New Instrument – Outgoing Guarantee

TOMORROW BEGINS TODAY

NatWest

Contents
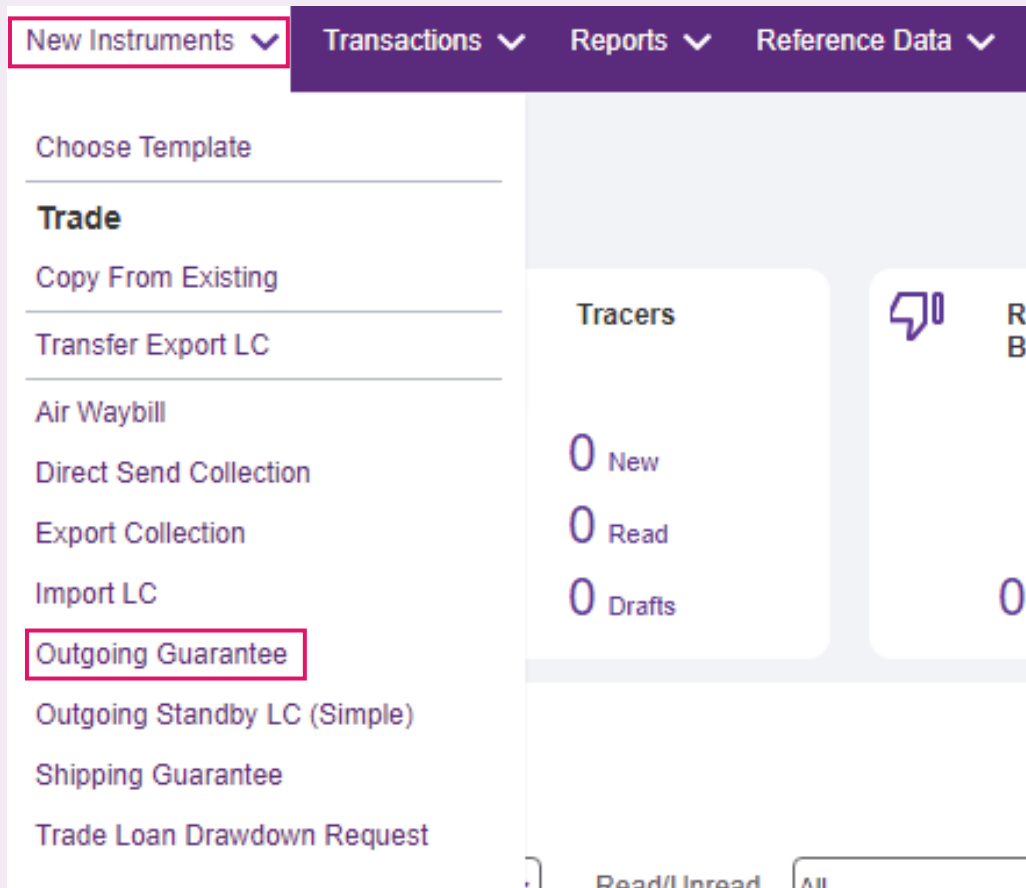
Introduction

Log into the Trade Finance Portal.

To initiate a new Outgoing Guarantee instruction, from the home screen select 'New Instruments' then 'Outgoing Guarantee':

A unique transaction reference number will be applied:

Beneficiary

1. Terms

Beneficiary 🔍

Beneficiary Name *

[▼]

Address Line 1 *

[   ]

Address Line 2

[   ]

City *

[   ]

Province/State   Postal Code

[   ]   [   ]

Country or Region *

[▼]

Contact Name

[   ]

Phone Number

[   ]

Either insert your Beneficiary Name or select the search option to select one from your address book.

Validity

Validity

Valid From: *

◯ Date of Issue

◯ Other Date   [▼]

Valid To:

◯ End Date   [▼]

◯ No Expiry/Open Ended

◯ Expected Expiry   [▼]

Other Expiry conditions

[   ]

If selecting 'Other Date', this must be a future date.

Leave this blank.

Use this box where the guarantee is to expire on an event, e.g. upon practical completion.

Applicant

Applicant * 🔍

Near Ltd
11 Monday Road
Stockport SK7 3ED United Kingdom

Applicant's Reference Number

If the guarantee is to be issued in the name of another company, select the search option to select from your address book.

Delivery Instructions

Delivery Instructions *

Delivery To:

◯ Beneficiary

◉ Other   🔍

Delivery To Details

Deliver By:

If the guarantee is to be delivered to a party other than the beneficiary, please select 'Other' and add the name, address, contact phone number and e-mail address in the 'Delivery To Details' box.

Alternatively, if you need the transaction issued to yourself, please select 'Other' and type 'Applicant' in the 'Delivery To Details'.

Detailed Information

Detailed Information

Type of Guarantee

Currency *   Amount *

Expiry Place

(If "Other" is selected, enter details in (Other Conditions))

Please select the type of guarantee you wish to apply for.

Expiry place will depend on the method of issuance (e.g. if there is a local issuing bank, it will expire at their counters)

Advising Bank Details

Advising Bank Details   🔍 ✕

Name *

[⌄]

Address Line 1 *

[   ]

Address Line 2

[   ]

City *

[   ]

Province/State   Postal Code

[   ]   [   ]

Country or Region *

[⌄]

Swift Address

[   ]

This section is to be completed if you wish to have another bank 'advise' the guarantee to the beneficiary.

The Advising Bank will authenticate the issuance and forward it to the beneficiary – they are usually located in the same country as the beneficiary.

'Name' – select the dropdown arrow to see a list of banks to choose from – if you select one of these banks their details will be pre-filled.

If you wish to select another bank please complete their details.

Please note, use of any Advising Bank is subject to our approval and also agreement of the Advising Bank.

Swift Address – if you know the Swift address of the Advising Bank you wish to use, please complete this field. Otherwise, leave it blank.

Issuing Instructions

Issuing Instructions

Local Issuance Required?   ☐

(If yes, Please provide local issuer bank details below)

Local Issuer Bank Details:

Name *

[⌄]

Address Line 1 *

[   ]

Address Line 2

[   ]

City *

[   ]

Province/State   Postal Code

[   ]   [   ]

Country or Region *

[⌄]

Phone Number

[   ]

'Local Issuance Required' – please tick this box if you require another bank to issue the guarantee in favour of the beneficiary. This is a requirement for issuance in some countries – if in doubt, please confirm the issuance method with the beneficiary.

'Name' – select the dropdown arrow to see a list of banks to choose from – if you select one of these banks their details will be pre-filled. If you wish to select another bank please complete their details.

Please note, use of any Local Issuing Bank is subject to our approval and also agreement of the Local Issuing Bank.

Governing Law/Jurisdiction Demand Details

Governing Law Jurisdiction/Demand Details

Demand Type

[dropdown]

Use this dropdown box to restrict how demands may be presented. For no restriction, leave blank.

Governing Law Country/Sub-Division

[dropdown] / [text field]

Sub-Division may be required if using a governing law such as USA, Australia, UAE, etc.

Governing Law Details

[text field]

Details of Tender/Order/Contract

Details of Tender / Order / Contract

Details of Tender / Order / Contract Text Phrase

[dropdown]

Details of Tender / Order / Contract Text

[text area]

Insert tender/order/contract number or reference and date, if applicable.

Auto Extend Terms/ICC Rules

2. Auto Extend Terms/ICC Rules

Auto Extension Terms

☐ Auto Extension

Final Expiry Date   Maximum Number

[dropdown]   [field]

Extension Period   Number of Days

[dropdown]   [field]

Notify Beneficiary Days

[field]

☐ ICC Applicable Rules

Version

[dropdown]

Details

[field]

'Extension Period' – this is the period the guarantee is to extend by - usually annually.

'Notify Beneficiary Days' – this is the notice period we can give the beneficiary to tell them that the guarantee will not automatically extend.

'ICC Applicable Rules' – tick this box if you wish to add governing rules to the guarantee, then pick the applicable rules from the dropdown.

This section is to be completed if the guarantee contains an auto extend provision.

'Final Expiry Date' – to be completed if there is a hard stop expiry date beyond which the guarantee will not automatically extend.

Guarantee Terms and Conditions

3. Guarantee Terms and Conditions

Enter either Customer Text or Bank Standard Wording in the text areas below. Text is required in one of the text areas below.

Customer Text Phrase

<Select a Phrase>

Customer Text

Complete this section if you are not using a bank standard wording. You can either select a saved wording (phrase) using the drop down or paste your wording into the box.

Alternatively, you can attach a document containing your wording by scrolling up and selecting the 'Attach Document' button on the right-hand side (please provide a word document where possible):

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

Close

Bank Standard Wording Text Phrase

<Select a Phrase>

Bank Standard Wording Text

Underlying Transaction Details

Please complete this section if you are using a Bank Standard wording by selecting the appropriate option from the drop-down list.

Please provide all relevant transaction details, including as a minimum the full Goods/Services description.

Document and Presentation Instructions

4. Document and Presentation Instructions

Document and Presentation Instructions Text Phrase

[<Select a Phrase> ▼]

Enter any Document and Presentation instructions (for example, form and/or place of presentation)

[   ]

Please complete this field if there are any specific instructions for presentation of demands which aren't included in the guarantee text.

Instructions to Bank

5. Instructions to Bank

Issue instrument in

[English ▼]

Additional Instructions Text Phrase

[<Select a Phrase> ▼]

Additional Instructions Text

[   ]

Settlement Instructions

Debit: Our Account Number

[   ]

Branch Code

[   ]

Debit: Foreign Currency Account Number

[   ]

Currency of Account

[▼]

Additional Instructions Text Phrase

[<Select a Phrase> ▼]

Additional Instructions Text

[   ]

Commissions and Charges

Debit: Our Account Number

[   ]

Debit: Foreign Currency Account Number

[   ]

Currency of Account

[▼]

Please complete this section if you are using a Bank Standard wording by selecting the appropriate option from the drop-down list.

'Settlement instructions' – account details for debiting payment for claims.

'Commissions and Charges' – account details for debiting commissions and charges.

'Additional Instructions Text' – complete this if you do not hold a bank account with us and will be remitting fees..
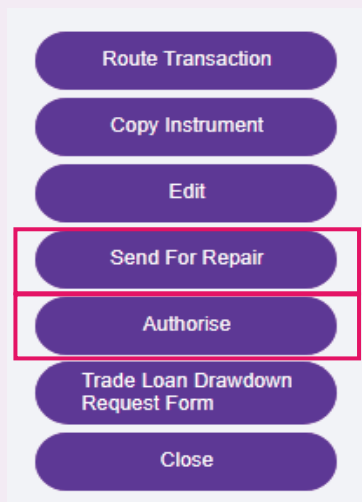
9

Authorisation

Part 1: If you are the sole authoriser within the organisation, please follow the below steps:
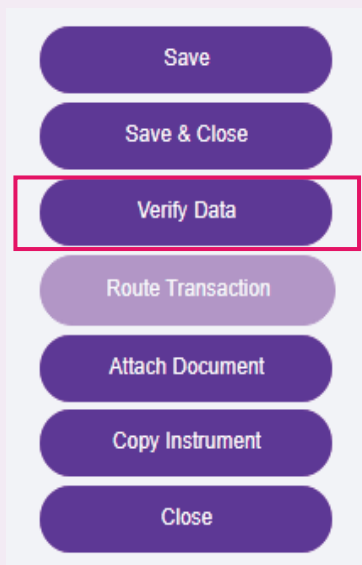
Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

If all fields have been completed, the transaction will move into 'Ready to Authorise'.

If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

Select 'Authorise' and the transaction will be sent to the Bank for processing.

Please contact us immediately if changes need to be made after Authorisation.

Part 2: If a second approval is required within the organisation, please follow the below steps:
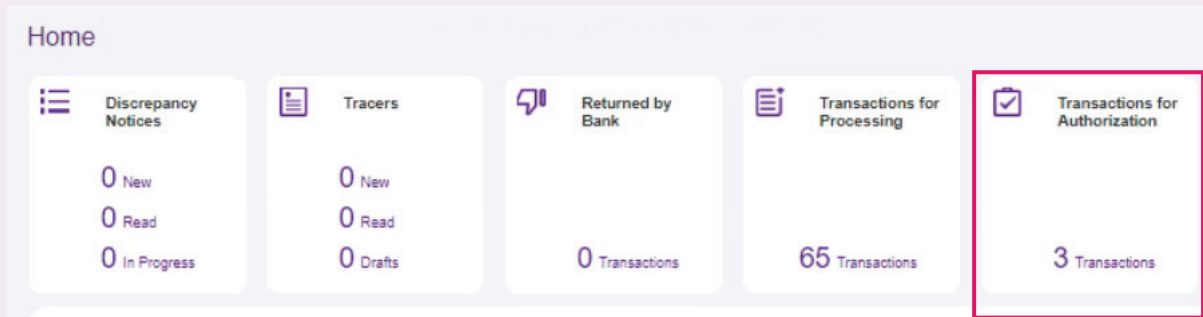
To send the request to an Authoriser:
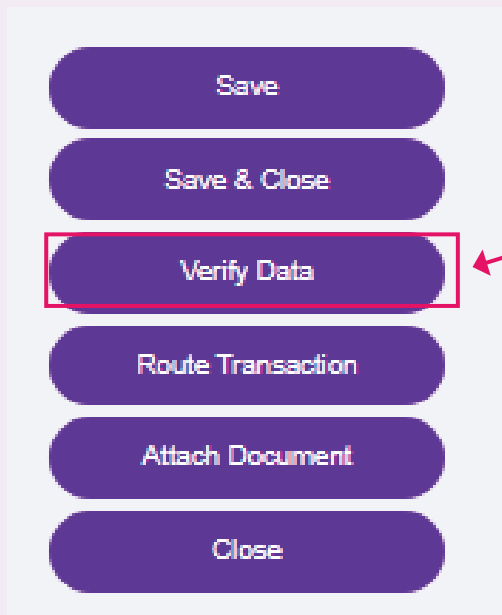
Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).
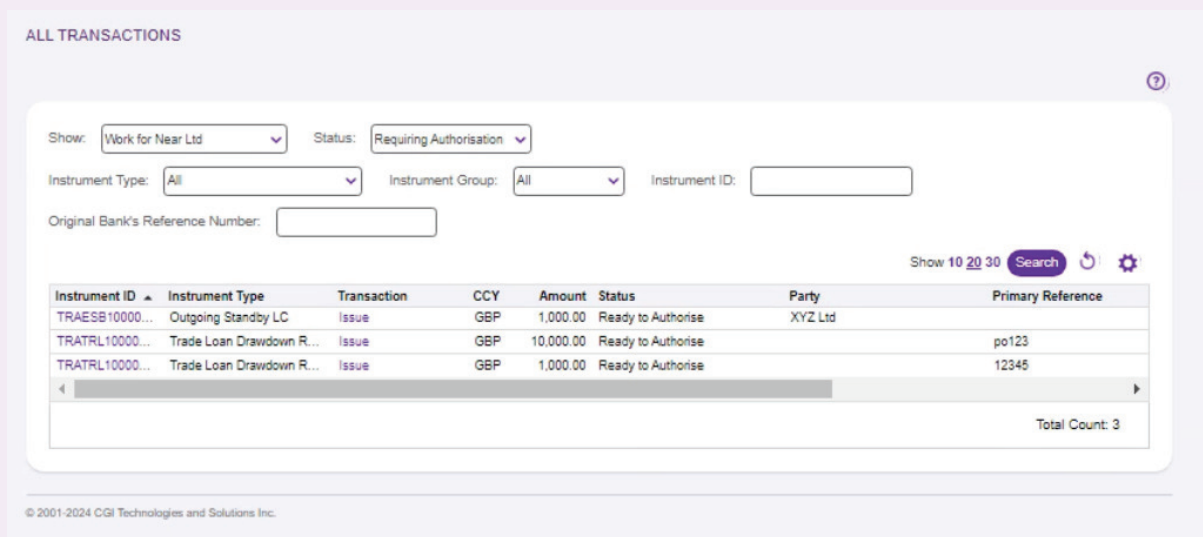
If all fields have been completed, the transaction will move into 'Ready to Authorise'.
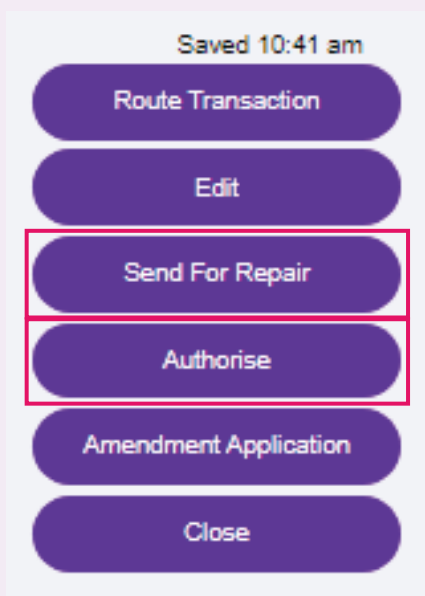
Authoriser:

The Authoriser will need to go into the portal and select the below queue:

Home				
Discrepancy Notices 0 New 0 Read 0 In Progress	**Tracers** 0 New 0 Read 0 Drafts	**Returned by Bank** 0 Transactions	**Transactions for Processing** 65 Transactions	**Transactions for Authorization** 3 Transactions

This will then take you to the below screen, where you will need to select the correct transaction:

ALL TRANSACTIONS

Show: Work for Near Ltd   Status: Requiring Authorisation

Instrument Type: All   Instrument Group: All   Instrument ID:

Original Bank's Reference Number:

Show 10 20 30 Search

Instrument ID ▲	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Reference
TRAESB10000...	Outgoing Standby LC	Issue	GBP	1,000.00	Ready to Authorise	XYZ Ltd	
TRATRL10000...	Trade Loan Drawdown R...	Issue	GBP	10,000.00	Ready to Authorise		po123
TRATRL10000...	Trade Loan Drawdown R...	Issue	GBP	1,000.00	Ready to Authorise		12345

Total Count: 3

To open the transaction for approval, click on "Issue" next to the reference number.

Saved 10:41 am

- Route Transaction
- Edit
- **Send For Repair**
- **Authorise**
- Amendment Application
- Close

1. If the request needs to be sent back to the maker for an update select this.
2. If you are happy with the request then select authorise and it will be sent to the bank for processing.