

**Guideline on  
Commercial Internet Banking  
and  
Commercial Mobile Banking  
Trade Service**

- 1. Introduction of Trade Service**
- 2. Introduction of Functions**
- 3. FAQ**

# 1. Introduction of Trade Service

## The following 9 scopes are covered in the Trade Service

Trade Service
↳ Imp LC and Docs
↳ Exp LC
↳ Imp Collection
↳ Exp Collection
↳ Trade Finance
↳ Issuance of Guarantee/SBLC
↳ Advising of Guarantee/SBLC
<b>Download Forms</b>
Outstanding Rpt

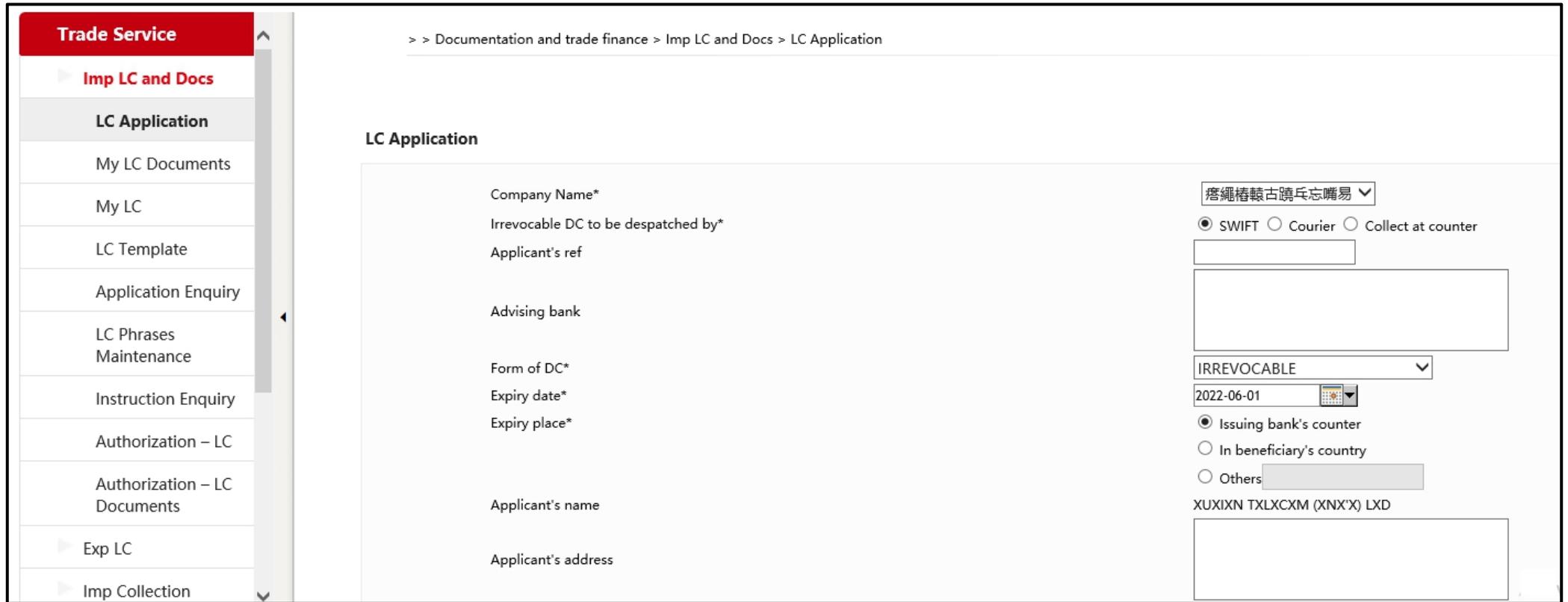
Scopes	Functions		
	Submission of application / instructions	Enquiry of Transaction Status	Download Processing Advice / LC copy
Import LC application/Amendment*	√	√	√
Import LC Documents (with Loan application)	√	√	√
Export LC		√	√
Export LC Documents		√	√
Import Collection (with Loan application)	√	√	√
Export Collection		√	√
Export Invoice Financing* #	√	√	√
Import Invoice Financing* #	√	√	√
Guarantee/SBLC application/Amendment*	√	√	√
Guarantee/SBLC advising		√	√
Loan Enquiry and Loan Repayment#	For all loan types		
Download Forms	Linkage to Trade Form Library		
Outstanding Report	List out all outstanding transactions as of previous day		
Remarks: * Support upload documents. # Provide commercial mobile banking inquiry and authorization function.			

## 2. Introduction of Functions

# 1. Imp LC and Docs

## LC Application

1. LC issuance/amendment applications can be submitted online.



The screenshot shows a web application interface for 'LC Application'. On the left is a navigation menu under 'Trade Service' with options like 'Imp LC and Docs', 'LC Application', 'My LC Documents', etc. The main content area is titled 'LC Application' and contains a form with the following fields and options:

- Company Name\***: 渣打銀行有限公司 (dropdown)
- Irrevocable DC to be despatched by\***:  SWIFT  Courier  Collect at counter
- Applicant's ref**: [Empty text box]
- Advising bank**: [Empty text box]
- Form of DC\***: IRREVOCABLE (dropdown)
- Expiry date\***: 2022-06-01 (calendar icon)
- Expiry place\***:  Issuing bank's counter  In beneficiary's country  Others [Empty text box]
- Applicant's name**: XUXIXN TXLXCXM (XNX'X) LXD
- Applicant's address**: [Empty text box]

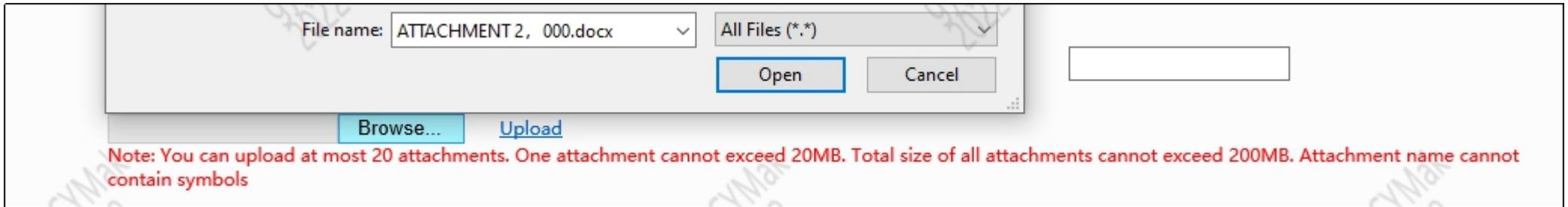
# 1. Imp LC and Docs

## LC Application

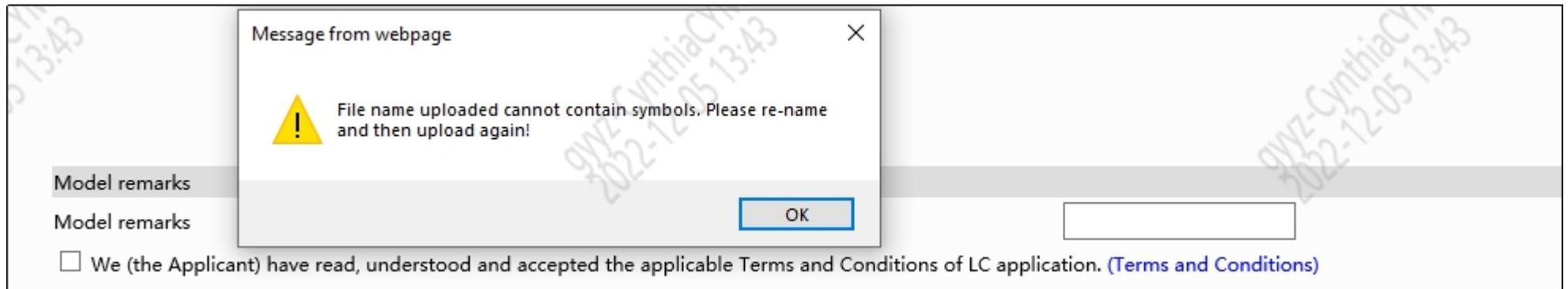
2. Upload supporting documents.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

3. Read and agree the relevant terms and conditions of LC application before submission.



Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols



Message from webpage

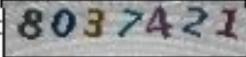
File name uploaded cannot contain symbols. Please re-name and then upload again!

Model remarks

Model remarks

We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of LC application. (Terms and Conditions)

## 1. Imp LC and Docs

Please enter the following numbers on your Token: 

The above picture includes 6 digits random number and Amount, please check it carefully.  
Please press [OK] on the token and finish the transaction as quickly as you can before timeout.

Dynamic Password:

### LC Application

At the time of submitting LC Applications, customer needs an ICBC (Asia) Password Token to confirm and complete the submission.

## 1. Imp LC and Docs



ICBC(Asia)  
LC Application  
LC NO. LC302KWC100019  
Amount HKD88.00  
Above Transaction  
completed[ICBC(ASIA)]

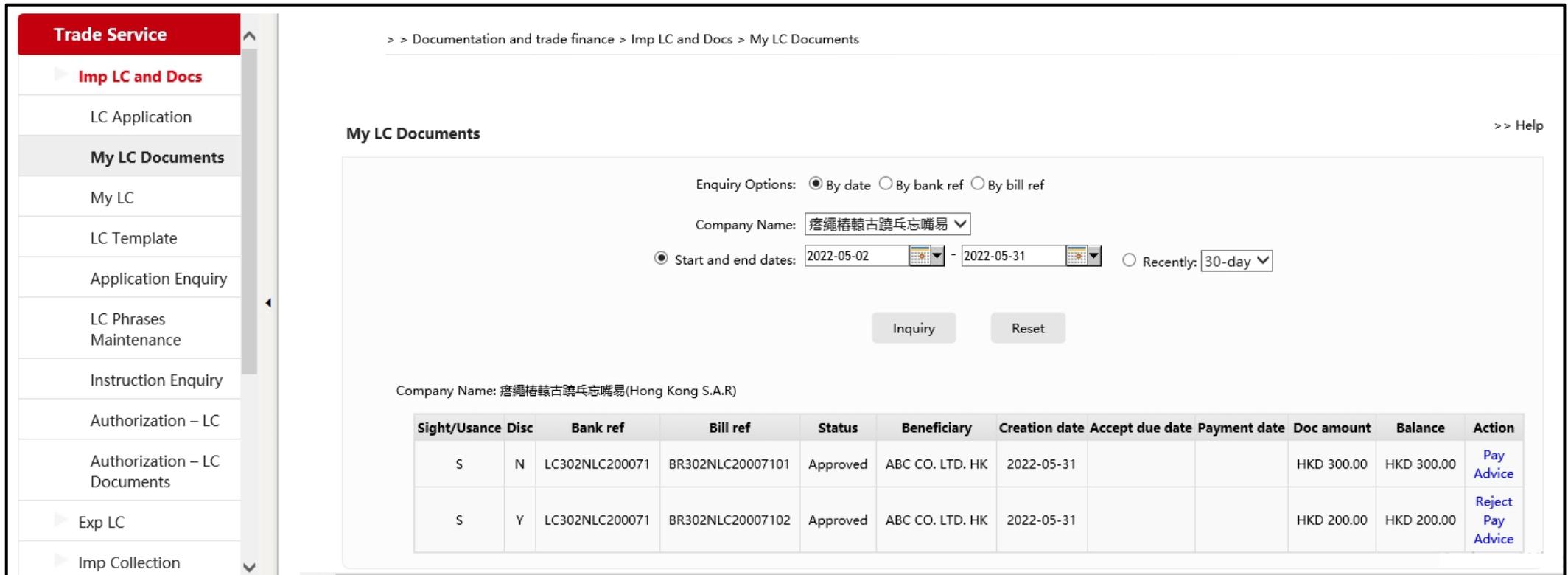
### LC Application

When the application is approved successfully, an SMS confirmation message will be sent to customer's registered mobile phone number. (Note: Mobile phone number must be registered in advance)

# 1. Imp LC and Docs

## My LC Documents

1. Enquiry on LC drawing details and document status.
2. Accept/Reject/Pay instructions can be submitted online.
3. Download processing advice.



> > Documentation and trade finance > Imp LC and Docs > My LC Documents

**My LC Documents** >> Help

Enquiry Options:  By date  By bank ref  By bill ref

Company Name:

Start and end dates:  -   Recently:

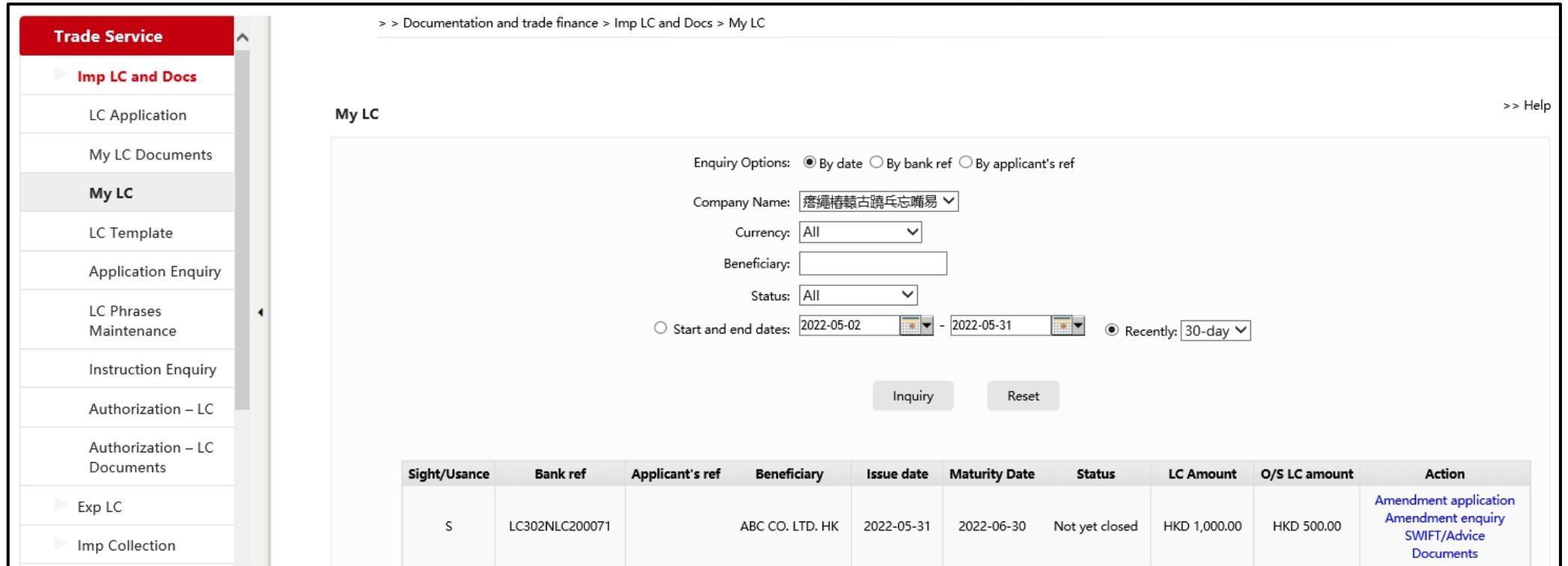
Company Name: 渣打銀行有限公司 (Hong Kong S.A.R)

Sight/Usance	Disc	Bank ref	Bill ref	Status	Beneficiary	Creation date	Accept due date	Payment date	Doc amount	Balance	Action
S	N	LC302NLC200071	BR302NLC20007101	Approved	ABC CO. LTD. HK	2022-05-31			HKD 300.00	HKD 300.00	<a href="#">Pay Advice</a>
S	Y	LC302NLC200071	BR302NLC20007102	Approved	ABC CO. LTD. HK	2022-05-31			HKD 200.00	HKD 200.00	<a href="#">Reject Pay Advice</a>

# 1. Imp LC and Docs

## My LC

1. Enquiry on LC issued and related information.
2. Amendment application can be submitted online.
3. Download processing Advice/SWIFT message.
4. Linkage to “My LC” to enquire on drawing details.



>> Documentation and trade finance > Imp LC and Docs > My LC

Trade Service

- Imp LC and Docs
- LC Application
- My LC Documents
- My LC**
- LC Template
- Application Enquiry
- LC Phrases Maintenance
- Instruction Enquiry
- Authorization – LC
- Authorization – LC Documents
- Exp LC
- Imp Collection

My LC >> Help

Enquiry Options:  By date  By bank ref  By applicant's ref

Company Name: 渣打銀行有限公司

Currency: All

Beneficiary:

Status: All

Start and end dates: 2022-05-02 - 2022-05-31  Recently: 30-day

Inquiry Reset

Sight/Usance	Bank ref	Applicant's ref	Beneficiary	Issue date	Maturity Date	Status	LC Amount	O/S LC amount	Action
S	LC302NLC200071		ABC CO. LTD. HK	2022-05-31	2022-06-30	Not yet closed	HKD 1,000.00	HKD 500.00	Amendment application Amendment enquiry SWIFT/Advice Documents

# 1. Imp LC and Docs

## My LC

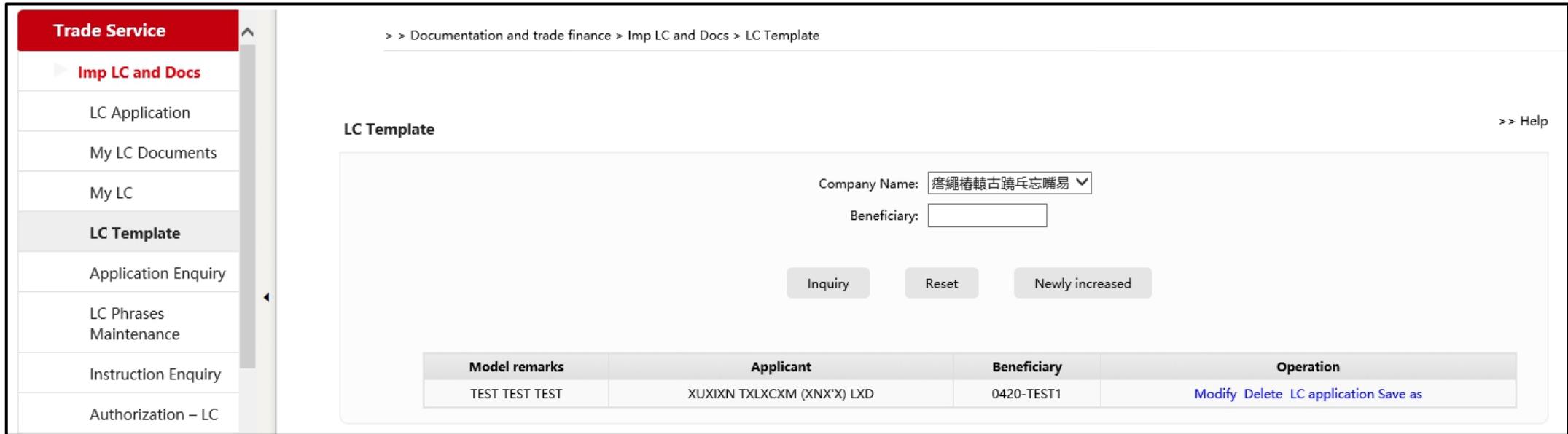
Upload supporting documents for amendment application.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

# 1. Imp LC and Docs

## LC Template

Maintain LC Template and submit default template for LC applications.



The screenshot shows a web interface for 'LC Template' under 'Trade Service'. The sidebar menu includes 'Imp LC and Docs', 'LC Application', 'My LC Documents', 'My LC', 'LC Template' (highlighted), 'Application Enquiry', 'LC Phrases Maintenance', 'Instruction Enquiry', and 'Authorization - LC'. The main content area has a breadcrumb trail: '> > Documentation and trade finance > Imp LC and Docs > LC Template'. It features a form with 'Company Name' (a dropdown menu) and 'Beneficiary' (a text input field). Below the form are three buttons: 'Inquiry', 'Reset', and 'Newly increased'. At the bottom, there is a table with columns for 'Model remarks', 'Applicant', 'Beneficiary', and 'Operation'.

Model remarks	Applicant	Beneficiary	Operation
TEST TEST TEST	XUXIXN TXLXCXM (XNX'X) LXD	0420-TEST1	<a href="#">Modify</a> <a href="#">Delete</a> <a href="#">LC application</a> <a href="#">Save as</a>

# 1. Imp LC and Docs

## Application Enquiry

Extract temporary saved applications for processing.

**Trade Service**

- ▶ Imp LC and Docs
- LC Application
- My LC Documents
- My LC
- LC Template
- Application Enquiry**
- LC Phrases Maintenance
- Instruction Enquiry
- Authorization – LC
- Authorization – LC Documents
- ▶ Exp LC
- ▶ Imp Collection

> > Documentation and trade finance > Imp LC and Docs > Application Enquiry

### Application Enquiry

>> Help

Transaction Type:  LC application  Amendment application

Company Name:

Status:

Currency:

Beneficiary:

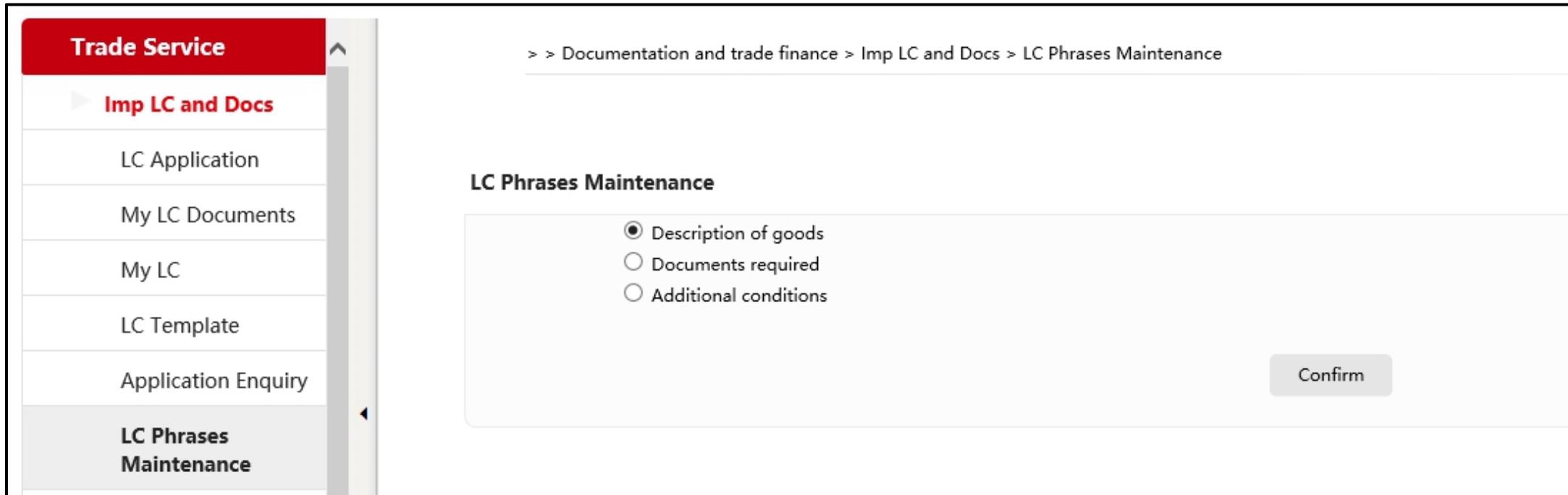
Start and end dates:  -   Recently:

Temporary number	Applicant's ref	Application date	Company Name	Currency	LC issuing amount	Processing status	Beneficiary	Action
ADV143828		2022-05-31	瘡繩椿轅古躑兵忘嘴易(Hong Kong S.A.R)	HKD	2,800.00	not yet submitted	TESTING CO. LTD.	<a href="#">Continue</a> <a href="#">Void</a>

## 1. Imp LC and Docs

### LC Phrases Maintenance

Maintain frequently used Description of goods, Documents required and Additional conditions.



The screenshot shows a web application interface for 'LC Phrases Maintenance'. On the left is a vertical navigation menu under the 'Trade Service' header, with 'Imp LC and Docs' expanded to show options: 'LC Application', 'My LC Documents', 'My LC', 'LC Template', 'Application Enquiry', and 'LC Phrases Maintenance'. The main content area has a breadcrumb trail: '> > Documentation and trade finance > Imp LC and Docs > LC Phrases Maintenance'. Below the breadcrumb is the title 'LC Phrases Maintenance' and a list of three radio button options: 'Description of goods' (selected), 'Documents required', and 'Additional conditions'. A 'Confirm' button is located at the bottom right of the main content area.

## 2. Exp LC

### LC Enquiry

1. Instant checking of arrival of Export LCs/amendments.
2. Linkage to bills presented under respective LC.
3. Download processing advice/SWIFT message.

**Trade Service**

- Imp LC and Docs
- LC Application
- My LC Documents
- My LC
- LC Template
- Application Enquiry
- LC Phrases Maintenance
- Instruction Enquiry
- Authorization – LC
- Authorization – LC Documents
- Exp LC
- LC Enquiry

>> Documentation and trade finance > Exp LC > LC Enquiry

### LC Enquiry

>> Help

Enquiry Options:  By date  By bank ref

Company Name:

Currency:

Applicant:

Start and end dates:  -   Recently

Sight/Usance	Bank ref	LC NO.	Applicant	Issuing Bank	Advising date	Maturity Date	LC Amount	Balance	Action
S	AV302B5C200144	E-TEST HK	TESTING CO. LTD ADD 1 ADD 2	XK AXD SXAXGXAX XAXKXNX XOXP LXDX XEXD OXFXCX	2022-05-31	2022-08-31	USD 3,000.00	USD 2,800.00	<a href="#">Documents</a> <a href="#">SWIFT/Advice</a> <a href="#">LC amendment</a>

## 2. Exp LC

### LC Documents Enquiry

1. Enquiry on status of submitted documents.
2. Download processing advice.

**Trade Service**

- Imp LC and Docs
- LC Application
- My LC Documents
- My LC
- LC Template
- Application Enquiry
- LC Phrases Maintenance
- Instruction Enquiry
- Authorization – LC
- Authorization – LC Documents
- Exp LC
- LC Enquiry
- LC Documents Enquiry**

> > Documentation and trade finance > Exp LC > LC Documents Enquiry

**LC Documents Enquiry** >> Help

Enquiry Options:  By date  By bill ref

Company Name: 渣打銀行有限公司

Start and end dates: 2022-05-02 - 2022-05-31
 Recently 30-day

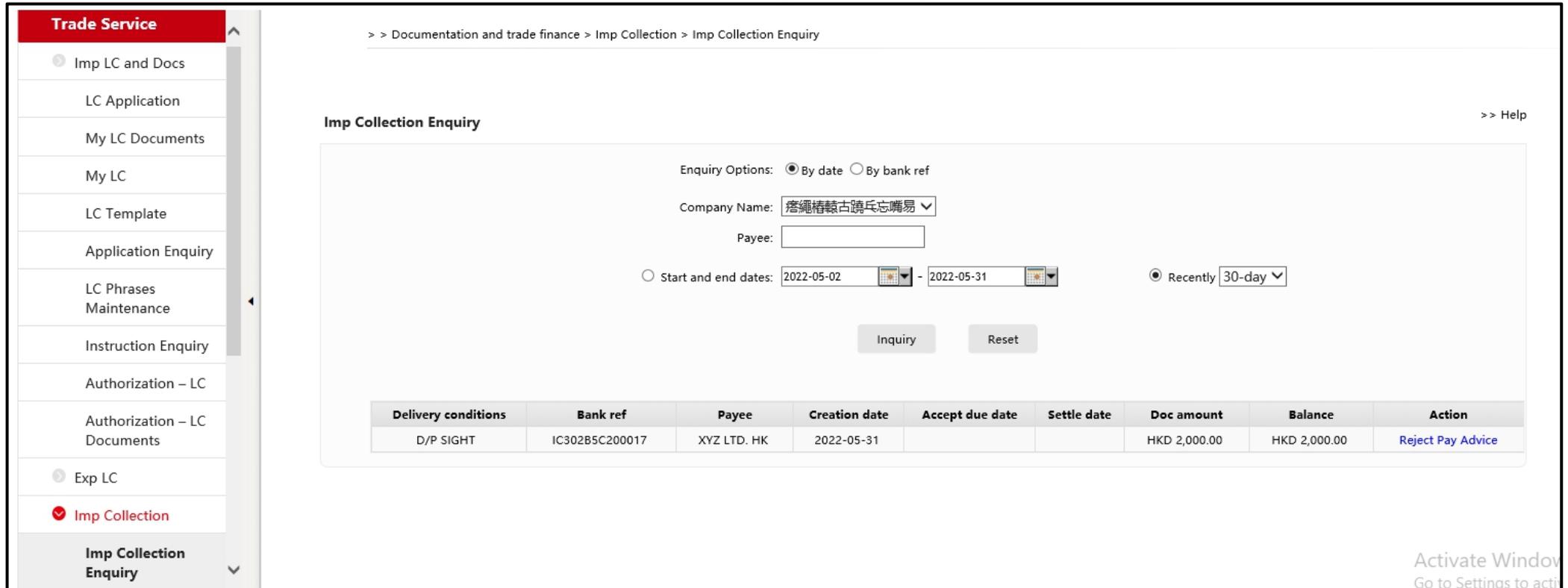
Inquiry
Reset

Sight/Usance	Bank ref	Bill ref	Customer ref	Applicant	Creation date	Accept due date	Settle date	Doc amount	Status	Action
S	E-TEST HK	BP302NLC20014401		TESTING CO. LTD ADD 1 ADD 2	2022-05-31			USD 200.00	Approved	<a href="#">Advice</a>

### 3. Imp Collection

#### Import Collection Enquiry

1. Instant checking of arrival of documents.
2. Reject/Pay instructions can be submitted online.
3. Download processing advice.



> > Documentation and trade finance > Imp Collection > Imp Collection Enquiry

Imp Collection Enquiry >> Help

Enquiry Options:  By date  By bank ref

Company Name: 渣打集团古蹟兵志嘴易

Payee:

Start and end dates: 2022-05-02 - 2022-05-31  Recently 30-day

Inquiry    Reset

Delivery conditions	Bank ref	Payee	Creation date	Accept due date	Settle date	Doc amount	Balance	Action
D/P SIGHT	IC302B5C200017	XYZ LTD. HK	2022-05-31			HKD 2,000.00	HKD 2,000.00	<a href="#">Reject Pay Advice</a>

Activate Windows  
Go to Settings to activate Windows.

## 4. Exp Collection

### Export Collection Enquiry

1. Checking status of documents.
2. Download processing advice.

**Trade Service**

- Imp LC and Docs
- LC Application
- My LC Documents
- My LC
- LC Template
- Application Enquiry
- LC Phrases Maintenance
- Instruction Enquiry
- Exp LC
- Imp Collection
- Exp Collection
- Exp Collection Enquiry

> > Documentation and trade finance > Exp Collection > Exp Collection Enquiry

>> Help

**Exp Collection Enquiry**

Enquiry Options:  By date  By bank ref

Company Name:

Payer:

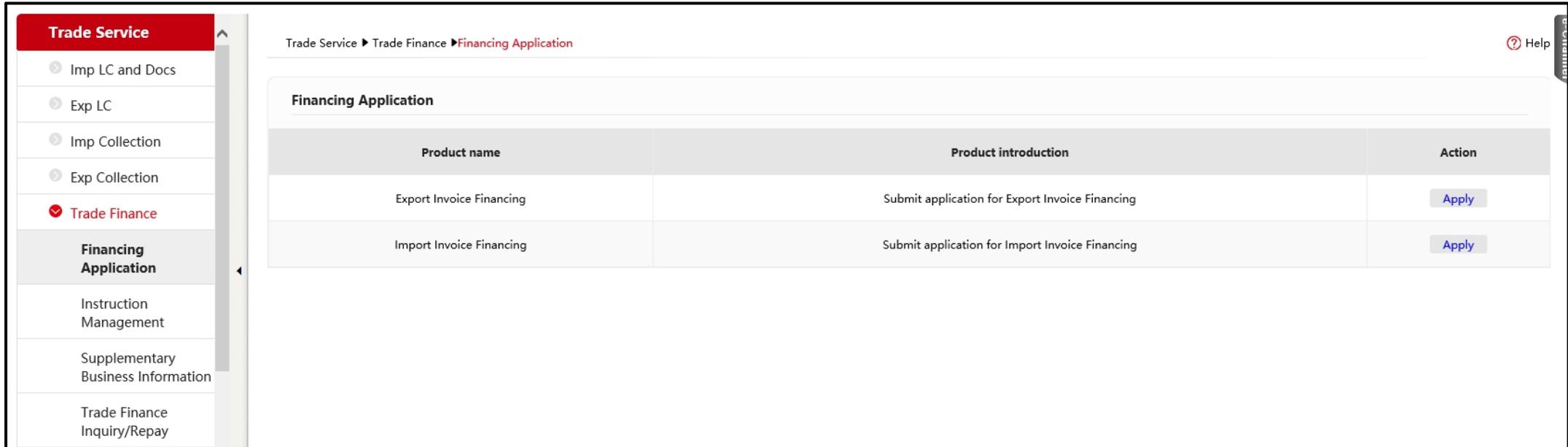
Start and end dates:  -   Recently

Delivery conditions	Bank ref	Customer ref	Payer	Creation date	Accept due date	Doc amount	Settle date	Action
D/A	OC302NNC200023	HN21/2022..	XRXN UX XTX	2022-01-06		USD 100,805.30		<a href="#">Advice</a>
D/A	OC302NNC200055	HN21/2401...	XRXN UX XTX	2022-01-13	2022-03-07	USD 48,339.66		<a href="#">Advice</a>

## 5. Trade Finance

### Financing Application

1. Submit application for Export Invoice Financing.
2. Submit application for Import Invoice Financing.



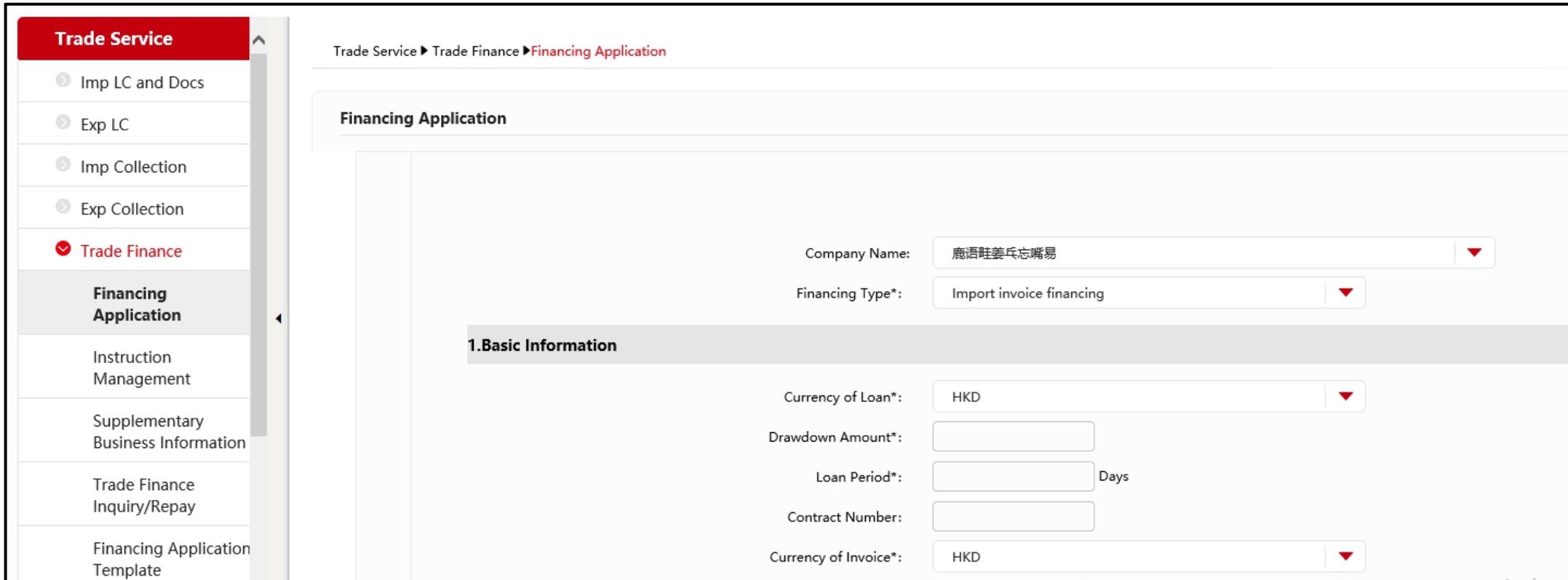
Trade Service ▶ Trade Finance ▶ Financing Application ? Help

Product name	Product introduction	Action
Export Invoice Financing	Submit application for Export Invoice Financing	<a href="#">Apply</a>
Import Invoice Financing	Submit application for Import Invoice Financing	<a href="#">Apply</a>

## 5. Trade Finance

### Financing Application

3. Complete the transaction details.
4. Fill in the \*required field.



The screenshot shows the 'Financing Application' page in the ICBC Trade Service portal. The breadcrumb trail is 'Trade Service > Trade Finance > Financing Application'. The left sidebar contains a menu with 'Trade Finance' selected. The main content area is titled 'Financing Application' and includes a '1. Basic Information' section with the following fields:

- Company Name: 鹿语鞋美兵忘嘴易
- Financing Type\*: Import invoice financing
- Currency of Loan\*: HKD
- Drawdown Amount\*: [Empty text box]
- Loan Period\*: [Empty text box] Days
- Contract Number: [Empty text box]
- Currency of Invoice\*: HKD

## 5. Trade Finance

### Financing Application

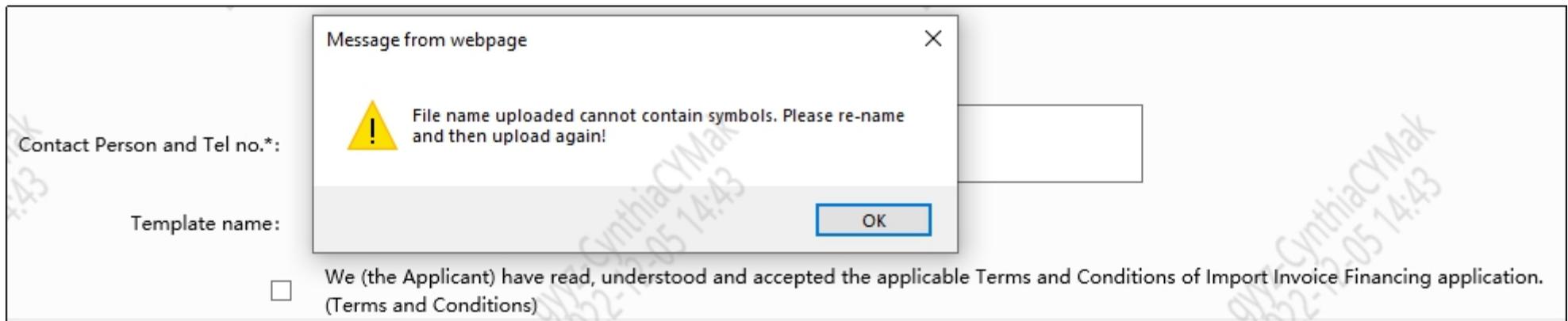
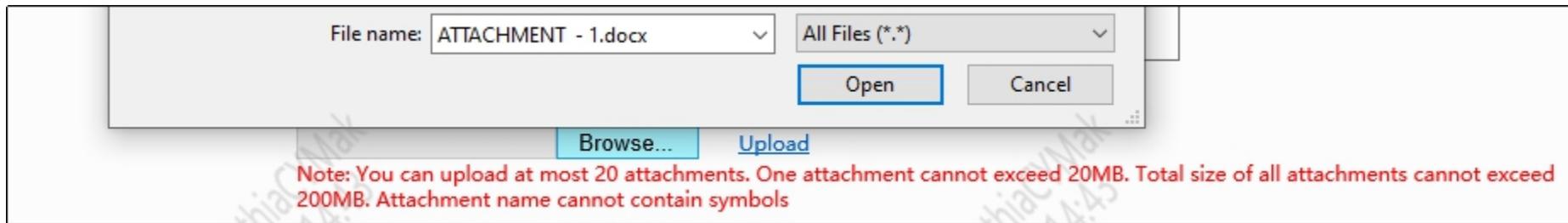
5. Upload supporting documents, i.e. invoice, transport documents etc.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

6. Press “Save” before submission to avoid missing information.

7. Create template if required, input template name, select “Save Template and Submit”.

8. Read and agree the relevant terms and conditions of Trade Financing Application before submission.



## 5. Trade Finance

### Instruction Management

1. Approval for Financing Application and supplement business materials.
2. Process and submit the temporary saved application.

**Trade Service**

- Imp LC and Docs
- Exp LC
- LC Enquiry
- LC Documents Enquiry
- Imp Collection
- Exp Collection
- Trade Finance
- Financing Application
- Instruction Management**
- Supplementary Business Information
- Trade Finance Inquiry/Repay

#### Instruction Management

Company Name: 鹿语胜姜兵忘嘴昆

Financing Type: Import invoice financing

Instruction Type: Financing application

Status:  Submission successful  Submission failed  Awaiting authorization  Pending  To be submitted

Period: 2022-04-30 — 2022-05-31

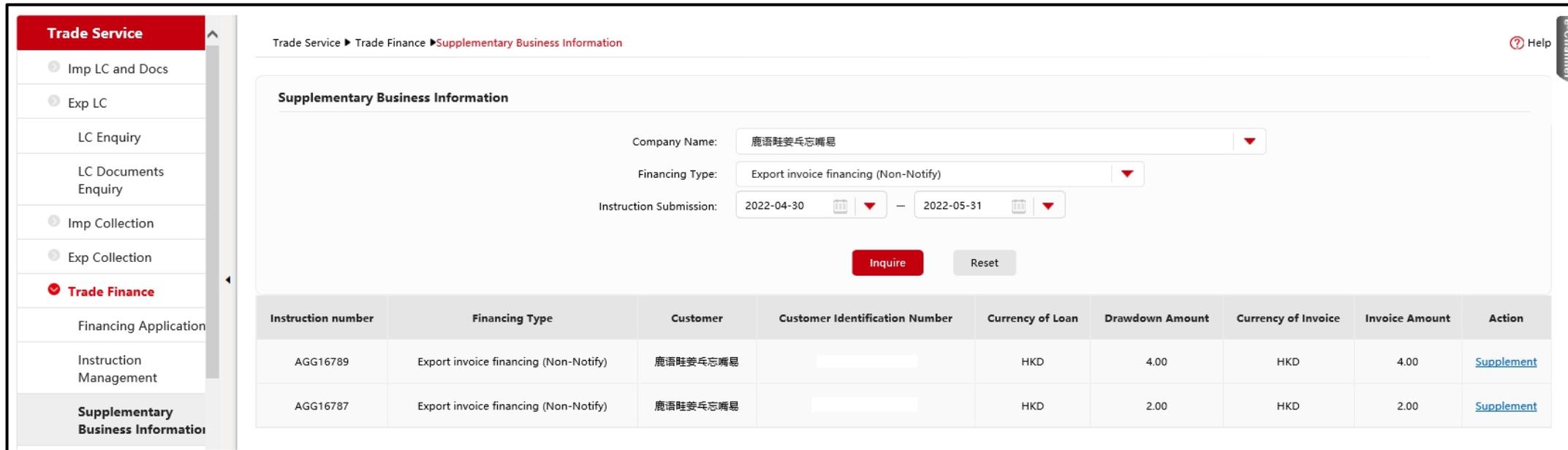
Inquire

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG16788</a>		HF.c.0110	Financing application	2022-05-31 20:22:19	Import invoice financing	Awaiting authorization		
<a href="#">AGG16786</a>		HF.c.0110	Financing application	2022-05-31 20:18:02	Import invoice financing	To be submitted		<span style="background-color: #ccc; padding: 2px 5px; border: none; cursor: pointer;">Submit</span>

## 5. Trade Finance

### Supplementary Business Information

1. This service is for supplement of application supporting documents.
2. Please contact the Bank's relevant staff before using this service.



Trade Service ▶ Trade Finance ▶ Supplementary Business Information

**Supplementary Business Information**

Company Name: 鹿语鞋业兵志辉易

Financing Type: Export invoice financing (Non-Notify)

Instruction Submission: 2022-04-30 – 2022-05-31

[Inquire](#) [Reset](#)

Instruction number	Financing Type	Customer	Customer Identification Number	Currency of Loan	Drawdown Amount	Currency of Invoice	Invoice Amount	Action
AGG16789	Export invoice financing (Non-Notify)	鹿语鞋业兵志辉易		HKD	4.00	HKD	4.00	<a href="#">Supplement</a>
AGG16787	Export invoice financing (Non-Notify)	鹿语鞋业兵志辉易		HKD	2.00	HKD	2.00	<a href="#">Supplement</a>

## 5. Trade Finance

### Trade Finance Inquiry/Repay

Access to loan content and download processing advice.

**Trade Service**

- Imp LC and Docs
- Exp LC
- Imp Collection
- Imp Collection Enquiry
- Instruction Enquiry
- Authorization
- Exp Collection
- Trade Finance**
- Financing Application
- Instruction Management
- Supplementary Business Information
- Trade Finance Inquiry/Repay**
- Financing Application Template

**Trade Finance Inquiry/Repay**

Company Name:

Financing Ref:

Financing Type:

Financing status:

Loan Value Date:  - 
 Recent Loan Value Date:

Loan Maturity Date:  -

**Inquire**

Financing Ref	Financing Type	Currency of Loan	Drawdown Amount	Outstanding Balance of Loan	Value Date	Maturity Date	Related Ref	Loan Period (in days)	Status	Action
<a href="#">FS302ITC200086</a>	Import	USD	200,000.00	0.00	20220111	20220314	FS302ITC200086	62	Repaid	<a href="#">View advice</a> <a href="#">Repay</a>
<a href="#">FS302ITC200163</a>	Import	USD	400,000.00	400,000.00	20220118	20220321	FS302ITC200163	62	Loan granted	<a href="#">View advice</a> <a href="#">Repay</a>
<a href="#">FS302ITC200195</a>	Import	USD	300,000.00	300,000.00	20220119	20220321	FS302ITC200195	61	Loan granted	<a href="#">View advice</a> <a href="#">Repay</a>

1-3 of 3 << < 1 >> >>

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## 5. Trade Finance

Trade Service ▶ Trade Finance ▶ Trade Finance Inquiry/Repay

Trade Finance Inquiry/Repay

Financing Ref:	FS302ITC200163
Financing Type:	Import
Related Ref:	FS302ITC200163
LC no:	
Value Date:	2022-01-18
Maturity Date:	2022-03-21
Loan Period (in days):	62
Last repayment date:	
Financing Currency and Amount:	USD 400,000.00
Outstanding Balance of Loan:	USD 400,000.00
Estimated Interest Amount:	USD 3,899.37
Loan Repayment Instruction:	
Repayment Type:	<input checked="" type="radio"/> Full repayment <input type="radio"/> Partial repayment
Currency of Loan:	USD
Repayment of Loan Principal Amount:	USD 400,000.00

### Trade Finance Inquiry/Repay

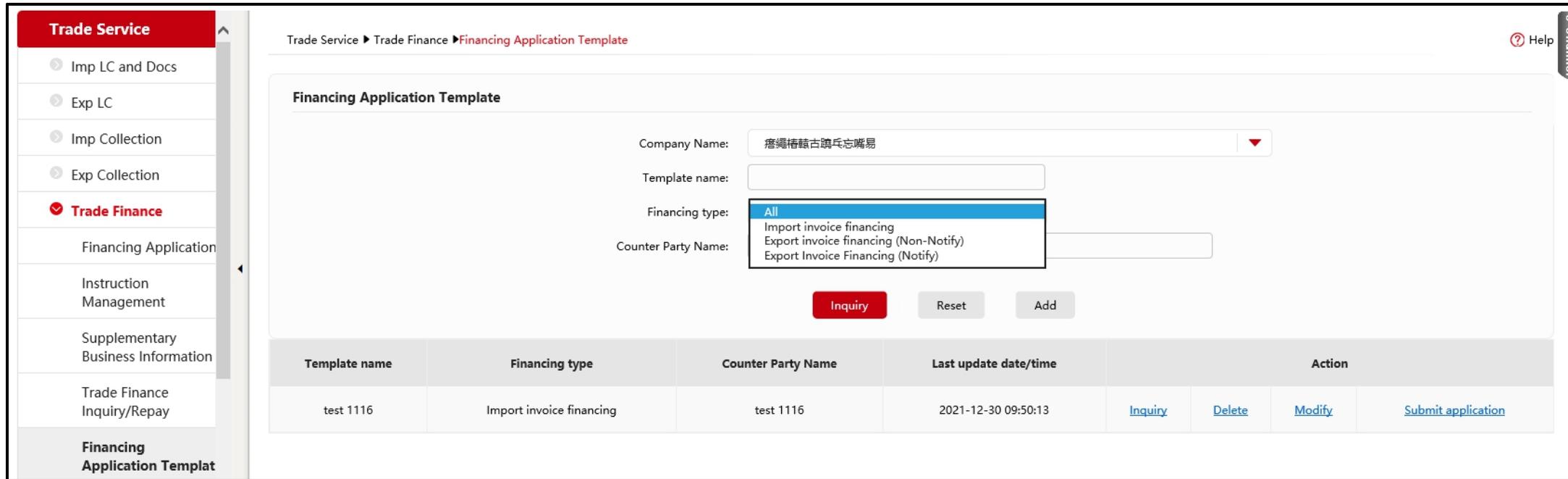
1. Submit application for financing repayment
2. Full repayment or Partial repayment
3. Note:

The application for financing repayment submitted on non-banking business days or non-banking business hours (after 18:00) will be postponed to the next business day

## 5. Trade Finance

### Financing Application Template

1. Template is applicable to Import Invoice Financing, Export Invoice Financing (Non-Notify) and Export Invoice Financing (Notify) application.
2. Template function can be used to set up repetitive applications.
3. The template can be modified, deleted, or used for submit application by the user who create the template.



Trade Service ▶ Trade Finance ▶ Financing Application Template

**Financing Application Template**

Company Name: 渣打集团古蹟兵志峰易

Template name:

Financing type: All  
 Import invoice financing  
 Export invoice financing (Non-Notify)  
 Export Invoice Financing (Notify)

Counter Party Name:

[Inquiry](#) [Reset](#) [Add](#)

Template name	Financing type	Counter Party Name	Last update date/time	Action			
test 1116	Import invoice financing	test 1116	2021-12-30 09:50:13	<a href="#">Inquiry</a>	<a href="#">Delete</a>	<a href="#">Modify</a>	<a href="#">Submit application</a>

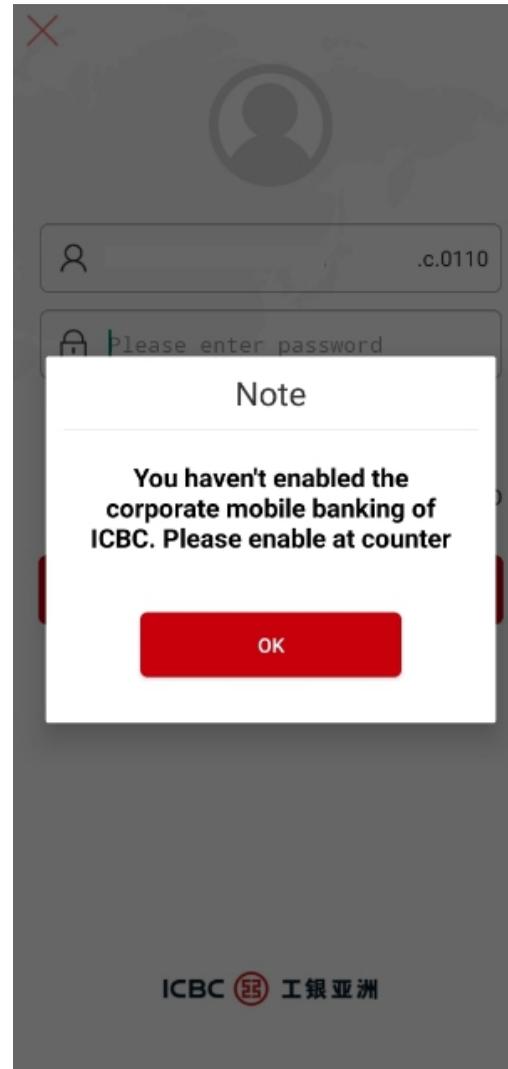
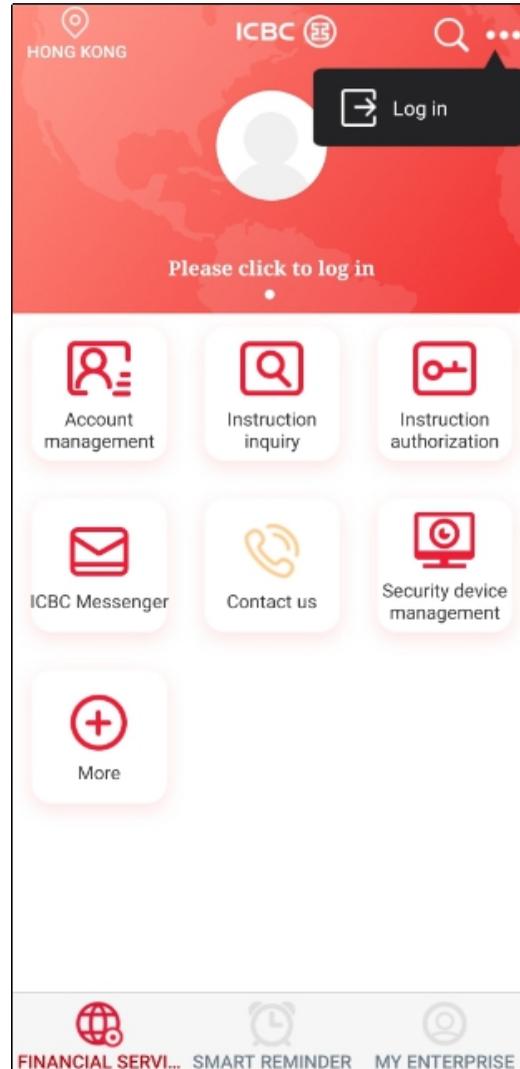
## 5. Trade Finance



### Commercial Mobile Banking Functions

1. Provide the function of Instruction inquiry and Instruction authorization.
2. Apply to application and supplementary business information for Import Invoice Financing, Export Invoice Financing (Non-Notify), Export Invoice Financing (Notify) and Financing repayment.
3. Download ICBC (Asia) Commercial Mobile Banking APP “ICBC Business” (Support IOS/Android platforms).

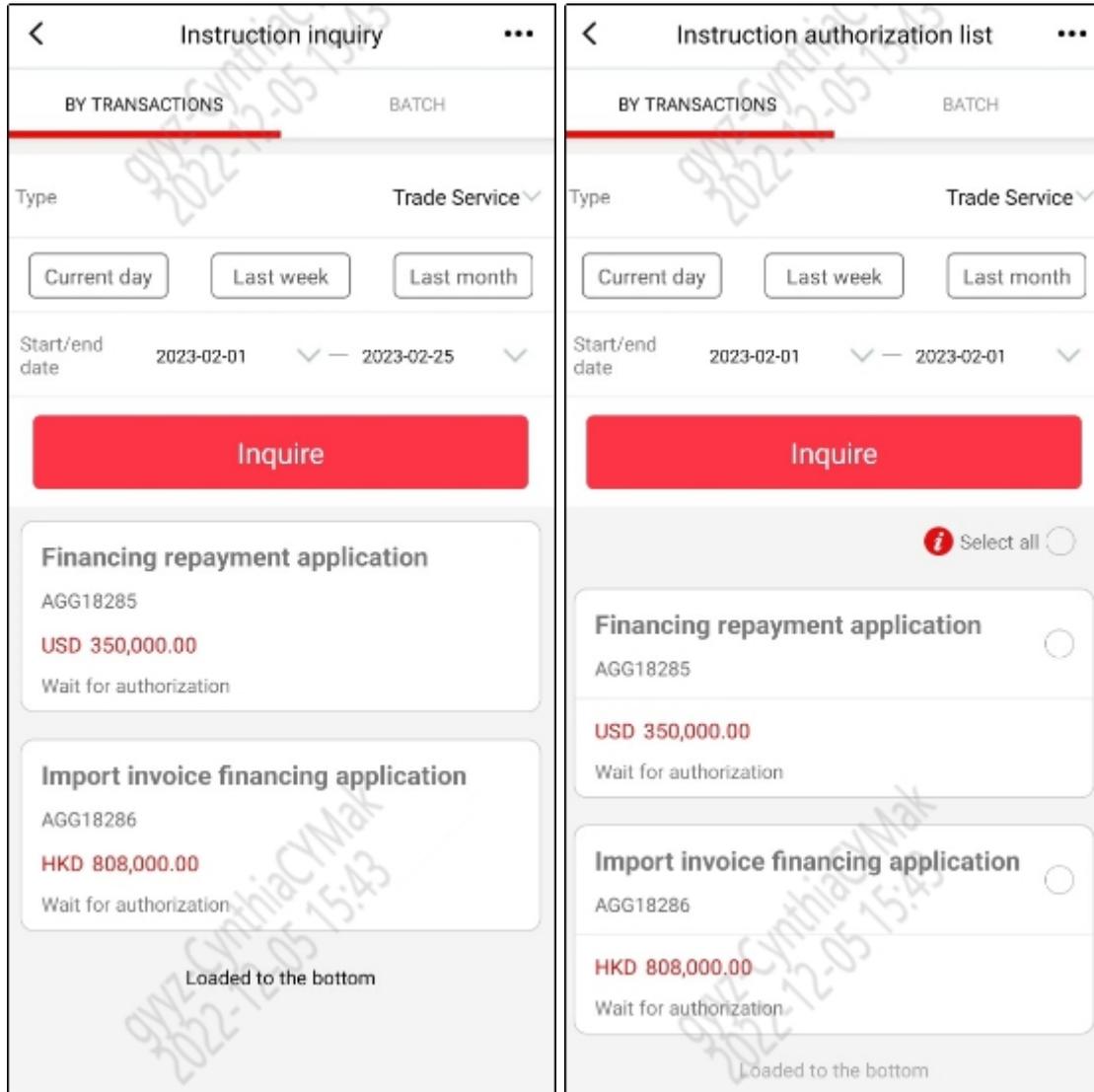
## 5. Trade Finance



### Commercial Mobile Banking Functions

4. If the Commercial Mobile Banking has not been activated yet, user will receive a notice when logging in: “You haven't enabled the corporate mobile banking of ICBC. Please enable at counter”.

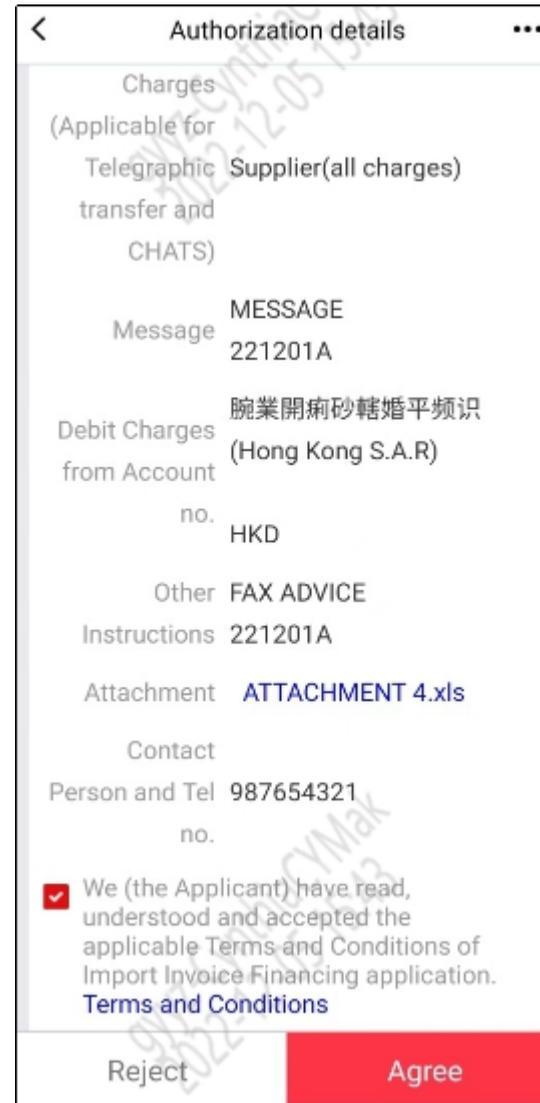
## 5. Trade Finance



## Commercial Mobile Banking Functions

5. Approver of current ID can search for the instructions with the status of “Approved”, “Rejected” or “Awaiting Authorization”.

## 5. Trade Finance

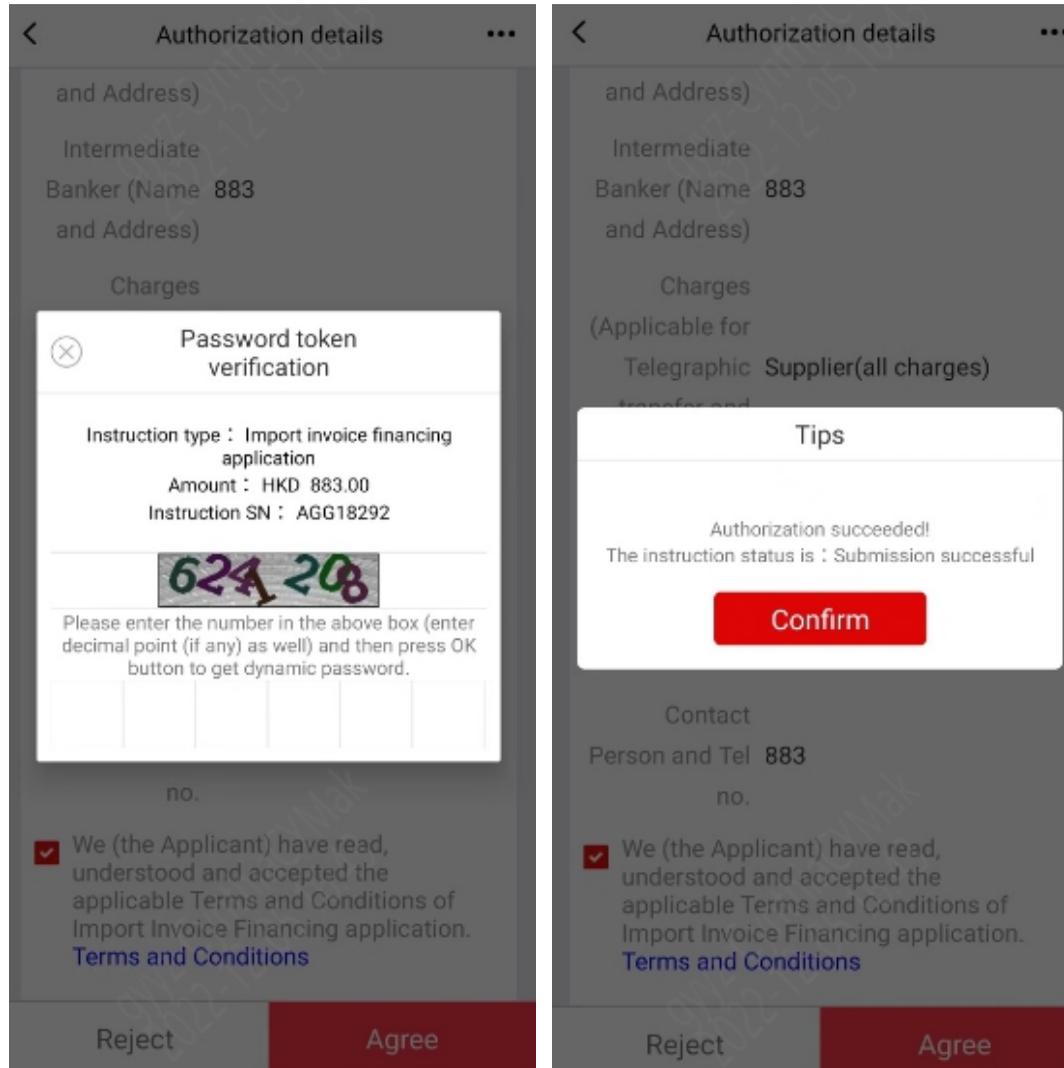


## Commercial Mobile Banking Functions

6. If there is an uploaded file(s) for the application of import / export invoice financing and its supplementary business information, the user can click on the relevant file(s) to view the content.

7. Approver is required to read and agree the relevant terms and conditions of trade financing application before authorization, and then select “Agree” or “Reject”.

## 5. Trade Finance



## Commercial Mobile Banking Functions

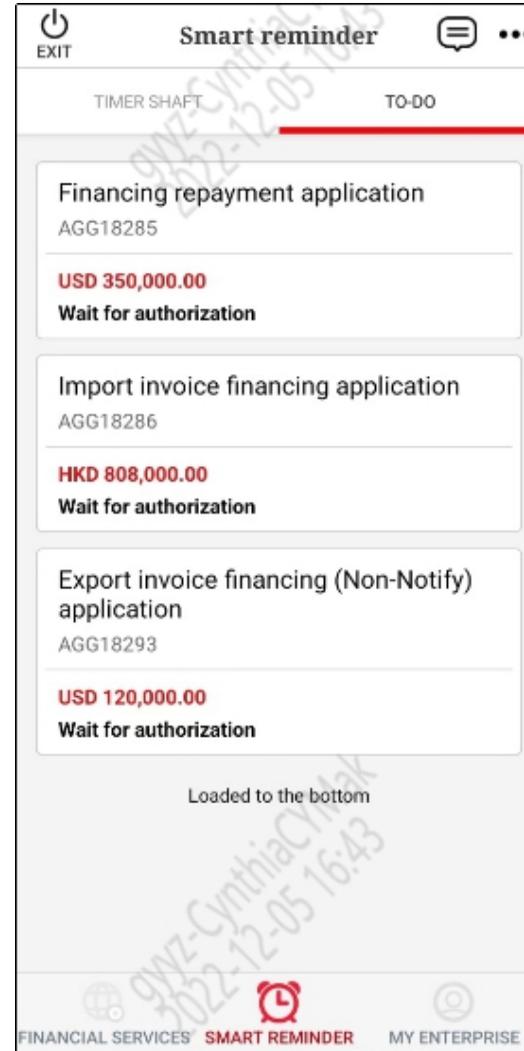
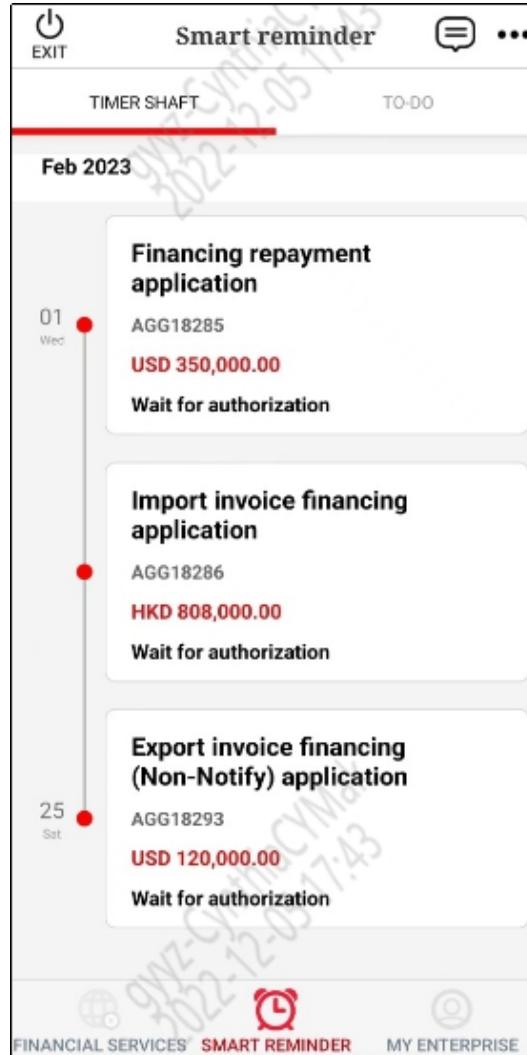
8. Same as Commercial Internet Banking, approver needs an ICBC (Asia) Password Token to confirm and complete the authorization.

9. Successful authorization will be confirmed via SMS to be sent to approver's registered mobile phone number.

(Note: Mobile phone number must be registered in advance)



## 5. Trade Finance



### Commercial Mobile Banking Functions

#### 10. Smart Reminder - TIMER SHAFT:

The timer shaft is sorted according to the instructions submission time. Approver of current ID can search for the instructions with the status of “Approved”, “Rejected” or “Awaiting Authorization”.

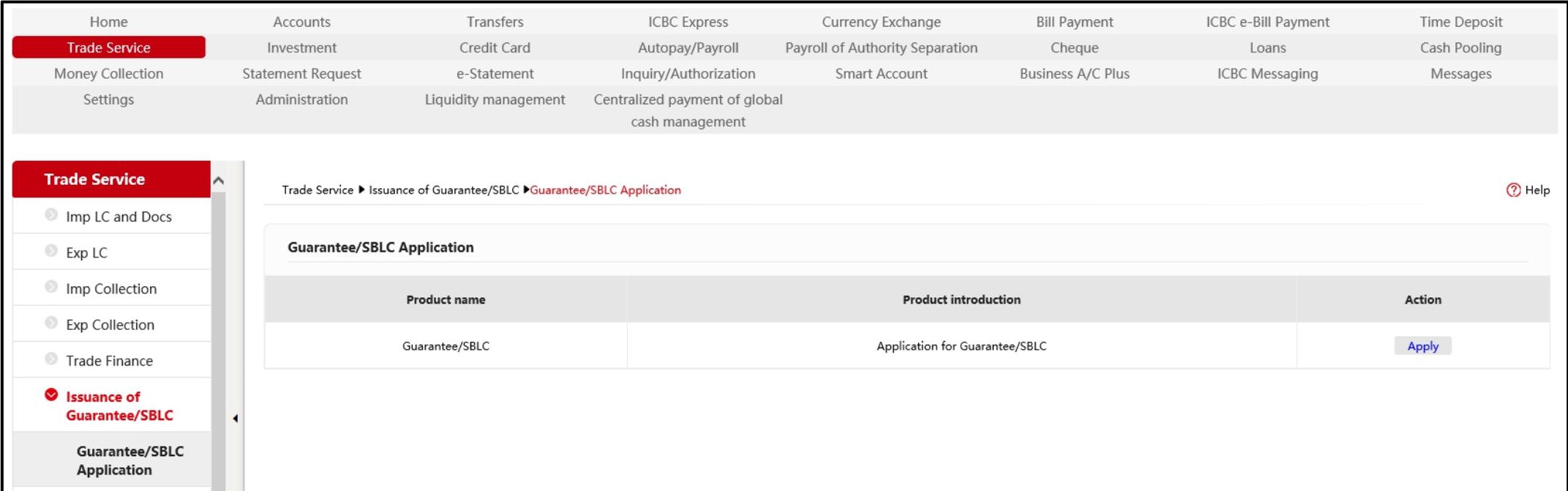
#### 11. Smart Reminder - TO-DO:

Approver can directly select the instructions to be authorized in the TO-DO list.

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Application

1. Click “Apply” of Guarantee/SBLC for online submission.



The screenshot displays the ICBC online banking interface. At the top, there is a navigation menu with categories: Home, Accounts, Transfers, ICBC Express, Currency Exchange, Bill Payment, ICBC e-Bill Payment, and Time Deposit. Below this, a secondary menu lists various services such as Trade Service, Money Collection, Settings, Investment, Statement Request, Administration, Credit Card, e-Statement, Liquidity management, Autopay/Payroll, Inquiry/Authorization, Centralized payment of global cash management, Payroll of Authority Separation, Smart Account, Cheque, Business A/C Plus, Loans, ICBC Messaging, Cash Pooling, and Messages.

The main content area shows the breadcrumb trail: Trade Service > Issuance of Guarantee/SBLC > Guarantee/SBLC Application. A sidebar on the left contains a 'Trade Service' menu with options like 'Imp LC and Docs', 'Exp LC', 'Imp Collection', 'Exp Collection', 'Trade Finance', and 'Issuance of Guarantee/SBLC' (which is selected). Below the sidebar, the 'Guarantee/SBLC Application' page features a table with the following data:

Product name	Product introduction	Action
Guarantee/SBLC	Application for Guarantee/SBLC	<a href="#">Apply</a>

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Application

2. Select SBLC/Guarantee.
3. Complete the transaction details.
4. Fill in the \*required field.

Trade Service ▶ Issuance of Guarantee/SBLC ▶ **Guarantee/SBLC Application** ? Help Channel

**Guarantee/SBLC Application**

**Issuance of Guarantee/SBLC**

Company Name:

Request to issue an irrevocable:\*

Applicant Ref:

Applicant(Name and Address):\*

Beneficiary (Name and Address):\*

## 6. Issuance of Guarantee/SBLC

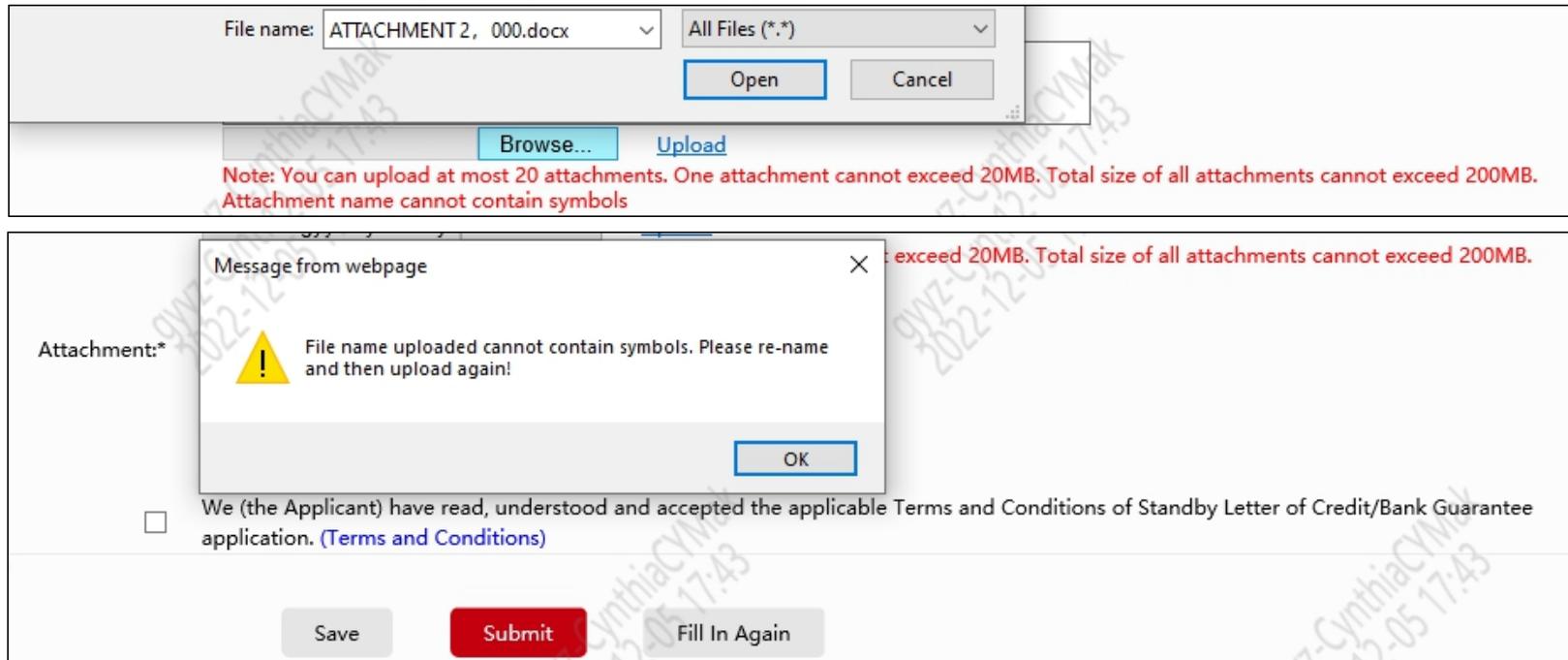
### Guarantee/SBLC Application

5. Upload supporting documents.

Reminder: Please press “Browse” to select the related documents, and then press “Upload”. (Only applicable for BMP, DOC, DOCX, JPG, JPEG, PDF, PNG, XLS, XLSX formats without password protection), file name cannot contain symbols.

6. Press “Save” before submission to avoid missing information.

7. Read and agree the relevant terms and conditions of Trade Financing Application before submission.

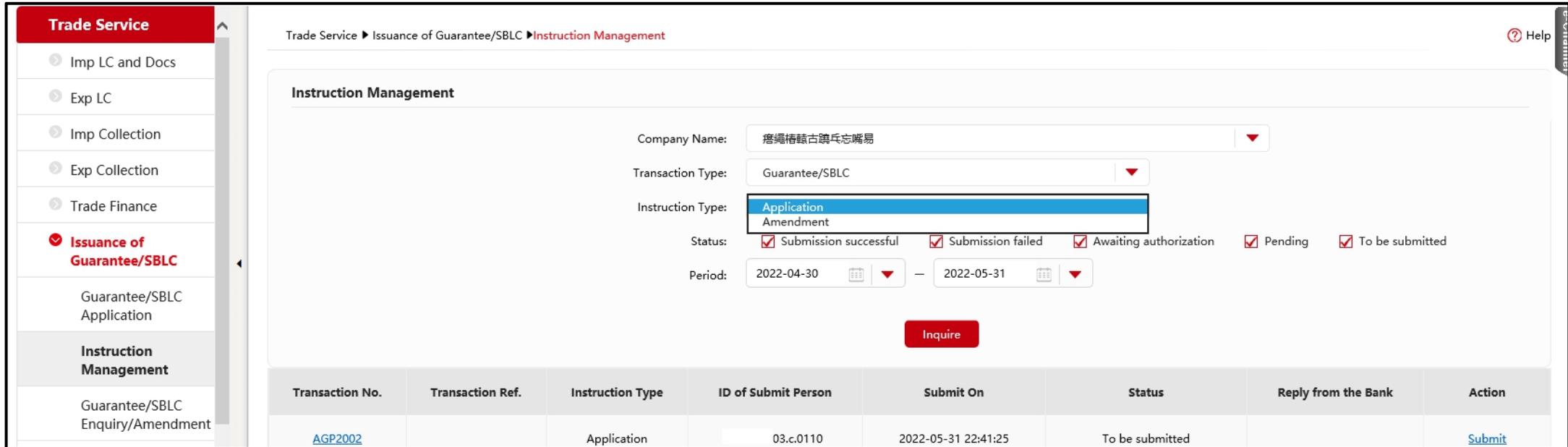


The screenshot shows a web application interface for uploading documents. At the top, there is a file selection area with a dropdown menu showing 'File name: ATTACHMENT 2, 000.docx' and a file type dropdown set to 'All Files (\*.\*)'. Below these are 'Open' and 'Cancel' buttons. A 'Browse...' button is highlighted in blue. Below the file selection area, there is a red note: 'Note: You can upload at most 20 attachments. One attachment cannot exceed 20MB. Total size of all attachments cannot exceed 200MB. Attachment name cannot contain symbols'. Below the note, there is a 'Message from webpage' dialog box with a yellow warning icon and the text: 'Attachment:\* File name uploaded cannot contain symbols. Please re-name and then upload again!'. Below the dialog box, there is a checkbox labeled 'We (the Applicant) have read, understood and accepted the applicable Terms and Conditions of Standby Letter of Credit/Bank Guarantee application. (Terms and Conditions)'. At the bottom of the interface, there are three buttons: 'Save', 'Submit', and 'Fill In Again'.

## 6. Issuance of Guarantee/SBLC

### Instruction Management

1. Select and proceed related instruction type.



The screenshot displays the 'Trade Service' portal with a sidebar on the left containing navigation options: Imp LC and Docs, Exp LC, Imp Collection, Exp Collection, Trade Finance, Issuance of Guarantee/SBLC (highlighted), and Instruction Management (highlighted). The main content area is titled 'Trade Service > Issuance of Guarantee/SBLC > Instruction Management' and includes a 'Help' icon.

The 'Instruction Management' section contains the following fields and options:

- Company Name: 隆通格赫古牌兵忘嘴易
- Transaction Type: Guarantee/SBLC
- Instruction Type: Application (highlighted in a blue box), Amendment
- Status:  Submission successful,  Submission failed,  Awaiting authorization,  Pending,  To be submitted
- Period: 2022-04-30 to 2022-05-31

An 'Inquire' button is located below the status and period fields.

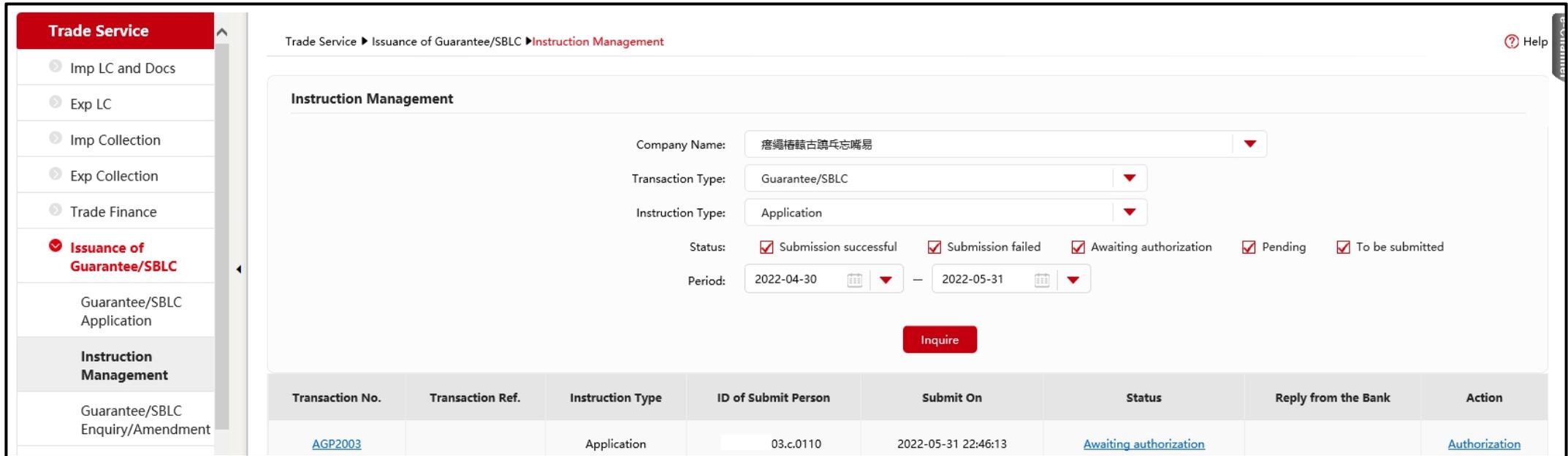
Below the form is a table with the following data:

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
<a href="#">AGP2002</a>		Application	03.c.0110	2022-05-31 22:41:25	To be submitted		<a href="#">Submit</a>

## 6. Issuance of Guarantee/SBLC

### Instruction Management

2. Click “Authorization” to approve for Guarantee/SBLC application.



The screenshot displays the 'Trade Service' navigation menu on the left, with 'Issuance of Guarantee/SBLC' selected. The main content area is titled 'Instruction Management' and includes a breadcrumb trail: 'Trade Service > Issuance of Guarantee/SBLC > Instruction Management'. A 'Help' icon is visible in the top right corner.

The 'Instruction Management' form contains the following fields and options:

- Company Name: 瘡癩瘡瘡古譚兵志嘴易
- Transaction Type: Guarantee/SBLC
- Instruction Type: Application
- Status:  Submission successful  Submission failed  Awaiting authorization  Pending  To be submitted
- Period: 2022-04-30 – 2022-05-31

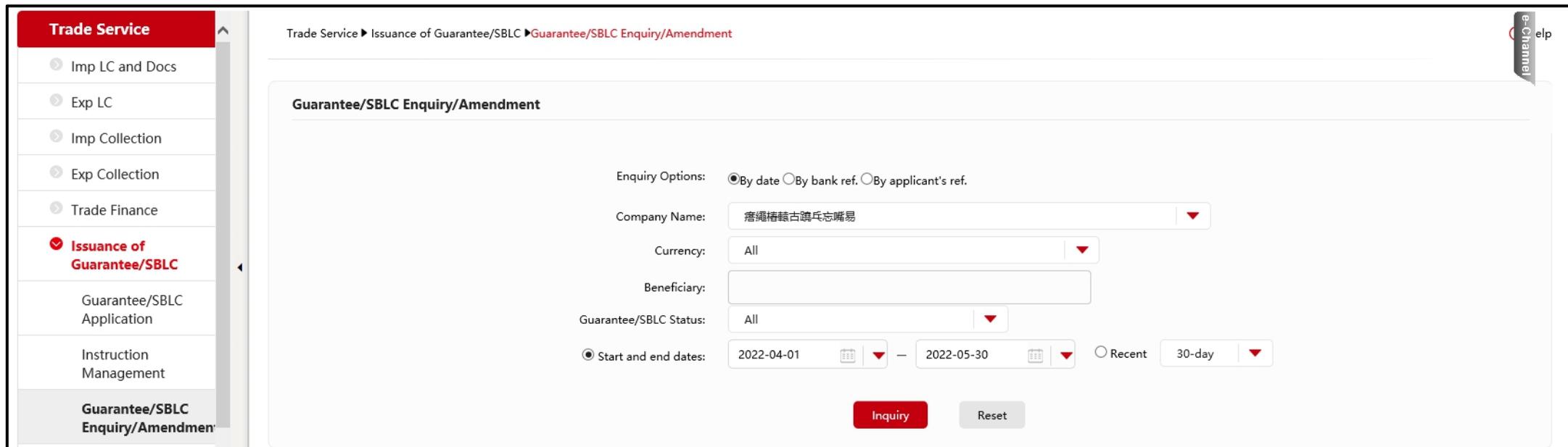
An 'Inquire' button is located below the form fields.

Transaction No.	Transaction Ref.	Instruction Type	ID of Submit Person	Submit On	Status	Reply from the Bank	Action
<a href="#">AGP2003</a>		Application	03.c.0110	2022-05-31 22:46:13	<a href="#">Awaiting authorization</a>		<a href="#">Authorization</a>

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Enquiry/Amendment

#### 1. Enquiry on Guarantee/SBLC issued and related information.



The screenshot displays the 'Guarantee/SBLC Enquiry/Amendment' interface within the ICBC Trade Service portal. The left sidebar shows the navigation menu with 'Issuance of Guarantee/SBLC' selected. The main content area includes the following fields and options:

- Trade Service** (breadcrumb)
- Issuance of Guarantee/SBLC** (breadcrumb)
- Guarantee/SBLC Enquiry/Amendment** (page title)
- Enquiry Options:**  By date  By bank ref.  By applicant's ref.
- Company Name:** 廣繩禧轉古蹟兵忘嘴易
- Currency:** All
- Beneficiary:** (empty field)
- Guarantee/SBLC Status:** All
- Start and end dates:**  Start and end dates: 2022-04-01 – 2022-05-30  Recent 30-day
- Buttons:** Inquiry (red), Reset (grey)

## 6. Issuance of Guarantee/SBLC

### Guarantee/SBLC Enquiry/Amendment

2. Enquire/Amend Guarantee/SBLC application for online submission.
3. Download processing Advice/SWIFT message.

**Trade Service**

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade Finance
- Issuance of Guarantee/SBLC
- Guarantee/SBLC Application
- Instruction Management
- Guarantee/SBLC Enquiry/Amendment
- Advising of Guarantee/SBLC
- Guarantee/SBLC

Guarantee/SBLC Status: All

Start and end dates: 
 2022-04-01 – 
 2022-05-30
 Recent 30-day

Inquiry
Reset

Bank ref.	Applicant's ref.	Beneficiary	Issue date	Expiry date	Status	Amount	O/S amount	Action
LG30256C200015	0001 OBL	LG BENEFICIARY	2022-05-01	2022-06-30	Not yet closed	HKD 1.00	HKD 1.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL3025BC200005	CY-220401-9	BENE JJJ JJJ ADD 1 JJJ ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 200,002.00	HKD 200,002.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
LG30256C200011	CY-220401-8	BENE III III ADD 1 III ADD 2	2022-04-30	2022-06-22	Not yet closed	HKD 100,001.00	HKD 100,001.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL3025BC200004		BENE CCCCCC ADD 1CCC ADD 2CCC	2022-04-29	2022-05-30	Not yet closed	USD 70,000.00	USD 70,000.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>
SL3025BC200003		BENEFICIARY'S NAME AND ADDRESS	2022-04-29	2023-04-28	Closed	HKD 999.00	HKD 999.00	<a href="#">Advice/SWIFT</a>
LG30256C200010	CY-220330-1	BENE BBB BBB ADD 1 BBB ADD 2	2022-04-29	2022-08-31	Not yet closed	HKD 510,000.00	HKD 510,000.00	<a href="#">Amendment</a> <a href="#">Advice/SWIFT</a>

1-6 of 6 << 1 >>

## 7. Advising of Guarantee/SBLC

### Guarantee/SBLC Advising

#### 1. Instant checking of arrival of Guarantee/SBLC.

Home
Accounts
Transfers
ICBC Express
Currency Exchange
Bill Payment
ICBC e-Bill Payment
Time Deposit

Trade Service
Investment
Credit Card
Autopay/Payroll
Payroll of Authority Separation
Cheque
Loans
Cash Pooling

Money Collection
Statement Request
e-Statement
Inquiry/Authorization
Smart Account
Business A/C Plus
ICBC Messaging
Messages

Settings
Administration
Centralized payment of global cash management

Trade Service

Trade Service ▶ Advising of Guarantee/SBLC ▶ **Guarantee/SBLC Advising**

e-Channel

? Help

**Guarantee/SBLC Advising**

Enquiry Options:  By date  bank ref.

Company Name:

Applicant:

Currency:

Start and end dates:    Recently

Inquiry
Reset

Bank ref.	Guarantee/SBLC no.	Applicant	Issuing bank	Advising date	Maturity date	Amount	Balance	Action
AG302B5C200009	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXD <sub>X</sub> NOX <sub>1X</sub> XIXXXAQXAX XO <sub>XD</sub> CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAGXAX TXTEXT XIXHXNX XIST	2022-05-01		USD 1,230.00	USD 1,230.00	<a href="#">Advice/SWIFT</a>
AG302B5C200008	LG11107C200028	TPX XEXHXOXOXY (XEXJXNX) CX. LXD <sub>X</sub> NOX <sub>1X</sub> XIXXXAQXAX XO <sub>XD</sub> CXAXYXNX DIXTXIXT	ICXCX XEXJXNX XUXIXIXAX XRXNCH BEJXJNX XUXIXIXAX XRXNCH 26 XXCXAGXAX TXTEXT XIXHXNX XIST	2022-05-01		USD 7,777.00	USD 7,777.00	<a href="#">Advice/SWIFT</a>

Trade Service

- Imp LC and Docs
- Exp LC
- Imp Collection
- Exp Collection
- Trade Finance
- Issuance of Guarantee/SBLC
- Guarantee/SBLC Application
- Instruction Management
- Guarantee/SBLC Enquiry/Amendment
- Advising of Guarantee/SBLC
- Guarantee/SBLC Advising

## 7. Advising of Guarantee/SBLC

### Guarantee/SBLC Advising

2. Download processing advice/SWIFT message.

Trade Service

- ◉ Imp LC and Docs
- ◉ Exp LC
- ◉ Imp Collection
- ◉ Exp Collection
- ◉ Trade Finance
- ◉ Issuance of Guarantee/SBLC
- ◉ **Advising of Guarantee/SBLC**
- Guarantee/SBLC Advising

Company Name:	瘡繩椿轄古讓兵忘嘴易(Hong Kong S.A.R)		
Bank ref.:	AG302B5C200009		
Date	Name	Type	Action
2022-05-01	NOTIFICATION OF GUARANTEE.pdf	LET	<a href="#">Download</a>

Back

## 8. Download Forms

Download the related Trade Finance forms.

Home	Accounts	Transfers	ICBC Express	Currency Exchange	Bill Payment	ICBC e-Bill Payment	Time Deposit
<b>Trade Service</b>	Investment	Credit Card	Autopay/Payroll	Payroll of Authority Separation	Cheque	Loans	Cash Pooling
Money Collection	Statement Request	e-Statement	Inquiry/Authorization	Smart Account	Business A/C Plus	ICBC Messaging	Messages
Settings	Administration	Centralized payment of global cash management					

**Trade Service**

- ◉ Imp LC and Docs
- ◉ Exp LC
- ◉ Imp Collection
- ◉ Exp Collection
- ◉ Trade Finance
- ◉ Issuance of Guarantee/SBLC
- ◉ Advising of Guarantee/SBLC
- Download Forms**
- ◉ Outstanding Rpt

>> Documentation and trade finance > Download Forms

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**Download Forms** >> Help

[Trade and Receivables Finance Forms](#)

## 9. Outstanding Report

For enquiry on the list of outstanding transactions as of previous day.

Trade Service

- > Imp LC and Docs
- > Exp LC
- > Imp Collection
- > Exp Collection
- > Trade Finance
- > Issuance of Guarantee/SBLC
- > Advising of Guarantee/SBLC
- Guarantee/SBLC Advising
- Download Forms
- Outstanding Rpt

> > Trade Finance > Statement Enquiry

Statement Enquiry

All ▼

Please click "Download" to open and save e-Statement PDF record

Statement no	Statement type	Statement date	Status
temporarily data not available			

[【Top】](#) [【Previous】](#) [【Next】](#) [【Back】](#)

Transaction Tips



- 1.The details shown are as of previous business day.
- 2.You need to have Adobe Acrobat Reader(version 7.0 or above) to view the file. You are recommended to upgrade the Adobe Acrobat Reader to the latest version to view your e-Statement.
- 3.Do not browse or download e-Statement through public or from shared computers (such as those in cyber cafes or public libraries).
- 4.If you cannot view Chinese fonts in the PDF file,please download and install the free Chinese Traditional Font Pack files from Adobe Website.

## 10. Other Function (Return the application)

### Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver is now able to return the Financing Application, Guarantee/SBLC Application or its Amendment instruction to the submitter for modification or cancellation. Please refer to the example quoted below: Export Invoice Financing Application (Instruction Management)

Trade Service ▶ Trade Finance ▶ **Instruction Management** ? Help

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**Instruction Management**

Company Name:

Financing Type:

Instruction Type:

Status:  Submission successful  Submission failed  Awaiting authorization  Pending  To be submitted  Cancel or return

Period:  -

[Inquire](#)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19285</a>		TTYHF.c.0110	Financing application	2023-02-28 10:25:02	Export invoice financing (Non-Notify)	Wait for authorization		<a href="#" style="background-color: #4f81bd; color: white; padding: 2px 5px; border-radius: 3px;">Authorization</a>

## 10. Other Function (Return the application)

### Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver select “Return” for operation type, fill in the “Return reason” (if any), and then use the Password Token to confirm and complete the authorization. Remarks: Approver can choose “Rejection” for operation type to cancel the application directly.

Example: Export Invoice Financing Application (Authorization page)

Instruction number: AGG19285	Reply from the Bank:
Instruction Status: Wait for authorization	Operation type: <input type="radio"/> Approved <input type="radio"/> Rejection <input checked="" type="radio"/> Return
Submitter: TTYHF.c.0110	Return reason: <input type="text" value="cancel order"/>
Submit On: 2023-02-28 10:25:02	<input checked="" type="checkbox"/> We (the Seller) have read, understood and accepted the applicable Terms and Conditions of Export Invoice Financing application. <a href="#">(Terms and Conditions)</a>
Company Name:	Please enter the following numbers on your Token: 
Transaction Type: Export invoice financing (Non-Notify)	The above picture includes 6 digits random number and Financing amount, please check it carefully.
Currency of Loan: HKD	Please press [OK] on the token and finish the transaction as quickly as you can before timeout.
Loan Amount: 1.00	Dynamic Password: <input type="text"/>
Currency of Invoice: HKD	<input type="button" value="Confirm"/> <input type="button" value="Reversed"/>
Invoice Amount: 1.00	

## 10. Other Function (Return the application)

### Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Approver complete the authorization, the instruction is returned and the status is updated to “Return by authorizer”.

Example: Export Invoice Financing Application (Authorization successful)

Trade Service ▶ Trade Finance ▶ **Instruction Management**

---

**Instruction Management**



**AGG19285 Returned**

Instruction number:	AGG19285
Instruction Status:	Return by authorizer
Submitter:	TTYHF.c.0110
Submit On:	2023-02-28 10:25:02
Company Name:	
Transaction Type:	Export invoice financing (Non-Notify)
Currency of Loan:	HKD
Loan Amount:	1.00
Currency of Invoice:	HKD
Invoice Amount:	1.00

## 10. Other Function (Return the application)

### Financing Application, Guarantee/SBLC Application or its Amendment Instruction

Only the submitter of that application can modify or cancel the returned application.

Other submitter or approver do not have the action key to modify or cancel.

In case the submitter select to modify the application, all attachment must be uploaded again. After the application is submitted successfully, new transaction no. will be created. Alternatively, the submitter can select to cancel the returned application.

Example: Export Invoice Financing Application (Instruction Management)

Submitter (The application is returned)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19285</a>		TTYHF.c.0110	Financing application	2023-02-28 10:25:02	Export invoice financing (Non-Notify)	Return by authorizer		<a href="#">Cancel</a> <a href="#">modify</a>

Approver (The application is submitted again after modification)

Transaction No.	Transaction Ref.	ID of Submit Person	Instruction Type	Submit On	Financing Type	Status	Reply from the Bank	Action
<a href="#">AGG19286</a>		TTYHF.c.0110	Financing application	2023-02-28 10:35:30	Export invoice financing (Non-Notify)	Wait for authorization		<a href="#">Authorization</a>

### **3. FAQ**

Q1: How do I apply for the Trade Service in Commercial Internet Banking?

A: Customers can go to ICBC (Asia) website select [eTools] > [Download Forms] > [Business Banking Services Forms] > [Commercial Internet Banking Service Forms] > [Commercial Internet Banking Service Application Form] / [Commercial Internet Banking Service Amendment Form], fill in and return to any ICBC (Asia) branch.

Q2: Is it feasible to open several user accounts with different access rights of Trade Service in one company, e.g. one with Enquiry access right without Input and Approval Access right while other user accounts with Enquiry/Input/Approval/Input and Approval Access right?

A: Yes. It is feasible to open several user accounts with different access rights of Trade Service in one company. Once the company granted the access to Trade Service, all users will have the Enquiry function. Individual users can be granted with Enquiry/Input/Approval/Input and Approval Access right as appropriate.

Q3: How to recall the temporary saved LC Application/Amendment for future completion?

A: To recall the temporary saved applications, go to [Imp LC and Docs] > [Application Enquiry], under [Action] column, click [Continue] to complete the application.

**Thank you**