

**Below notes will assist you to fill in the application:**

1. Account number should be filled:
  - one or more account/s,
  - If there is no space, you can enclose in a different page adding all the accounts to be added to the service
2. The name of each user
3. Request type:
  - please select New or Add
4. Email Address of each user should be added
  - To receive notifications
5. User Level:
  - depending on the scheme of your company:
    - i. Create: a maker is a Person who creates and fills in the LC/LG/BG applications
    - ii. Inquiry: only to view
    - iii. Approver: to approve applications
6. Authorization limit:
  - Blank: maker
  - A: first checker
  - B: second Checker
  - C: third checker ... etc. The last letter will be the final approver to release the application to the bank.
7. Amount is for the checkers and authorizers
  - Maker: none
  - Checker/approver: authorized amount agreed with the bank for each person in case of being an authorizer
8. For more information please contact the Trade team:

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