

Instrument Issuance Procedure

1. Client submits completed application form and Supplier Contract or PI.
2. RCR sends client a transaction specific instrument draft
3. Client reviews the draft with any relevant third parties (i.e. beneficiary)
4. Client request changes by filling out RCR's amendment form.
5. Client receives revised draft and repeats step 3
6. Client provides RCR with the following:
 - a - Signed and approved copy of the final draft for issuance
 - b - Invoice Payment (**payment must be received prior issuance**)
 - c - RCR Agreement signed by authorized signatory of client company
 - d - Certificate of incorporation of client company
 - e - List of shareholders of client company
 - f - Passport copy of main shareholder of client company
7. Issuing bank SWIFTs instrument to Beneficiary's bank within 24 business hours.