

ON COMPANY LETTER HEAD.

Reference No

Date

Mr. Rasheed Ahmad Sheikh

Chartered Secretary, Corporate Secretary, Public Finance Accountant

P-122 Khiaban -2 Imran Road Faisalabad, Pakistan

Phone: +92 324 775 6090

Subject: Mandate to arrange SBLC of US\$ for for using as loan collateral for our own bank OR for Leasing of SBLC/BG for the purpose of Monetization (With in same Group of Prime bank) for 365 days.,**subject to Role Over.(Procedure as per Annexure "A" to be followed.**

We are pleased to request you to arrange a Stand by Letter as per subject above . The required information being provided to enable the processing of our request.

SECTION (1): PRINCIPAL INFORMATION		
i.	Represented By:	
ii.	Nationality:	
iii.	Passport Number:	
iv.	Date of Issue:	
v.	Date of Expiration:	
vi.	Place of Birth:	
vii.	Date of Birth:	
viii.	Contact Address:	
ix.	Telephone No.:	
x.	Mobile No.:	
xi.	Fax No.:	

xii.	Email Address:	
xiii.	Occupation:	Business

SECTION(2): BUSINESS INFORMATION

i.	Business Name:	
ii.	Registered Address:	
iii.	Company Reg.No.:	
iv.	Company Tax No.:	
v.	Company Website:	
vi.	Business Telephone:	
vii.	Business Fax No.:	
viii.	Business Email:	
ix.	Address For Courier:	

SECTION(3): BANK INFORMATION

i.	Bank Name:	
ii.	Bank Address:	
iii.	Account Name:	
iv.	Account Number:	
v.	SWIFT Code:	

vi	Account Signatory (1):	
vii	Account Signatory (2):	
viii	Bank Officer Name:	
IX	Bank Officer Email:	

v.	SWIFT Code:	
x.	Bank Officer WhatsApp No.	
xi.	Bank Officer Fax:	N/A

SECTION 4-BENEFICIARY BUSINESS INFORMATION

i.	Business Name:	
ii.	Registered Address:	
iii.	Company Reg.No.:	
iv.	Company Tax No.:	
v.	Company Website:	
vi.	Business Telephone:	
vii.	Business Fax No.:	N/A
viii.	Business Email:	
ix.	Address For Courier:	

SECTION (4): ABOUT OUR REQUIREMENT

i.	Facility Required:	SBLC/DLC
ii.	Amount Required:	EURO /USD
iii.	Duration:	days
iv.	Currency:	US Dollars
v.	Intended Use:	Trade Finance/ Loan / Monetization (Check one)

SECTION (5): IDENTITYPROOFS REQUIRED.

i.	Copy of International Passport (Clear Color Copy) (Required)
ii.	Copy of Certificate of Incorporation PLUS valid business license and list of Share Holders.
iii.	Copy of the contract for which the DLC /SBLC is required./ Or acceptance of Annexure "A"

iv.	Company Tax Registration No & Bank Certificate for issuing fee and facilitation fees available)
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DECLARATION

1- We hereby Swear under penalty of perjury that the information provided here in and in any other attached document is both true and accurate.

2- We hereby solemnly declare that we are the Directors /Share Holder of the Company as per detail given below:-

S. No	Name of Share Holder	Nationality	NICs	Address
1				
2				
3				

We have been authorized by the Board of Directors of the company vide its meeting held on XXXXX-2021 to apply for a DLC/ **SBLC /Leasing of SBLC / monetization** .

4-We agree to pay issuing fee/ Provider fee as per bank /provider invoice and facilitation fee as will be mutually agreed ,**in front with out any exception**

5-We agree to pay fee in front after draft is duly approved by bank and beneficiary and pay through bank to bank transaction as mentioned in invoice of provider.

6-We agree to follow the procedure for Leasing/Monetization for Prime Bank with in the same banking group.

7- We agree to pay your fee (as per account detail given below and to your associate fee independently ,**in front with out any exception** to his account as will be separate advised.

Bank Name	Bank Al-Habib Limited
Bank Address	Madina Town Susan Road, Faisalabad, Pakistan
SWIFT Code	BAHLPKKA
Account Number	IBAN Account PK08 BAML 0063 0081 0034 0501
Account Name	RASHEED AHMAD SHEIKH
Beneficiary	RASHEED AHMAD SHEIKH
PURPOSE OF REMITTANCE:	Consultancy Fee Earned out of Pakistan.

7-We further declare to follow NDNC protocol of ICC 400-500-600 and will not approach to PROVIDER directly or indirectly to seek any new instrument or role over or extension.

Attachments:

- 1- Company Registration Certificate and list of directors
NIC/Passport (Authorized Directors Signing this application)
- 2- Valid Registration Certificate of the applicant company.
- 3- Copy of contract under which this SBLC is required.
- 4- Income Tax Payment Certificate.
- 5- Bank Certificate showing proof of funds.
- 6- Signed declaration if direct SBLC from Top 25 Prime Banks is required
OR SBLC /BG for Leasing/Monetization is required from Barclays
Banking group is required . **(FOR THE THE PROCEDURE AS PER
ANNEXURE "A" NEEDS TO BE ACCEPTED.**

FOR & BEHAL OF

Signatures

Name.

Passport copy.

Company seal

PROCEDURE FOR ISSUE OF PRIME BANK INSTRUMENT FOR LEASING OR FOR MONETIZATION.

- (1) A Term Sheet will be issued for the bank instrument requested by the Client. The Term Sheet will stipulate the Total Arrangement Fee, which includes the process fee and escrow fee and a Client Information Sheet (CIS) depending on the specific type of instrument requested.
- (2) Upon receipt of the signed Term Sheet, Client Information Sheet (CIS) and proof of ability to deposit the Total Arrangement Fee in the Escrow Account, a Principal (DOA) and Escrow Agreements will be issued detailing how the bank instrument will be provided. The agreements will document provisions concerning delivery of confirmation of the bank instrument and terms of use.
- (3) Escrow instructions will also be provided so that the Total Arrangement Fee can be deposited by the Client into the Escrow Trust Account (ETA). It is a condition in the Escrow Agreement that if we do not open the Proof of Funds (POF) account, **the Total Arrangement Fee will be returned in full to the Client by the Escrow Agent.** We set up a Proof of Funds (POF) account to issue the bank instrument because all instruments are Cash-Backed.
- (4) Concurrent with the Client's execution of the Principal (DOA) and Escrow Agreements, the Client must deposit the initial Total Arrangement Fee into the Escrow Account. The Client will be required to provide the necessary documentation to complete the account establishment process. This information will include at a minimum; color copies of photo ID's for all signatories, a second document including the name and address, Certificate of Incorporation/Organization for companies, Employer Identification Number for companies and Corporate resolutions (if applicable) and social security numbers of all signatories. The Client will be a signatory on the account but will be unable to conduct transactions on the account or encumber the funds in the account in any manner. The bank account will only be set up for the single purpose of issuing the bank instrument.
- (5) Upon confirmation that the Total Arrangement Fee has been deposited by the Client into the Escrow Trust Account (ETA), the Proof of Funds (POF) Account will be opened in the Client's name to issue the bank instrument and funds will be deposited in the form of a Credit Note into the (POF) account in the face value stipulated in the Principal (DOA) Agreement.
- (6) The Total Arrangement Fee is released from the Trust Account when confirmation is provided by the Escrow Agent that the account has been set up in the Client's name, and that the appropriate face value in the form of a Credit Note have been deposited as stipulated in the Principal (DOA) Agreement.

(7) The Proof of Funds (POF) Account will remain open for the Client's use for the period stated in the Principal (DOA) Agreement depending on the lease of the bank instrument, and conditionally, may be extended through mutual agreement, and payment by the Client of the any fees (arrangement/leasing fees) for such extensions within five (5) days of the expiration of the current term.

PROCEDURES FOR MONETIZATION

(1) We will provide client with Client Information Sheet (CIS) for his or her signature and notarization.

(2) We will provide clients with a Non-Disclosure Agreement for his or her signature and notarization.

(3) We will provide clients with Authority to Verify (ATV) to be transcribed on the client's letterhead.

(4) Client's Passport - Color Copy Full Size Required

**(5) Costs: Client will have to pay another Total Arrangement Fee for the Monetization contract because SBLC issuance and Monetization are separate contracts because the process involves the use two different banks
Monetization typically takes 7-10 days and returns LTV's of between 60% and 90% Non-Recourse.**

(6)The bank instrument (BG/SBLC) will be issued to the monetizing bank (25 Top/Major Bank) using the following procedures

HOW THE NON-RECOURSE FUNDING WORKS (Example)

(A) Client will lease BG/SBLC of 10,000,000 at a leasing fee of 5% (500,000) for a period of one year.

(B) It will be sent the BG/SBLC to the Monetizing bank to secure Non-Recourse funding at 70% LTV (7,000,000)

(C) Client is paid 7,000,000 less the leasing fee (500,000) for one year, which is 6,500,000

(D) The leasing fee of 5% can be extended before the expiry of the leased BG/SBLC thus making the Non-Recourse funding a revolving credit line.

(E) The Monetized Cash value will be transferred to the bank account through MT 103 as provided in Section

(F) NO SPERATE INTEREST WILL BE PAYABLE ON NON RECOURSE LOAN . WE UNDERSTAAND THE MEANING OF NON RECOURSE LOAN AS FOLLOWS:

“What Is Non-Recourse Debt?”

Non-recourse debt is a type of loan secured by [collateral](#), which is usually property. If the borrower defaults, the issuer can seize the collateral but cannot seek out the borrower for any further compensation, even if the collateral does not cover the full value of the defaulted amount. This is one instance where the borrower does not have personal liability for the loan.

Volume 75%

FOR ON BEHALF XXXXXXXXXXXX

AUTHORIZED AIGNATORY.

NAME

Signatures

COMPANY SEAL

DOCUMENTS ATTACHED AS PRESCRIBED IN PROCEDURE