

ICBANK CUSTOMIZED BANKING SERVICES

Client Information Document (Bank Letters & Supporting Documents)

1. Introduction

ICBANK provides customized banking support documents tailored to client requirements. These include official bank-issued letters used for financial representation, capability confirmation, and transactional support.

These documents are **not financial instruments** (such as guarantees or LCs) but are formal bank-issued documents supporting client operations.

2. Types of Documents

ICBANK may issue, upon request:

- Bank Information Letter
- Bank Capability Letter
- Financial Support Letter
- Customized Supporting Letters

All documents are issued based on client request and subject to internal review.

3. Requirements

Applicant

- Full KYC documentation
- Company profile (if applicable)

Request Details

- Purpose of the document
- Target recipient (if any)
- Required wording or format (if provided)

4. Fee Structure (Hard Copy Issuance)

Fees are calculated based on the **face value referenced in the document**:

- Up to USD 5,000,000 → **3%**
- USD 5,000,001 – 10,000,000 → **2.5%**
- USD 10,000,001 – 25,000,000 → **2%**
- USD 25,000,001 – 100,000,000 → **1.5%**
- More than 100,000,001 → **1%**

5. SWIFT Delivery (Optional) (Optional)

If delivery via SWIFT is required:



- Message Types: **MT799 / MT999**
- Fee: **8% of face value**

6. Payment Structure

- No file opening fee required

Payment Terms:

- **1% upon request submission and agreement signing**
- Remaining balance paid upon **delivery of original document**
- **In swift case the fee to paid once signing the contract.**

7. Issuance & Delivery

- Documents issued as **authenticated hard copy**
- Delivered via:
 - Authorized agent.
- In addition:
 - **Soft copy will be provided to:**
 - Nominated beneficiary
 - Bank officers
 - Any institution designated by the client



8. Validity

- All issued documents are valid for **90 days** from date of issuance

9. Nature of Service

- These documents are **non-binding financial support documents**
- They do not represent a guarantee, Letter of Credit, or any financial obligation by ICBANK

10. Terms & Conditions

No Financial Liability

- These documents do not constitute any **financial commitment, guarantee, or binding obligation** on the part of ICBANK

Bank Discretion

- ICBANK reserves full discretion to **approve, modify, or decline** any requested document
- Final wording and format are subject to internal approval and compliance standards



Limited Use & Non-Transferability

- All issued documents are valid only for the **stated purpose and named recipient**
- Documents may not be reassigned, transferred, or reused without **prior written approval from ICBANK**

11. Compliance Note

All requests are subject to internal compliance, verification, and approval by ICBANK.

ICBANK – Banking Support. Institutional Credibility. Global Confidence.

