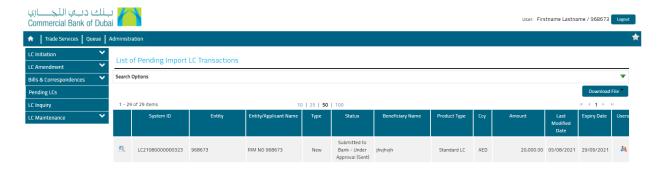
How to Check the Status of Letter of Credit (LC) Amendment Application?

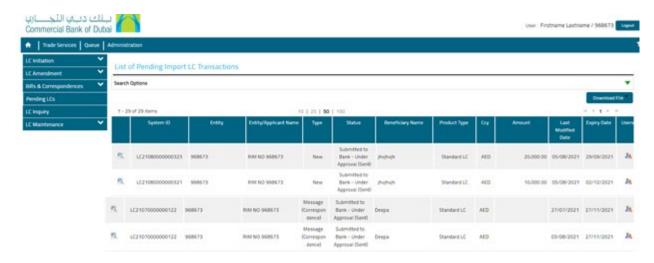
Step 1: Follow the below steps on iTrade

- Select "Trade Services"
- Select "Import Letter of Credit"
- Select "Pending LCs"



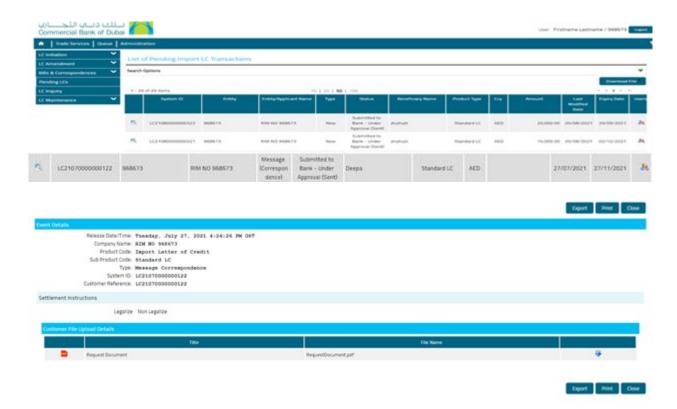
Step 2: Status of the Letter of Credit (LC) amendment application as below..

- Status type: **New** means the request is under process with the Bank and status queue will be updated accordingly on the progress.
- Status type: **Message (correspondence)** means the clarification query is sent to your company to check and revert
- If the status of LC amendment does not show here that means LC amendment has been processed and advices will be available under " LC Inquiry"



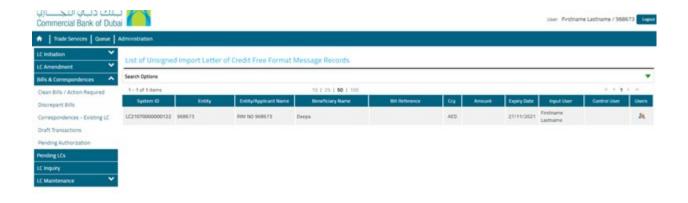
Step 3: Reviewing Message (correspondence) if requested from your company by the bank..

- Click on extreme left button of **System ID** with the status type **Message (correspondence)** of the particular LC amendment application to know the query
- Required information from your company will be reflected as below screen shot.



Step 4: Replying Message (correspondence) to Bank if any info requested from your company..

- Click on "Bills & Correspondences"
- Click on "Correspondences- Existing LC"
- Click on " Search"
- Click on " System ID" then choose the correct system ID to be responded



- Click on "Message type " then choose "correspondence"
- Click on "Free Format Message" then provide all requested information also use the "Add a file" to attach any files if required.
- Click on "Submit" once the request is processed then LC amendment and debit advices will be available under " LC Inquiry"

