

Hana Bank Corporate Banking User Manual

FX and Trade

Import > Request Import L/C Opening

Request Import L/C Opening

Step 1. You can fill in an application for opening of an import L/C by using existing L/C information and temporarily saved application information.

Request Import L/C Opening

1. Enter Information 2 3

Register Using Existing Materials Import Saves * * Means Require Data..

FAX number :

@ Select

Foreign Exchange Transaction Bank

Confirm Enter Directly

2 Register Using Existing Materials

Today Yesterday 2Days 1Week 1Month 3Months **6Months** 12Months

Inquiry Period Select month

2018-05-07 ~ 2018-11-06

Inquire

No	Select	Serial Number	Creation Dat	Currency	Amo
1	<input type="radio"/>		18-11-05	USD	
2	<input type="radio"/>		18-07-23	USD	
3	<input type="radio"/>		18-05-14	USD	15

Confirm Canc

4 List of temporarily saved import L/C

Registration Date	Temporary Import L/C Nickname	Beneficiary	Currency	Amount	Select
2018-11-05			USD	10,000.00	Select Delete
2018-07-10			USD	150,884.90	Select Delete
2018-05-14			USD	150,884.90	Select Delete
2018-03-02			USD	58,000.00	Select Delete
		SYUGBS OLORL KEPJJDH			Select

Print

Confirm

* **31D : Place of Expiry** ⓘ

Detailed Procedure

1. When clicking the button, 'popup for registration by using existing materials' will appear.
2. Fill in an application by importing already opened L/C information.
3. When clicking the button, 'popup for list of temporarily saved import L/C' will appear.
4. You can recreate the application by importing temporarily saved information while creating the application.

Request Import L/C Opening

Step 2. Enter information for application of opening of an import L/C (items marked with * are required to be entered)

	<input type="text"/>
* 59 : Beneficiary	<input type="text"/>
<input type="text" value="Search Business Partners"/>	<input type="text"/>
	<input type="text"/>
* 32B : Currency/Amount	Please select. <input type="text"/> Amount : <input type="text"/> . <input type="text" value="00"/> <input type="button" value="Check L/C Issue Limit"/>
	(ex: In case of USD 1,000 -> USD Select and Enter 1000 and 00 Separately.)
39A : Percentage Credit Amount Tolerance	(+) (Ceiling Ratio <input type="text"/> %) , (-) (Floor Ratio <input type="text"/> %)
* 42C : Drafts	<input checked="" type="radio"/> Sight <input type="radio"/> Usance Payment Method : <input type="radio"/> Remittance(Wire transfer method) <input type="radio"/> Reimbursement(Repayment method)
* 43P : Partial Shipments	<input type="radio"/> Allowed <input checked="" type="radio"/> Not-Allowed
* 43T : Transhipments	<input type="radio"/> Allowed <input checked="" type="radio"/> Not-Allowed
* 3 Transport Mode	<input type="radio"/> Port <input type="radio"/> Airport <input type="radio"/> Port/Airport <input type="radio"/> Combined <input type="radio"/> Others
* Loading(Shipment from)	Port of Loading/Airport of Departure : <input type="text"/>
* Discharging(Shipment to)	44F : Port of Discharging/Airport of Destination : <input type="text"/>
* 44C : Latest Date of Shipment	<input type="text" value="2018-11-06"/> <input type="button" value="📅"/>

Detailed procedure

1. Check limitation for issuance of L/C.
2. Select the tenor of draft based on the import payment conditions. Items to be entered are different according to the tenor of draft you choose.
3. Items to be entered including place of loading, place of discharging, required documents, etc. are different according to the transport mode.

Request Import L/C Opening

Step 3. Enter information for application of opening of an import L/C (items marked with * are required to be entered)

1 * 46A : Documents Required

- Signed commercial invoice in Fold

- Packing list in Fold

Insurance policy or certificate, endorsed in blank for 110% of the invoice value.

expressly stipulating that claims are payable in Korea and it must include

▼

Certificate of Origin Fold

Other Document(s) Required



2 45A : Description of Goods/Services



3 Terms of Price and Place

▼

* Select price terms, then enter the area name. E.g.) FOB area name

H.S Code

Country of Origin

▼

* 71D : Charges

▼

Detailed Procedure

1. Enter the list of documents necessary to submit. In case there are additionally required documents, enter them in the section of Other Document(s) Required.
2. Fill in Description of Goods/Services. When clicking v button, a window to enter will appear.
3. Enter Terms of Price and Place in accordance with contract conditions.

Request Import L/C Opening

Step 4. Enter information for application of opening of an import L/C (items marked with * are required to be entered)

1 47A : Additional Conditions ▼

2 48 : Period for Presentation in Days

Presentation within days Please select. ▼

49 : Confirmation Instructions

without

confirmed

may add

58a : Confirming Bank (Requested Confirmation Party)

BIC

Confirm

Bank Name
and Address

In applying for the opening of an L/C as above, we are committed to comply with the separate foreign exchange transaction agreement and foreign exchange transaction supplementary agreement, and will transfer all rights to the above imported goods to your bank.

3

Initialized

Temporary Storage

4

Confirm

Detailed Procedure

1. If there is any additional information to enter, enter in the Additional Conditions field.
2. If you don't have specific days for the period for presentation, enter 21.
3. In case that entered information is temporarily saved, you can re-create through importing saved information.
4. You can go to the next page by clicking Confirm button.

Request Import L/C Opening

Step 5. Confirm information entered in the application for opening.

Request Import L/C Opening

1

2. Request Opening

3

Receiver of the Copy of SWIFT Sent	FAXNumber : <input type="text"/>
	Email Address : <input type="text"/>
Opening Branch	NONHYEON STATION
Desired Advising Bank(Advising Bank)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Transfer	Not-Allowed
Date of Expire	2018-12-06
Place of Expiry	IN YOUR COUNTRY
APPLICANT	AAAA
	<input type="text"/>
	<input type="text"/>
Beneficiary	BBB
	<input type="text"/>
	<input type="text"/>
Currency/Amount	USD 100,000.00
Percentage Credit Amount Tolerance	(+) (Ceiling Ratio %), (-) (Floor Ratio %)

Request Import L/C Opening

Step 6. Confirm information entered in the application for opening.

Drafts	Sight Payment Method : Remittance
Partial Shipments	Not-Allowed
Transhipments	Not-Allowed
Transport Mode	Port
Loading(Shipment from)	Port of Loading/Airport of Departure : HONGKONG
Discharging(Shipment to)	Port of Discharging/Airport of Destination : KOREA
Latest Date of Shipment	2018-12-06

Documents Required

- Signed commercial invoice in 3 Fold

- Packing list in 3 Fold

FULL SET of Clean on Board Ocean Bills of Lading made out to the order of **KEB HANA BANK** marked freight **Collect** and notify **APPLICANT**

▸ Insurance policy or certificate, endorsed in blank for 110% of the invoice value.

expressly stipulating that claims are payable in Korea and it must include

All Risk

Certificate of Origin 1 Fold

Other Document(s) Required

Request Import L/C Opening

Step 7. Confirm information entered in the application for opening.

Description of Goods/Services

Terms of Price and Place	FOB : AAA
- H.S Code	
- Country of Origin	
Charges	BENEFICIARY All banking charges outside Korea and reimbursement charges are for account BENEFICIARY.

Additional Conditions

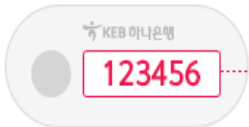
Request Import L/C Opening

- Step 8. Confirm information entered in the application for opening.
Step 9. Enter OTP password.

Period for Presentation in Days	Presentation within days
Confirmation Instructions	without
Confirming Bank (Requested Confirmation Party)	

Preview application

Enter OTP Password

OTP Pass-code		<input type="text" value="....."/>
	<p>Enter the six digits displayed on the OTP screen. Example)123456</p> <ul style="list-style-type: none"> ▪ Service will be suspended if an incorrect OTP is entered 10 consecutive times, regardless of transaction date. ▪ Enter OTP pass-code only after completing the form. ▪ An OTP is assigned for use with a particular electronic financial transaction. Please use it to complete the transaction as soon as possible. 	

Request Opening

Change

Guide

- To open a letter of credit with the information you entered, click the [Apply for Opening an L/C].
- If you have any item to modify among the information you entered, click the [Modify] button to modify some items you entered and then make an application.

Request Import L/C Opening

Step 10. Complete application for opening. Please make sure to check if it is successfully requested by contacting a branch you requested.

Request Import L/C Opening

1

2

3. Confirm



Request to open an import L/C was made successfully.

Your (your company's) application has been received with the below receipt number and will be processed as per the details of your application.

Details of application for opening

Receipt No.	██████████
Creation Date	2018-11-06
Currency	USD
Beneficiary	BBB

[Inquire L/C](#)

THANK YOU