

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:

Globaltrade@qnb.com