

**SMBC**

# **User Guide for the PDF Trade Forms**

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# How to start using the SMBC Trade Forms?



Save the blank form into a local drive (ensure to do this, if not, Adobe will prompt you that form cannot be saved)



Type the transaction information on the form



Print the completed form



Get the form signed by authorised signatories (1<sup>st</sup> page & Duplicate page)



Submit the form to SMBC

- We recommend to use Adobe Reader. Software is free and can be downloaded from <https://get.adobe.com/reader/>
- If you need us to acknowledge receipt of your application form, please make a copy of the application form and we will stamp our acknowledgement.

# What are the basic features of the Trade Forms?

Use "print" button to print a copy for submission

Use this button to reset the forms

Use "Save as" to save a copy

**SMBC** SUMITOMO MITSUI BANKING CORPORATION

**Application for Commercial Letter of Credit**

To: Sumitomo Mitsui Banking Corporation      Date: 12-Aug-2020

Credit no.:      Issue date:

Beneficiary (Name and Address)	Applicant (Name and Address)
Advising bank	Amount (Figures and Words)
	▶ Amount <input type="text"/>
	▶ Tolerance(%) <input type="text"/>