

Dear Respected TOB/RO/RM/CI/BM friends,

**Ref : Import DC Documents Arrival Settlement Notice.**

- (A) Please do needful to ;
1. Inform the matter to the Applicant Customer, immediately.
  2. Obtain the Applicant's "Application for Acceptance and Retirement of DC Documents" form as per manual on time.
  3. Forward the signature(s) and stamp verified application form to CTFU, immediately.
  4. Also inform to CTFU whether the applicant will release the documents form CTFU or Branch Office, so that CTFU can courier the documents to the Branch Office ASAP, if needed.
  5. **Timely follow up to the Applicant for acceptance, payment and retirement of the documents timely.**
- (B) Please note that, as per UCP 600 Article 15A, when an issuing bank determines that a presentation is complying, it must honour. Hence, upon arrival of documents under DCs issued by us, we must
- (a) send payment of sight documents at sight within five working days of dox arrival date and
  - (b) confirm due date for payment of usance documents within five working days of dox arrival date and must send payment on the due date,
- as professional banking and also to safeguard our reputational risk, no matter our applicant customer is able to settle the payment with us on their own or not on that date.

Regarding this matter, in our Credit Procedural Manual Part – II (Trade Finance Manual) there is a provision of Payment Against Document (PAD) Loan and Force Loan (FL) under article 13.2. Hence, we must send payment accordingly booking PAD/FL on time and settle it with the client as soon as possible. Hence, please obtain the applicant customer's "Application for Acceptance and Retirement of DC Documents" form as per our procedural manual and recommend us to send payment by booking PAD/FL on time and also do needful as per the article 13.2 of the procedural manual. Plz also do needful to open FAD/FL account timely, if required.

- (C) **Dear respected friends, plz note that, cut off time for NPR DC payments vide RTGS is 12 noon for Fridays and 3 pm for other days and cut off time for FCY DC payments vide SWIFT is till banking hour 3 pm for Fridays and 5 pm for other days. Hence, plz do needful timely.**

Hence, we kindly inform you that fulfillment of above-mentioned requirements are mandatory.

CC : to Provincial Managers and our reporting channel COO and DCEO for information.

Rds, CTFU Team. [ctfu@nccbank.com.np](mailto:ctfu@nccbank.com.np)

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