KEY FACTS STATEMENT
IMPORT LETTER OF CREDIT

Important: This document provides a high-level summary of the key features, costs, obligations and risks of the product and serves as an acknowledgement of receipt. It is not intended to create, amend or replace any legal rights or obligations between the parties. The Customer should carefully review the Bank's General Terms and Conditions, product-specific Terms and Conditions, facility letters and other applicable contractual documents before proceeding. In the event of any inconsistency, the applicable contractual documents shall prevail, subject to applicable laws and regulations.

1. Product Overview

An Import Letter of Credit is a bank undertaking issued at the importer's request to pay the exporter when complying documents are presented under the LC terms. It supports SME import purchases where supplier assurance and documentary control are required.

2. Available Product Types and Variants

Type / variant	How it differs	Typical use	Minimum balance / limit basis	Included services
Sight / acceptance LC	Payment at sight or deferred/ usance acceptance depending on terms	Import purchases requiring bank undertaking	Facility / margin based	LC issuance, amendment, document handling
Revolving LC	Reinstates value or tenor as agreed	Repeated imports from same supplier	Facility / margin based	Repeated LC availability
Back-to-back LC	Issued against an export/ master LC or approved arrangement	Intermediary trade transactions	Facility / master LC based	Linked LC issuance

3. Product Suitability

Suitable for	May not be suitable for
Customers importing goods/services that need supplier payment assurance and documentary terms.	Customers wanting simple open-account payment with no bank undertaking, or transactions where documents cannot be controlled.

NBF will assess the suitability of the proposed structure having regard to the Customer's business needs, transaction purpose, financial position, nature and scale of business, underlying trade transaction and applicable credit and risk considerations.

4. Eligibility Requirements

- Business customer / SME with satisfactory KYC, constitutional documents, ownership details and authorized signatories.
- Valid trade, commercial and transaction documents relevant to the product.
- NBF account, facility limit, cash margin and/or security may be required depending on product and approval.
- NBF may request additional information to meet regulatory, financial crime, credit and operational requirements.

5. Key Features and Services

Feature / service	Availability / explanation
Bank undertaking	Payment/acceptance against complying documents
Amendments	Terms may be amended subject to approval and beneficiary acceptance
Document handling	Documents are checked against LC terms
Transfers / payments	Available through account or transaction processing where relevant

6. Benefits of the Product

- Supports supplier confidence through bank undertaking.
- Can align payment with shipment and document presentation.
- Can be structured for sight, deferred, revolving or back-to-back needs.

7. Key Stages and Timeline

Stage	Action	Responsible party
1	Customer submits application, mandate / board authorization where applicable, KYC, trade documents and supporting information.	Customer

2	NBF reviews documentation, conducts KYC, sanctions, compliance, credit and operational checks as applicable.	NBF
3	NBF assesses creditworthiness, ability to service, security/collateral, limits and risk acceptance before approving financing or contingent exposure.	NBF
4	NBF confirms missing documents, pricing, collateral/margin requirements and final approval or rejection.	NBF
5	Customer signs final documents, pays/accepts applicable charges and completes activation or transaction instructions.	Customer / NBF

Where an application is rejected, NBF will provide the Customer with the reason for rejection in writing, except where disclosure is restricted or prohibited by applicable law.

Subject to receipt of all required information and supporting documentation and depending on the complexity of the request and completion of the Bank's review and approval processes, the Letter of Credit application is typically processed within 21 Business Days for new customers and 5 Business Days for existing customers.

8. Fees and Charges

Fee / charge	Standard pricing	When charged / notes
Opening commission - manual	1/16% (0.0625%) per month for minimum 3 months, on amount above Đ 100,000 or equivalent; minimum Đ 500	On issuance
Opening commission - electronic	1/16% (0.0625%) per month for minimum 3 months, on amount above Đ 100,000 or equivalent; minimum Đ 100	Through electronic channel
Revolving LC	1/8% (0.125%) per month for minimum 3 months or Đ 500; reinstatement 1/8%, minimum Đ 250	Where revolving feature applies
Back-to-back LC	1/8% (0.125%) per month for minimum 3 months or Đ 500, plus Đ 500 processing fee	Where approved
Acceptance commission	1/8% (0.125%) per month or part thereof, minimum Đ 500	From acceptance to maturity
Amendment handling manual / electronic	Đ 250 / Đ 100	Where no extension/ enhancement
Extension / enhancement	1/16% (0.0625%) per month; minimum 3 months for enhancement; minimum Đ 500	If amount/tenor increased
Full LC SWIFT manual / electronic	Đ 300 / Đ 100	Transmission
Discrepancy handling	USD 100	Where applicable
Commission in lieu of exchange	1/4% (0.25%), minimum Đ 250	Where applicable

- Fees are based on the **NBF Wholesale Banking Schedule of Charges** and may be subject to applicable taxes.
- Correspondent bank, SWIFT, courier, legalization and third-party charges may apply in addition to NBF charges.
- For financing products, interest/profit and overdue pricing are as per approved facility terms.
- Failure to maintain required documentation, settlement, margin, collateral or facility terms may lead to processing delays, restrictions, additional charges or default action.

9. Customer Obligations

- Provide complete, accurate and up-to-date information and documents.
- Maintain valid trade licenses, KYC documents, constitutional documents and authorized signatory records.
- Review all application forms, KFS, facility letters and transaction terms before signing.
- Ensure transactions are genuine, lawful, properly authorized and supported by underlying commercial documents.
- Maintain sufficient funds, limits, margins, collateral and repayment arrangements where applicable.
- Protect digital credentials and promptly report suspected fraud, compromise, error, unauthorized transaction or document discrepancy.

10. Customer Rights

- Receive clear and timely information on the product features, applicable fees, risks, terms and conditions before proceeding.
- Receive applicable contractual and transaction documentation.
- Submit a complaint through the Bank's complaint channels without charge and receive information on the applicable escalation process.
- Receive prior notice of material changes to applicable terms and conditions, including fees, in accordance with applicable regulatory requirements.

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11. Key Risks and Considerations

- NBF deals with documents, not goods or services, and may pay if documents comply even if goods are defective.
- Late reimbursement, past due bills or unpaid acceptances may create default and additional costs.
- Foreign exchange movements, sanctions, correspondent bank charges and country risk may affect processing, cost or settlement.
- NBF may reject, delay or stop a transaction to comply with legal, regulatory, sanctions, financial crime or internal risk requirements.

12. Important Warnings

- Once issued, an LC may not be cancelled or amended without the required consent.
- Discrepancies may delay document release, payment or shipment clearance.
- Certain processing, handling or other applicable charges may remain payable where work has already been undertaken by NBF, including where a transaction is subsequently cancelled, delayed or contains discrepancies, in accordance with the applicable Schedule of Charges and transaction terms.
- Where collateral, cash margin or other security is required, failure to meet the applicable obligations may result in NBF exercising its rights over such security in accordance with the applicable contractual terms.
- NBF may require further information or decline processing where regulatory, financial crime, credit or operational concerns arise.

13. Restrictions, Suspension or Closure

- NBF may restrict, suspend, refuse, cancel or close a service where required for regulatory, sanctions, financial crime, documentation, credit, fraud, security, court order or operational reasons.
- Services may also be restricted if documents expire, information is incomplete, account conduct is unsatisfactory, limits are unavailable or obligations are overdue.
- For Letter of Credit, amendment or cancellation may require the consent of relevant parties in accordance with the applicable Letter of Credit terms and ICC rules.

14. Cooling-off Period

The cooling-off period allows you to cancel the product within five business days of signing the offer letter and the Bank will not be able to proceed until this period expires, unless you waive this right.

You may waive the cooling-off period by providing written instructions to the Bank, allowing the Product to be made available immediately.

15. Customer Support

Do not hesitate to reach out to National Bank of Fujairah through the following channels:

Call Centre: **600565551**
Address: Your nearest NBF Branch, please **click here** for the location

We will seek to address your complaint within two clear business days of receipt and advise if this time is not able to be met.
Full details of how we address your complaints are contained in our Customer Charter published on our website.

16. Additional Information

- Refer to NBF terms and conditions, application forms, Wholesale Banking Schedule of Charges, digital banking terms, privacy/security notices and product pages on **NBF.ae**.
- For trade products, International Chamber of Commerce rules such as UCP, URC or other applicable rules may apply where incorporated in the transaction.
- This KFS is a summary and does not replace legally binding facility letters, guarantees, LCs, contracts, security documents or transaction instructions.

17. Changes to Terms and Conditions

NBF may amend the applicable terms, conditions, pricing or fees of the Product where permitted by applicable laws and regulations. Where required, NBF will provide the Customer with at least 60 calendar days' prior written notice before such changes take effect.

18. Customer Acknowledgement

By signing below, the customer confirms that this KFS was received, reviewed and acknowledged before application submission or product/facility activation, and that the customer had the opportunity to ask questions before proceeding.

Customer Name	Date
Authorized Signatory	**Signature / Stamp**