

## **Financial Instrument Description**

<b>1. Instrument</b>	: Cash Backed Bank Guarantee (BG) or Standby Letter of Credit (SBLC) (ICC 458/500, ICC590(ISP98), ICC600(ISP98), URDG758)
<b>2. Term</b>	: Operative, Irrevocable, Assignable, Callable and Transferable
<b>3. Age</b>	: One Year and One Day (366 Days)
<b>4. Issuing Bank</b>	: Citi Bank N.A., Barclays Bank, JPMorgan Chase, and HSBC.
<b>5. Interest Rate</b>	: Zero Coupon (No Interest)
<b>6. Price</b>	: 3%
<b>7. Commission</b>	: 2%
<b>8. Currency</b>	: USD/Euros
<b>9. Face Value</b>	: \$5 Million to \$5 Billion with Rollover Extension
<b>10: Payment</b>	: Wire Transfer (MT103/TT)
<b>11. Hard Copy</b>	: Delivery Bank Bonded Courier Service

## **Procedure**

### **1. Execution of Agreement and Submission of Compliance Documents**

The Provider and the Beneficiary shall execute and sign the Deed of Agreement (DOA), which shall constitute a full commercial recourse contract binding on both parties.

Upon execution, the Beneficiary shall submit the signed DOA together with the required compliance documents, including but not limited to:

- Client Information Sheet (CIS);
- Clear color copy of the Beneficiary's authorized signatory's international passport;
- Certificate of Incorporation and relevant corporate documents.

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### **2. Due Diligence and Bank Notification**

Upon receipt of the Beneficiary's documents, the Provider shall conduct due diligence and review the submitted materials.

Upon satisfactory review, the Provider shall countersign the DOA and return a duly executed copy to the Beneficiary. Thereafter, both parties shall lodge the executed DOA with their respective banks.

No bank-to-bank communication, conference call, or email shall take place prior to the payment of bank transmission charges by the Beneficiary.

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### **3. Advance Payment Refund Undertaking**

The Provider shall issue a duly signed and sealed Advance Payment Refund Undertaking Letter together with an Invoice to the Beneficiary, guaranteeing the refund of bank transmission charges paid by the Beneficiary in the event of non-performance by the Provider.

This undertaking shall cover the SWIFT transmission fees required for the issuance and delivery of SWIFT MT799 and MT760 to the Beneficiary's bank coordinates.

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### **4. Payment of Bank Transmission Charges**

Within two (2) banking days after receipt of the Provider's signed, sealed, and notarized Advance Payment Refund Undertaking Letter and Invoice, the Beneficiary shall remit the bank transmission charges via wire transfer to the Provider's designated bank account.

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### **5. Issuance of SBLC/BG**

Within two (2) banking days after confirmation of receipt of the bank transmission charges, the Provider shall instruct its issuing bank to transmit a Pre-Advice via SWIFT MT799 to the Beneficiary's bank, followed by the operative SWIFT MT760.

A hard copy of the BG/SBLC shall be delivered to the Beneficiary's bank via bank-bonded courier within five (5) banking days.

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### **6. Payment of Lease Fees and Commissions**

The Beneficiary shall pay the agreed lease fee and broker commissions to the Provider no later than five (5) banking days after receipt and confirmation of the BG/SBLC hard copy by the Beneficiary's bank.

In the event that the Beneficiary fails to remit the lease fees and broker commissions within the stipulated period, the Provider shall instruct the issuing bank to place a claim on the BG/SBLC, thereby compelling the Beneficiary's bank to return the BG/SBLC to the issuing bank.