



HELVENT INVESTMENT LIMITED

(COMMODITY BROKERS & GENERAL MERCHANTS)

To whom it may concern,

Please find herewith the procedure and our requirements to conclude the successful issue of a Transferable, Documentary, Letter or Standby Letter of Credit

Requirements:

- Proforma Invoice from the seller (Beneficiary) to the buyer (Applicant) with the seller's name, address and banking details. This will obviously also indicate the name and address of the buyer with details of the commodity, including costs and their preferred conditions of sale and delivery terms (Incoterm)
- The Draft Application form is then filled in and is sent to us
- A Proforma Invoice will be issued to cover services rendered by our compliance officer
- The next step is the issue of the Draft of the DLC for the seller's bank's comments and provisional approval. (Draft will be provided within 48Hours of your application)
- Final bank draft is supplied for seller's and buyer's approval with each page stamped "OK FOR ISSUE" (Upon the approval / acceptance of the draft both parties should sign it and stamp it)
- Other documents required at this stage are the Buyer's (Applicant) company documents with Notarized copy of the director/member ID.
- Contract between buyer (Applicant) and seller (Beneficiary) indicating addresses and bank co-ordinates as are shown on the proforma.
- Purchase order for the commodity from the buyer (Applicant) to the seller (Beneficiary).
- Purchase order or contract from the company buying the goods from the Applicant when they arrive at their destination.
- We will then provide the Information Form (KYC) which will be filled in by the Buyer (Applicant), the Letter of Credit Compliance Questionnaire form. These forms are just for information for the bank's records.
- Once the Seller (Beneficiary) and the Buyer (Applicant) have approved the Draft of the DLC, the Buyer will then sign and notarize the "Agreement and Indemnity" form, "Undertaking" form.
- Proforma Invoice is then issued to the buyer (Applicant) for the payment of the XX% fee with our Attorneys Contact details and Banking Details. Agreement is then issued from our attorneys to secure the issuing fees in their Trust Account. (With condition that if we do not issue within an agreeable time frame payment will be refunded in full back to the sender.)
- Payment of invoice for the issuing fee is then rendered to the Attorneys Trust Account.
- These are all submitted and within 48 hours the SWIFT is sent from the bank to the Seller's (Beneficiary) Bank. Copies of the SWIFT are then submitted to the Buyer (Applicant)

With this bank commitment the goods can be loaded and sent.