GREEN GLOBE IMPEX INC.

Reusable templates | Not bank application forms

Application Formats & Administrative Checklists

FORM A | Initial trade finance enquiry

Enquiry ID / date: _____

Legal entity / jurisdiction / registration no.: _____

Business address / website / contact: _____

Authorized representative and title: _____

Instrument requested: ☐ DLC ☐ SBLC ☐ BG ☐ PBG ☐ APG ☐ Bid bond ☐ Other

Applicant / beneficiary legal names and countries: _____

Underlying transaction and goods/services: _____

Contract / PO / tender reference and date: _____

Currency / face amount / desired tenor / latest issue date: _____

Issuing / advising bank preferences (if any): _____

Requested rule set / governing law (if known): _____

Purpose, repayment source or performance obligation: _____

FORM B | Indicative document checklist

☐ Incorporation / formation record and business-registration details

☐ Tax identifier and principal business address evidence

☐ Beneficial owners / ownership chart / authorized signatories

☐ Identification documents where lawfully needed

☐ Signed commercial contract / purchase order / pro forma invoice

☐ Transaction value, countries, origin/destination, goods classification when relevant

☐ Beneficiary legal name and bank particulars, independently checked

☐ Draft instrument wording or tender guarantee specimen

☐ Financial statements or bank references only if the bank requests them

☐ Written client consent for bank referral and secure data sharing

☐ Screening results, escalation notes and internal acceptance sign-off

FORM C | Trade instrument request summary

Field	Client-entered details
Request reference	_____
Instrument type / purpose	_____
Applicant and beneficiary	_____

Amount and currency	_____
Effective date / expiry	_____
Underlying contract	_____
Required claims / documents	_____
Applicable ICC rules (if agreed)	_____
Bank charges allocation	_____
Proposed issuing bank	_____
Jurisdictions / governing law	_____
Special terms / red flags	_____

FORM D | Internal approval and referral record

Client ID and transaction ID: _____

Identity review completed by / date: _____

Sanctions screening outcome / date: _____

Commercial agreement verified by: _____

Legal / export-control escalation, if any: _____

Client advisory mandate signed on: _____

Referral recipient, official bank contact and authorization checked: _____

Documents shared under consent (date / method): _____

Decision: □ Proceed □ Hold for review □ Decline

Reviewer / authorizer / date: _____

FORM E | Status tracker / expiry diary

Reference	Stage / bank response	Next action / owner	Due date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FORM F | Client engagement disclosure (draft)

“Green Globe Impex Inc. is retained solely to provide advisory, document-organization and bank-referral/coordination assistance for the stated trade transaction. Green Globe is not a bank or issuer and does not promise bank approval, an instrument’s authenticity or beneficiary acceptance. All issuance, credit, sanctions and risk decisions remain solely with the relevant financial institution. Advisory fees, expenses, privacy terms and cancellation rules will be specified in the signed engagement agreement. Client payments for bank charges should follow independently verified bank instructions; Green Globe will not custody or transmit transaction funds.”

Bank-side issuance sequence (illustrative)

Client submits its own bank application → issuing bank conducts underwriting and KYC → bank agrees final wording and collateral/fees → bank authorizes and transmits its instrument through authenticated banking channels → beneficiary/advising bank authenticates as applicable. Green Globe assists the client administratively only; these forms do not substitute for bank-prescribed applications.

Instrument-specific review prompts

- DLC: shipment schedule, Incoterms, transport and insurance documents, latest presentation date, sight/usance tenor, discrepancy process.
- SBLC: nature of default, draw certificate, expiry/place of presentation, partial drawings, applicable ISP98/UCP wording.
- BG/PBG: secured obligation, demand wording, cap, expiry, reductions, claim address, URDG 758 if applicable.
- APG: advance amount, evidence of advance payment, reduction linked to delivery milestones and termination terms.
- Bid bond: exact tender specimen, percentage/value, bid validity, tender submission deadline and release mechanism.

Use a bank-issued template when one is prescribed. No draft guarantee or simulated SWIFT message prepared by Green Globe should be presented as an actual issued instrument.

Reference sources and drafting notes

- ICC trade finance rules and guidance: https://iccwbo.org/
- FinCEN regulatory interpretations: https://www.fincen.gov/
- U.S. OFAC Sanctions List Service: https://ofac.treasury.gov/sanctions-list-service