pending LCs
- LC Inquiry
- LC Maintenance

### Amend Existing Import Letter of Credit

Trade

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

#### General Details

System ID: LC21070000000122  
Customer Reference: LC21070000000122  
Bank Reference: DLC2100319-30  
Request Date: 19/07/2021  
Expiry Period (in days): 131  
New Expiry Date: 27/11/2021  
\*New Place of Expiry: In Beneficiary's Country  
\*Amendment Request Date: 02/08/2021

[Show Form Summary | Top](#)

#### Applicant Details

Name: RIM NO 968673  
Address: addr of RIM NO 968673  
addr of RIM NO 968673

#### Alternate Applicant Details

For The Account of

#### Beneficiary Details

#### Instructions for the Bank Only

\* Send Amendment by: SWIFT  
\* Principal Account: 1000913754  
Fee Account: 1000913754  
Other Information:

[Show Form Summary | Top](#)

#### Terms And Conditions

I Accept Terms and Conditions [Show all](#)

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

No files

[Add a file](#)

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