

Guidance for filling Internet Banking (IB) Letter of Credit Application -Murabaha/ Non-Murabaha-

TRADE FINANCE ACADEMY



Internet Banking can be visited through SIB website by typing the address (www.sib.ae) on the browser's address bar.

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Prototypes of IB Login Page

All manual forms and applications are also accessible on our website



مطرف الشارقة الإسلامي sharjah islamic Bank Prototypes of IB Login Page

You may also sign up and submit your Application Online.

To get Internet Banking Access you may approach your branch to enable online banking facility on your existing bank account and Collect Your User ID and Password

للحصول على إمكانية الوصول إلى الخدمات المصرفية عبر الإنترنت ، يمكنك الاتصال بفرعك لمعرفة التسهيلات المصرفية عبر الإنترنت لرقم حسابك المصرفي الحالي و معرفة اسم المستخدم وكلمة المرور.

يمكن زيارة الخدمات المصرفية عبر الإنترنت من خلال موقع مصرف الشارقة الإسلامي عن طريق كتابة عنوان موقع المصرف على شريط عنوان المتصفح (www.sib.ae)



Security Tips, beware!

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Login to SIB Online Banking only through www.sib.ae



مصرف الشارقة الإسلامي sharjah islamic bank Prototypes of IB Login Page



After clicking Online Login In

Click on "Business Account"

Login with your User ID & Password

لوصول إلى بوابة التمويل التجاري

انقر فوق المزيد ثم انقر فوق تمويل التجارة

أو

انقر فوق "التقدم بطلب للحصول على منتجات تمويل التجارة"



مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK Prototypes of IB Applications

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j Home 🖸 Accounts 🛛 🛱 Pi	yments 🤌 🖉 Transfers 🗸 👸	Approvais ••• More ·	Q, Search
ade finance	Request LC issu	ance) 📝 Request 50 iss	sance)
Viewail requests Import LC	Letter of guarantee	Collection documents	Export I.C
Request type	Request status	(-	2

Here you have an option to Select Request LC Issuance or Request SG (Shipping Guarantee) Issuance or Request BG (Bank Guarantee) Issuance



لطلب إصدار خطاب الضمان: 1. هنا لديك 3 خيارات: طلب إصدار خطاب الاعتماد أو طلب إصدار ضمان الشحن أو طلب إصدار ضمان مصرفى

STEP -1-

Basic Details

This section includes details regarding the initiator who requests for the issuance of LG and few details of the LG

Basic details

Type of guarantee		
Beneficiary category		
Guarantee location		
Print option		
O Print in UAE	O Print Outside UAE	
Customer reference		
Effective date 05 Apr 2022		×

Basic details

Prototypes of IB Application for Guarantees - LG Basic Details



Type of the guarantee. Example:

- 1. Tender,
- 2. Performance,
- 3. Advance Payment,
- 4. Retention,
- 5. Financial,
- 6. Maintenance,
- 7. labour and
- 8. Miscellaneous.

نوع الضمان/الكفالة :

عطاء/مناقصة (ضمان ابتدائي) أو
 حسن تنفيذ(ضمان نهائي) أو
 ضمان دفعة مقدمة أو
 ضمان فك حجز أو
 ضمان مالي أو
 ضمان عمالي أو
 ضمان عمالي أو
 أخرى .

Prototypes of IB Application for Guarantees - LG Basic Details

فئة المستفيد: 1. حكومي 2. غير حكومي


Basic details

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Prototypes of IB Application for Guarantees - LG Basic Details



Guarantee location: (based on the beneficiary country)

- 1. GCC
- 2. INTL International issuance
- 3. LOCAL issuance



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Prototypes of IB Application for Guarantees - LG Basic Details



Printing option: (where the LG will be printed)

- 1. Print in UAE
- 2. Print outside UAE SWIFT

Customer Reference: if any

خيار الطباعة: (مكان طباعة الضمان المصرفي) 1. طباعة في الامارات 2. طباعة خارج الإمارات العربية المتحدة - سويفت

مرجع العميل: إن وجد

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Prototypes of IB Application for Guarantees - LG Basic Details



Effective date

By default the value of the effective date will be the day LG details are entered in IB but it can be also edited as back or forward dated

Applicable rule : the rules demand guarantee or counter-guarantee are subject to.

تاريخ سريان الضمان:

بشكل افتراضي ، ستكون قيمة تاريخ السريان هي اليوم الذي يتم فيه إدخال تفاصيل خطاب الضمان في الخدمات المصرفية عبر الإنترنت ويمكن أيضا تحريره ((خاضع لموافقة المصرف في حالة اذا كان تاريخ سريان الضمان يبدأ بتاريخ سابق (تاريخ متقادم))

القاعدة المعمول بها: القواعد الخاضعة للضمان المصرفي.

Basic details

Prototypes of IB Application for Guarantees - LG Basic Details

Details of Guarantee			
Tenor of the Guarantee			
Fixed expiry	Auto renewal		•••
Open ended			
Expiry date	<u></u>	•	••
Customer CIF 1365023	•		
Customer's name & address	Name-11365023		
Address (Line 1)			
Address (Line 2)			
Address (Line 3)			

Fixed expiry Auto renewal

Tenor of the guarantee

3. Open ended

Expiry date: of the LG in case LG is fixed expiry Or initial expiry date in case of auto renewal

مدة الضمان 1. محدد المدة. 2. يجدد تلقائيا. 3. نهاية مفتوحة. تاريخ انتهاء سريان الضمان في حال كان الضمان محدد المدة او تاريخ انتهاء صلاحية الضمان الابتدائى في حال كان الضمان يجدد تلقائيا

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK -32

Prototypes of IB Application for Guarantees - LG Basic Details

 Auto renewal
•
Name-11365023

Customer CIF (Customer Information File) Number Defaulted Automatically

Customer name and address: Defaulted Automatically

Please add Phone number, P.O.Box & Official Company's Email address (in case of labor guarantee email address is mandatory)

اسم وعنوان العميل: (سيقوم النظام تلقائيًا بملء تفاصيل العميل) 1. اسم العميل (حسب الرخصة التجارية) 2. صندوق بريد 3. دولة 4. مدينة/ الامارة 5. رقم التليفون عنوان البريد الإلكتروني الرسمي للشركة (اجباري في حالة الضمان العمالي)

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK ج

Prototypes of IB Application for Guarantees - LG Basic Details



On behalf of name and address:

- 1. Name (as per Trade License)
- 2. P.O.BOX
- 3. City
- 4. Country

befor each accordion you have the option to SAVE AS DRAFT AND EXIT OR SAVE AND CONTINUE

بالنيابه عن (الاسم والعنوان): 1. اسم (حسب الرخصة التجارية) 2. صندوق بريد 3. دولة 4. مدينة/ الامارة (احفظ كمسودة ثم اخرج) أو (احفظ واستمر)

STEP -2-

Parties of Guarantee

This section includes the details of the Beneficiary (to whom the LG will be issued)

Parties of guarantee Go to step 🗸 Beneficiary's name & address Beneficiary name Address (Line 1) Address (Line 2) Address (Line 3)

Parties of guarantee

Go to step 🗸

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Prototypes of IB Application for Guarantees - Parties of Guarantee

Beneficiary's name & address
Beneficiary name
Address (Line 1)
Address (Line 2)
Address (Line 3)



Beneficiary's Name and address:

(guarantee to be issued in favour of)

- 1. Name
- 2. P.O.BOX
- 3. City
- 4. Country

اسم الجهة المستفيدة من اصدار الضمان/الكفالة (الجهة التي سوف يصدر الضمان لصالحها.) 1. الاسم (حسب الرخصة التجارية) 2. صندوق بريد 3. دولة 4. مدينة/ الامارة

Parties of guarantee

Go to step 🗸

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Prototypes of IB Application for Guarantees - Parties of Guarantee



Bank for counter guarantee name & address:

- 1. Bank name
- 2. Swift code



STEP -3-

Amount & Charges

This section includes the Currency and Amount of the LG.

Amount & charges

Go to step 🗸

AED	•
Amount of the Guarantee AED	
A value is required	
Guarantee charges debit account	•
Guarantee margin debit account (if applicable)	•



STEP -4-

Guarantee Details

This section includes the Currency and Amount of the LG.

uarantee details	Go to s
Subject of the Guarantee	
Guarantee format	
Guarantee format type	
Guarantee format clauses (if other than above Guarantee format type)	
Save & exit	& continue



STEP - 5-

Additional Instructions

This section includes any other Additional Conditions as part of the LG.

Additional instruction	
Upload file	
• Instructions	
Please select a valid file(.doc, .pdf, .docx, .jpg, .png, .tiff	, .csv)
Maximum allowable size for each file is 5 MB	
Maximum 5 files can be upleaded	

I agree to the charges and terms and conditions

Additional instruction

Go to step 🗸



Prototypes of IB Application for Guarantees - Additional Instructions



Additional instruction:

Any further special instructions can be written here

Beneficiary's/Customer's format to be loaded here.

وتحميلها على الخدمات المصرفية عبر الإنترنت.

يجب كتابة أي تعليمات خاصبة أخرى هنا أو على ورقة منفصلة

تعليمات/ارشادات إضافية:

Instructions

Additional instruction

Upload file

Please select a valid file(.doc, .pdf, .docx, .jpg, .png, .tiff, .csv)

Maximum allowable size for each file is 5 MB

Maximum 5 files can be uploaded

Choose file

NOTE: WE ACCEPT THE CHANGES / CORRECTIONS (IF ANY) DONE WHERE DEEMED APPROPRIATE BY THE BANK ON THE ATTACHED GUARANTEE FORMAT (IF) PROVIDED BY US.

I agree to the charges and terms and conditions

Save & exit



Additional instruction

Go to step 🗸



Prototypes of IB Application for Guarantees - Additional Instructions

Additional instruction C Open 1 2 · Fatina Amattood O .0 Search failing Alexandrag H - D 0 Departure • New Acide P Quin attest nufera -Dentro colacte joe Downkaats late of III Documents ction - ACUT Upload file 145 General file to preview Contacts (D) Object No Title PC Network Document Instructions Alties Dis name Osien Cancel Please select a valid file(.doc, .p The see and seen any one Partner ployees are to ear he with Name and Address of the Advantage Maximum allowable size for eacl Lifeson Tim Maximum 5 files can be uploade Choose file • NOTE: WE ACCEPT THE CHANGES / CORRECTIONS (IF ANY) DONE WHERE DEEMED APPROPRIATE BY THE BANK ON THE ATTACHED GUARANTEE FORMAT (IF) PROVIDED BY US. I agree to the charges and terms and conditions



Upload a file:Any additional document or Customer's format to be uploaded here.

- Click Choose file, select file from your desktop and double click, file will be auto uploaded in application.

تحميل ملف: لأي مستندات إضافية مطلوبة ليتم تحميلها هنا.



Save & exit



Additional instruction

Go to step 🗸



Prototypes of IB Application for Guarantees - Additional Instructions



-32

مصرف الشبارقة الإسلامي

SHARJAH ISLAMIC BANK

Click on "I agree to the charges and terms & conditions"

Click Save & Continue to submit the transaction

انقر فوق "أوافق على الرسوم والشروط والأحكام"



انقر فوق حفظ ومتابعة

Save & exit

STEP -6-

Review

Review

Go to step 🐱

1 Download 🤤 Print

Basic details	~
Parties of guarantee	
Amount & charges	×
Guarantee details	~
	Expand at

Approval details Rule ID 100534 Authority 1 MAKER + 1 CHECKER Follow hierarchy Yes For approver (Optional) ①

Remaiks (Optional)

01P has been sent to the registered mubile number xxxxxxxxx1536

the same time time time the

O Didn't receive code?Resent in 00:03







Prototypes of IB Application for Guarantees - Review



Once Application is Submitted by Maker, IB Reference number will be generated and Application will land in Checker's Inbox.

Checker can Login from his credentials, review Application, send to repair if any anomaly observed or approve the Application.

Once application is approved by Checker, it will land in Bank's Admin Inbox for Review & Approval processing.

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6)					
Request type	Request status	Request date 👻	Amount	Beneficiary name	Actions
Request Bank Guaran_	Pending For My Appro.	27 Apr 2022	250,000.00	FIRST ABU DHABI BA	Options v
Import LC Issuance	Pending For My Appro.	22 May 2021	200.00	safs	(Options ~)
	a de contra de de la contra de las		500.000.00		
Import LC Issuance	Pending For My Appro.	20 May 2021	AED	NATIONAL ALUMINIU.	(Options V)
Import LC Issuance	Pending For My Appro.	18 May 2021	500.000.00	NATIONAL ALUMINIU	(Options v)
Request Bank Guaran	Pending For My Appro.	17 Oct 2021	2,000,00 450	Ben name	Options ~
Request Bank Guaran	Pending For My Aporo.	16 Sep 2021	25,000.00	Road and transport a.	(Options v)
			10.000 00	(Com	(
import LC Issuance	Pending For My Appro.	14 021 2021	1944	ADass	(Options V)
Request Bank Guaran	Pending For My Appro.	11 May 2022	75,000.00 SAN	DEF COMPANY	(Options ~)
Request Guarantee A.	Pending For My Appro.	10 May 2022	65,000.00 SAN	NATIONAL STEEL COM.	Options 🗸
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Prototypes of IB Application - Checker's Screen



Click Approvals

Click Pending with me

Click Trade Finance

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home	🛱 Accounts 🗸	🖃 Payments 🗸	🗢 Transfers 🗸	Por Approva	ls 🔹 •••• More 🗸	<mark>Q</mark> Se
Search		Q F	rom	台 To	<u></u>	Search
Advanced search	v					
Reference Id	Request type	Request status	Request date 👻	Amou	nt Beneficiary name	Actions
421438	Request Bank Guaran	Pending For My Appro	27 Apr 2022	250,000. S	20 FIRST ABU DHABI BA	Options V
364793	Import LC Issuance	Pending For My Appro	22 May 2021	200. A	00 sdfs	Options 🗸
364777	Import LC Issuance	Pending For My Appro	20 May 2021	500,000. A	00 NATIONAL ALUMINIU	Options V
364436	Import LC Issuance	Pending For My Appro	18 May 2021	500,000. A	NATIONAL ALUMINIU	(Options V
390223	Request Bank Guaran	Pending For My Appro	17 Oct 2021	2,000. A	Ben name	(Options V)
383624	Request Bank Guaran	Pending For My Appro	16 Sep 2021	25,000. A	00 Road and transport a	(Options V)
389626	Import LC Issuance	Pending For My Appro	14 Oct 2021	10,000. I	DO Abass	(Options V)
422329	Request Bank Guaran	Pending For My Appro	11 May 2022	75,000 . Si	DEF COMPANY	Options V
422028	Request Guarantee A	Pending For My Appro	10 May 2022	85,000. S	Approve	
372248	Request Bank Guaran	Pending For My Appro	08 Jul 2021	222. A	NATION Send for reparent	ir
					🔋 View details	
		FIRST	< 1 2 >	LAST	S View history	
					C Update next	approvers

Prototypes of IB Application - Checker's Screen

مصرف الشــارقة الإسـلامي SHARJAH ISLAMIC BANK

Select Reference ID

Click Options

View details

22329			

E Details	1 History	
	010 0010	Beck to list
Type of guarantee	BID BUND	1 Download
Beneficiary category	Non-government	
Guarantee location	LUCAL	Print
Customer reference	XXXX	
Effective date	13 May 2022	
Applicable rule	Others	
Define applicable rules	SAUDI LAW	
Tenor of the Guarantee	Auto Renewał	
Initial expiry date.	16 Sep 2022	
Customer CIF	1365023	
Customer's name & address	Name-1 1365023	
Address (Line 1)	ABC COMPANY	
On behalf of name	XYZ COMPANY	
Address (Line 1)	SHARJAH	
Beneficiary name	DEF COMPANY	
Address (Line 1)	SHARJAH	
Bank name	AL AMOUNDI EXCHANGE AND TRADING	
Bank address (Line1)	NA	
Currency of the transaction	SAR	
Amount of the Guarantee	SAR 75,000.00	
Guarantee charges debit account	0011220161001	
Guarantee margin debit account (if applicable)	0011220161001	
Subject of the Guarantee CONSTRUCTION OF VILLA		
Guarantee format	Bank Format	
Guarantee format type	Tender auto English	
Additional instruction DFDFDF Attach File		

Prototypes of IB Application for Guarantees - Checker's Screen



Checker's Review Screen

Approve Request Bank Guarantee Issuance

🛓 Download 🛛 🚔 Print

Reference Id	421438
Request type	Request Bank Guarantee Issuance
Request status	Pending For My Approval
Request date	27 Apr 2022
Type of guarantee	PERFORMANCE
Beneficiary category	Non-government
Guarantee location	LOCAL
lenor of the Guarantee	Auto Renewal
nitial expiry date	26 Apr 2023
Customer reference	XXXX
Effective date	27 Apr 2022
Applicable rule	Local law
Customer CIF	1365023
Customer's name & address	Name-1 1365023
Address (Line 1)	PAN ARABIAN EST
Address (Line 2)	P 0 B0X 333
Address (Line 3)	SHARJAH UAE
Beneficiary name	FIRST ABU DHABI BANK
Address (Line 1)	P 0 B0X 45678
Address (Line 2)	SHARJAH UAE
Bank name	BANK AL-JAZIRA
Bank address (Line1)	NA
Currency of the transaction	SAR
Amount of the Guarantee	SAR 250,000.00
Guarantee charges debit account	0011220161001
Guarantee margin debit account (if applicable)	0011220161001
Subject of the Guarantee	CONSTRUCTION OF VILLA
Guarantee format	Bank Format
Suarantee format type	Performance auto English
emaning	



Prototypes of IB Application for Guarantees - Checker



Checker's Approve Screen

Prototypes of IB Application for Guarantees - Checker



Once application is approved there will be a message

Close

View details

Back to dashboard

SIB Website

All product information, forms and applications are now easily accessible by simply visiting our website

https://www.sib.ae/en/corporate-banking/islamictrade-finance#Trade-Finance-Application-Library

while you may also permitted to sign up and submit your request through Internet Banking.



CONTACT US





TFD HELPDESK

For any inquires

For your satisfaction, our "Trade Finance Help Desk" allows you to bring all your inquiries and requirements under one setting and to get responded promptly.

You may reach our Trade Finance Helpdesk from Monday to Friday between 08:00 hours to 13:00 hours vide: PHONE : 009716 599 9888 EMAIL: TFDHELPDESK@SIB.AE

We'd love to hear from you!



Thank You Have a nice day! IN CASE OF ANY FURTHER CLARIFICATION/ASSISTANCE, WE ARE AVAILABLE AT:

TFD HELPDESK PHONE : 009716 5999 888 EMAIL: TFDHELPDESK@sib.ae

CUSTOMER SERVICE TIMING SUNDAY – THURSDAY 8:00 am – 1:00 pm

APPLICATION/FORMS ARE AVAILABLE IN APPLICATION LIBRARY ON OUR WEBSITE <u>https://www.sib.ae/</u>