

**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?

The screenshot shows a PDF viewer interface for a form titled "Application for Commercial Letter of Credit" from Sumitomo Mitsui Banking Corporation. The form includes fields for "To: Sumitomo Mitsui Banking Corporation", "Date: 12-Aug-2020", "Credit no.:", and "Issue date:". The main content area is a table with four sections: "Beneficiary (Name and Address)", "Applicant (Name and Address)", "Advising bank", and "Amount (Figures and Words)". The "Amount" section has a dropdown menu and a "Tolerance(%)" field. Callouts point to a "Print" button, a "Reset form" button, and a "Save as" button in the left sidebar.

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"/>