

Trade Processing Service Standard

No.	Type of Services	Cut-Off Time	Same Day Service (Submission of application(s) & instruction(s) to relevant departments before cut-off time)
I: IMPORT			
1.0	Import Letter of Credit		
1.1	Issuance and Amendment	4.00 pm	*SWIFT LC issued/amended and transmitted/dispatched.
2.0	Import Bill Under Letter of Credit		
2.1	Arrival	12.00 pm	Document arrival notice to customer.
2.2	Acceptance		Document released to customer.
2.3	Settlement		Payment executed and document released to customer.
3.0	Import Bill Collection (DP/DA)		
3.1	Arrival	12.00 pm	Document arrival notice to customer.
3.2	Acceptance		Document released to customer.
3.3	Settlement		Payment executed and document released to customer.
4.0	Shipping Guarantee		
4.1	Issuance	1 business day in advance	Document issued and released after stamping
II: EXPORT			
5.0	Export Letter of Credit		
5.1	Advising and Amendment	12.00 pm	Original LC / Amendment advised.
6.0	Export Letter of Credit		
6.1	Confirmation	12.00 pm	Turnaround time: 72 hours processing LC Confirmed
7.0	Export Bill Negotiation		
7.1	Funding in Ringgit Funding in Foreign Currency	12.00 pm	1. Documents examined and status advised. 2. Processed and dispatched to Issuing Bank. 3. Funds credited.
8.0	Export Bill Collection (Purchased)		
8.1	Funding in Ringgit Funding in Foreign Currency	12.00 pm	Turnaround time: 24 hours processing upon receipt of acceptance notice from Issuing Bank and subject to internal credit control availability. 1. Funds credited.
9.0	Export Bill Collection		
9.1	Creation - Without LC (DA/DP)	12.00 pm	1. Documents examined and status advised.
9.2	- With LC		2. Processed and dispatched to Collecting Bank / Issuing Bank.
9.3	Payment	4.00 pm	Funds credited

Note:

- *SWIFT refers to the Society for Worldwide Interbank Financial Telecommunication
- Table is reflected from Monday to Friday service standard. No processing on Saturdays / Sundays / Public Holidays

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10.0	Export Credit Refinancing (ECR)		
10.1	Creation	10.30 am	Input processing
10.2	For Post Shipment, submission of export documents	1 business day in advance	Process documents and application for ECR
10.3	Payment	4.00 pm	Funds credited for Post Shipment, submission of export documents
11.0	Vendor Financing Scheme (With Bills of Exchange)		
11.1	Domestic transaction	3 business days before Purchase Date	Input processing & credited/remitted of funds.
11.2	Cross Border transaction	3 business days before Purchase Date	Input processing & credited/remitted of funds.

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