

RBC Global Trade

Creating a Standby LC or Guarantee



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Introduction

RBC Global Trade™ allows you to issue, amend and manage your trade documents online anytime, anywhere.

This guide will take you through the steps you need to complete when applying for a standby letter of credit (standby LC) or guarantee.

Help is always close by

The screenshot shows the RBC Global Trade platform interface. At the top right, there is a navigation bar with links for Home, (1) messages, (5) notifications, and a Help button (highlighted in red). A Logout button is also present. Below the navigation bar, the user's name Margaret Murray is displayed. A blue menu bar contains options for New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled 'Home' and features a notification banner about the new RBC Global Trade platform. Below this, there are sections for Mail Messages and Notifications, each with a table of items. The Mail Messages table has columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The Notifications table has columns for Date & Time, Instrument ID, Reference, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID.

Date & Time	Subject	Reference	Assigned To	Party	Vendor ID
01 Nov 2016 04:30 ...	Correspondence: BIL101389M - 1 Billing				

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
01 Nov 201...	10000276		Outgoing Standby LC	Issue	The Corporation ...	CAD	111,000,11...	Processed ...	
01 Nov 201...	BIL101389M		Billing	New Bill				Processed ...	
01 Nov 201...	DIR482T	123456A	Direct Send Collect...	Issue	Import-Export I...	USD	90,000.00	Cancelled ...	
01 Nov 201...	DIR489T	123456A	Direct Send Collection	Issue	Import-Export Ind	USD	90,000.00	Processed	

For help with the overall service, you can click the **Help** button located at the top of the page, beside the **Logout** button.

For help with a specific section or the tab you are in, you can click the question mark located in the top right corner below the blue menu bar.

Choose Instrument Form

The screenshot shows the RBC Global Trade platform interface. At the top left is the RBC logo. The top right contains navigation links: Home, (1) messages, (5) notifications, Help, and a Logout button. Below this is the user name Margaret Murray and a My Links dropdown. A blue navigation bar contains 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A dropdown menu for 'New Instruments' is open, listing options: Choose Template, Trade, Copy From Existing, Transfer Export LC, Direct Send Collection, Export Collection, Import LC, Outgoing Guarantee, Outgoing Standby LC (Detailed) (highlighted with a red arrow), and Shipping Guarantee. The main content area features a yellow announcement banner for the new RBC Global Trade platform, followed by a table with columns: Reference, Assigned To, Party, and Vendor ID. Below the table is a 'Notifications' section with filters for Show, Status, and Read/Unread, and a table with columns: Date & Time, Instrument ID, Reference, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID.

Your first step is to choose the instrument form you need.

Click **New Instruments**, scroll down to **Outgoing Guarantee** or **Outgoing Standby LC (Detailed)** and click the one you need.

For the purposes of this guide, we are going to go through the steps for creating a standby LC.

Complete Application

Terms

To complete the application, you will need to fill out six sections. The first is **Terms**.

The screenshot shows the RBC Sampletest interface for creating a new instrument. The main heading is "New Instruments: OUTGOING STANDBY LC-DETAILED". Below this, the instrument details are "Outgoing Standby LC-Detailed - SLC2510273T - Issue - (Started)". A red asterisk indicates required fields. The "1. Terms" section is expanded, showing two main areas: "Beneficiary" and "Validity".

Beneficiary Section:

- Beneficiary Name (with a magnifying glass icon for search)
- Address Line 1
- Address Line 2
- City
- Province/State and Postal Code
- Country or Region
- Phone Number

Validity Section:

- Valid From: Radio buttons for "Date of Issue" and "Other Date" (with a date dropdown).
- Valid To: Radio buttons for "End Date" (with a date dropdown), "No Expiry/Open Ended", and "Expected Expiry" (with a date dropdown).
- Other Expiry conditions (text area)
- Delivery Instructions (radio button)

Right Side Panel:

- Section Shortcuts:** 1. Terms, 2. Auto Extend Terms/CC Rules, 3. Standby LC Terms and Conditions, 4. Document and Presentation Instructions, 5. Instructions to Bank, 6. Internal Instructions.
- Quick Links:** Collapse All, Hide Tips, Back To Top.
- Buttons:** Save, Save & Close, Verify Data.

Under **Terms**, in the **Beneficiary** section, input your client's information. This information will be saved so the next time you are dealing with this client, you can simply click the magnifying glass and search for your client. The form will then be automatically populated with their information.

Under **Applicant**, you will see that your company's information has already been filled in.

In the **Validity** section, you will need to include the start and end dates for your instruments. If the guarantee is open ended and/or subject to expire after 1 year from date of issue, you can enter the information under "**Other expiry conditions**".

In the **Delivery Instructions** section, you will need to select who the instrument is being delivered to and how it is to be delivered. Select '**Other**' UNDER '**Deliver By**' and type **SWIFT** if '**SWIFT**' is the preferred method of delivery.

Complete Application

Terms

<p>Detailed Information</p> <p>Type of LC [Dropdown]</p> <p>* Currency * Amount [Dropdown] [Text]</p> <p>Expiry Place Country of Beneficiary [Dropdown]</p> <p><i>(If "Other" is selected, enter details in (Other Conditions).)</i></p> <p>Issuing Instructions</p> <p>Local Issuance Required? <input type="checkbox"/></p> <p><i>(If yes, Please provide local issuer bank details below)</i></p> <p>Validity Date of Local Issuer Bank (if known) [Dropdown]</p> <p>Local Issuer Bank Details:</p> <p>Name [Dropdown]</p> <p>Address Line 1 [Text]</p> <p>Address Line 2 [Text]</p> <p>City [Text]</p> <p>Province/State Postal Code [Text] [Text]</p>	<p>Address Line 3 [Text]</p> <p>Address Line 4 [Text]</p> <p>Address Line 5 [Text]</p> <p>Deliver By: [Dropdown]</p> <p>Advising Bank Details [Refresh] [Close]</p> <p>Name [Dropdown]</p> <p>Address Line 1 [Text]</p> <p>Address Line 2 [Text]</p> <p>City [Text]</p> <p>Province/State Postal Code [Text] [Text]</p> <p>Country or Region [Dropdown]</p> <p>Swift Address [Text]</p>	<p>Section Shortcuts</p> <ol style="list-style-type: none">1. Terms2. Auto Extend Terms/ICC Rules3. Standby LC Terms and Conditions4. Document and Presentation Instructions5. Instructions to Bank6. Internal Instructions <p>Quick Links</p> <p>Collapse All</p> <p>Hide Tips</p> <p>Back To Top</p> <p> Save</p> <p> Save & Close</p>
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In the **Detailed Information** section, you will need to select the type of LC you are issuing, the currency and the country your client resides in from the drop-down menus.

If local issuance is required, select the check box and provide the foreign bank details. This is the bank in the Beneficiary's country that will further issue the LC to the beneficiary.

In the **Advising Bank Details** section you will need to provide the details of the bank that you would prefer to advise /transmit the LC, if applicable.

In the **Details of Tender** section, you will need to provide the purpose of the instrument and any related information, such as the contract number.

Complete Application

Terms

<div style="border-bottom: 1px solid #ccc; padding-bottom: 2px; margin-bottom: 5px;">▼</div> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Province/State Postal Code <input type="text"/> <input type="text"/></p> <p>Country or Region <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Confirmation</p> <p><input checked="" type="radio"/> Correspondent Bank is not required to add confirmation</p> <p><input type="radio"/> Correspondent Bank is to add its confirmation</p> <p><input type="radio"/> Correspondent Bank may add its confirmation subject to Beneficiary's approval</p>	<p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Province/State Postal Code <input type="text"/> <input type="text"/></p> <p>Country or Region <input type="text"/></p> <p>Swift Address <input type="text"/></p> <p>Governing Law/Demand Details</p> <p>Demand Type <input type="text"/></p> <p>Governing Law Details <input type="text"/> / <input type="text"/></p> <p>Details of Tender / Order / Contract</p> <p>Details of Tender / Order / Contract Text Phrase <Select a Phrase> ▼</p> <p>Details of Tender / Order / Contract Text <input type="text"/></p>	<p>Save</p> <p>Save & Close</p> <p>Verify Data</p> <p>Route Transaction</p> <p>Attach Document</p> <p>Copy Instrument</p> <p>Close</p>
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In the **Confirmation** section, select the corresponding option if you would prefer (or not prefer) the foreign bank to add confirmation to the LC.

Note: This option is seen only for Standby LC forms and not Guarantees.

In the **Governing Law/Demand Details** section, select whether multiple or partial drawings are permitted to the beneficiary.

If the LC/Guarantee is subject to foreign law, from the drop options, please select the appropriate country code.

Complete Application

Auto Extend Terms / ICC Rules

2. Auto Extend Terms/ICC Rules

Auto Extension Terms

Auto Extension

Final Expiry Date Maximum Number

Extension Period Number of Days

Notify Beneficiary Days

ICC Applicable Rules

Version

Details

Section Shortcuts

- 1. Terms
- 2. Auto Extend Terms/ICC Rules

The **Auto Extend Terms/ICC Rules** section gives you the opportunity to indicate if you require an automatic extension and select the applicable ICC rules.

Complete Application

Standby LC Terms and Conditions

3. Standby LC Terms and Conditions

* Enter either Customer Text or Bank Standard Wording in the text areas below. Text is required in one of the text areas below.

Customer Text Phrase
<Select a Phrase>

Customer Text

Bank Standard Wording Text Phrase
<Select a Phrase>

Standard Wording Language

Bank Standard Wording Text

Underlying Transaction Details

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions

Quick Links

- Collapse All
- Hide Tips
- Back To Top

If your customer has provided specific wording to be included with your instrument, enter it in the **Customer Text** box.

If they have not, select the applicable phrase from the **Bank Standard Wording Text Phrase** drop-down menu.

Use the **Underlying Transaction Details** enter additional details of the SBLC/Guarantee such as the purpose / details of shipment etc.

Complete Application

Document and Presentation Instructions

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a dropdown menu titled "4. Document and Presentation Instructions". The main content area contains a form with the following elements:

- A dropdown menu labeled "Document and Presentation Instructions Text Phrase" with the selected option "<Select a Phrase>".
- A text input field with the placeholder text "Enter any Document and Presentation instructions (for example, form and/or place of presentation)".
- A "Section Shortcuts" dropdown menu on the right side of the form, with the option "1. Terms" selected.

Under the **Document and Presentation Instructions** section, enter the documents required to be submitted by Beneficiary in order to make a demand.

Complete Application

Instructions to Bank

5. Instructions to Bank

Issue instrument in
English

Additional Instructions Text Phrase
<Select a Phrase>

Additional Instructions Text
Transferable / Transférable:
Special instructions (such as draft, EDC etc.) / Instructions spéciales (comme un project, EDC, etc.):

Settlement Instructions

Debit: Our Account Number

Branch Code

Debit: Foreign Currency Account Number

Currency of Account

Commissions and Charges

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

Additional Instructions Text Phrase

Section Shortcuts

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions

Quick Links

[Collapse All](#)
[Hide Tips](#)
[Back To Top](#)

[Save](#)
[Save & Close](#)

Enter any additional instructions to the bank such as EDC / transferable LC etc and include the account numbers that will be used for the commission and charges.

Complete Application

Internal Instructions

6. Internal Instructions
<p><i>Instructions entered here are for Internal purposes only, and will not be sent to the bank.</i></p> <div data-bbox="386 474 1203 646" style="background-color: #e0f0ff; height: 80px;"></div>

In this last section you can provide instructions that are internal to your organisation and will not be shared with the bank.

Attach Documents and Upload

The screenshot displays the RBC Samplettest application interface. At the top, there is a navigation bar with the RBC logo, a 'Logout' button, and user information including 'Home', '1103(1191)', '(23935)', and 'Help'. Below this is a secondary navigation bar with 'New Instruments', 'Transactions', 'Reports', and 'Reference Data' menus, and a 'My Links' icon. The main content area is titled 'New Instruments: OUTGOING STANDBY LC-DETAILED'. Underneath, it shows 'Outgoing Standby LC-Detailed - SLC2510273T - Issue - (Started)' and a note '* indicates required field'. A list of steps is provided: 1. Terms, 2. Auto Extend Terms/ICC Rules, 3. Standby LC Terms and Conditions, 4. Document and Presentation Instructions, 5. Instructions to Bank, and 6. Internal Instructions. On the right side, there is a 'Section Shortcuts' panel with a list of the same steps. Below that is a 'Quick Links' panel with options like 'Expand All', 'Hide Tips', and 'Back To Top'. At the bottom of the right panel, there is a list of action buttons: 'Save', 'Save & Close', 'Verify Data', 'Route Transaction', 'Attach Document' (highlighted with a red box), and 'Copy Instrument'.

You have now finished the **application step**.

At this point, you have the option to attach documents, such as sample wording or a standby LC template from your client (the beneficiary).

Click **Attach Document** to get started.

Attach Documents and Upload

The screenshot shows the RBC Sampletest web application interface. At the top left is the RBC logo. The top right navigation bar includes links for Home, 1104(1192), (23935), and Help, along with a Logout button. Below this is a blue navigation bar with menu items: New Instruments, Transactions, Reports, and Reference Data. On the right side of this bar are 'RBC Sampletest' and 'My Links'. The main content area is titled 'Attach Documents' and includes a red asterisk note: '* indicates required field'. A 'Choose Files' button is positioned at the top left of a large dashed-line drop zone. Inside the drop zone, the text 'Drop Documents Here' is centered. At the bottom of the drop zone are two buttons: 'Upload Files' and 'Cancel Upload'.

Click **Choose Files** to find the document and click on it to attach it.
You can choose as many files as you need.
When you're done, click **Upload Files**.

Verify Data

The screenshot displays the RBC Sampletest web application interface. At the top, there is a navigation bar with the RBC logo on the left and user information (Home, 1103(1191), (23935), Help) and a Logout button on the right. Below this is a blue header with navigation tabs: New Instruments, Transactions, Reports, and Reference Data. The main content area is titled "New Instruments: OUTGOING STANDBY LC-DETAILED" and shows a list of sections for an "Outgoing Standby LC-Detailed - SLC2510273T - Issue - (Started)". A red asterisk indicates required fields. The right-hand side features a "Section Shortcuts" menu with a list of sections (1-6) and a "Quick Links" section with options like "Expand All", "Hide Tips", and "Back To Top". At the bottom of the right-hand side, there is a "Verify Data" button highlighted with a red box, along with other buttons like "Save", "Save & Close", "Route Transaction", "Attach Document", and "Copy Instrument".

Your next step is to ensure that all mandatory fields have been completed by clicking on **Verify Data**.

Any mandatory fields that have not been completed will be listed and you will need to complete them.

Download Standby LC Application Form

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ My Links

Instruments: OUTGOING STANDBY LC-DETAILED ?

Outgoing Standby LC-Detailed - SLC2509835T - Issue - (Ready to Authorise)

▲ 'SLC2509835T' successfully updated. Saved at 13:43 PM

1. Terms ▾

Beneficiary

Beneficiary Name
Agent1

Address Line 1
3442 Kennedy road

Address Line 2

City
Montreal

Province/State Postal Code
QC M2J J3D

Country or Region
Canada

Phone Number

Validity

Valid From:

Date of Issue

Other Date

Valid To:

End Date 19 Sep 2024

No Expiry/Open Ended

Expected Expiry

Other Expiry conditions

Section Shortcuts ▾

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions

Quick Links ▾

Saved 13:43 pm

Route Transaction

Download Saved Data

Copy Instrument

Edit

Send For Repair

Standby Application Form

Close

After you have successfully verified the data, a link to the **Standby Application Form** will appear below the **Authorise** button.

When you click on the link, a PDF version of the application will appear in a new window.

You can print or save it to your local drive.

Authorise Data

▲ 'SLC2509819T' successfully updated. Saved at 12:57 PM

1. Terms

Beneficiary

Beneficiary Name
Agent1

Address Line 1
3442 Kennedy road

Address Line 2

City
Montreal

Province/State Postal Code
QC M2J J3D

Country or Region
Canada

Phone Number

Validity

Valid From:

Date of Issue

Other Date

Valid To:

End Date 26 Oct 2023

No Expiry/Open Ended

Expected Expiry

Other Expiry conditions

Delivery Instructions

Deliver To:

Beneficiary

Other

Applicant

TMITOR60
TMI Add 60
Toronto, Canada

1. Terms

2. Auto Extend Terms/ICC Rules

3. Standby LC Terms and Conditions

4. Document and Presentation Instructions

5. Instructions to Bank

6. Internal Instructions

Quick Links

[Collapse All](#)

[Hide Tips](#)

[Back To Top](#)

Saved 12:57 pm

[Route Transaction](#)

[Download Saved Data](#)

[Copy Instrument](#)

[Edit](#)

[Send For Repair](#)

Authorise

[Standby Application Form](#)

Once all of the mandatory fields have been completed, you will need to **Authorise** the transaction.

Route Transaction

The screenshot displays the RBC Samplettest web application interface. At the top, there is a navigation bar with the RBC logo on the left and user information (Home, 1103(1191), (23935), Help) and a Logout button on the right. Below this is a blue header with menu items: New Instruments, Transactions, Reports, and Reference Data. The main content area is titled "New Instruments: OUTGOING STANDBY LC-DETAILED" and contains a list of steps for creating an outgoing standby LC. A red asterisk indicates required fields. On the right side, there is a "Section Shortcuts" panel with a list of steps and a "Quick Links" panel with options like Expand All, Hide Tips, and Back To Top. At the bottom of the right panel, there is a "Route Transaction" button highlighted with a red border.

Home | 1103(1191) | (23935) | Help
Logout

RBC Samplettest
My Links

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾

New Instruments: OUTGOING STANDBY LC-DETAILED ?

Outgoing Standby LC-Detailed - SLC2510273T - Issue - (Started)

* indicates required field

1. Terms	▶
2. Auto Extend Terms/ICC Rules	▶
3. Standby LC Terms and Conditions	▶
4. Document and Presentation Instructions	▶
5. Instructions to Bank	▶
6. Internal Instructions	▶

Section Shortcuts ▾

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions

Quick Links ▾

- Expand All
- Hide Tips
- Back To Top

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Copy Instrument

In the event you require authorisation from another person in your organisation, you can click on **Route Transaction**.

Route Transaction

The screenshot displays the RBC Sampletest web application interface. At the top, there is a navigation bar with the RBC logo, a 'Logout' button, and user information (Home, 1104(1192), (23935), Help). Below this is a secondary navigation bar with 'New Instruments', 'Transactions', 'Reports', and 'Reference Data' menus, along with 'RBC Sampletest' and 'My Links' options.

The main content area is titled 'New Instruments: OUTGOING STANDBY LC-DETAILED'. It features a table with the following steps:

1. Terms
2. Auto Extend Terms/ICC Rules
3. Standby LC Terms and Conditions
4. Document and Presentation Instructions
5. Instructions to Bank
6. Internal Instructions

A modal dialog box titled 'Route Selected Items' is open in the center. It contains the following elements:

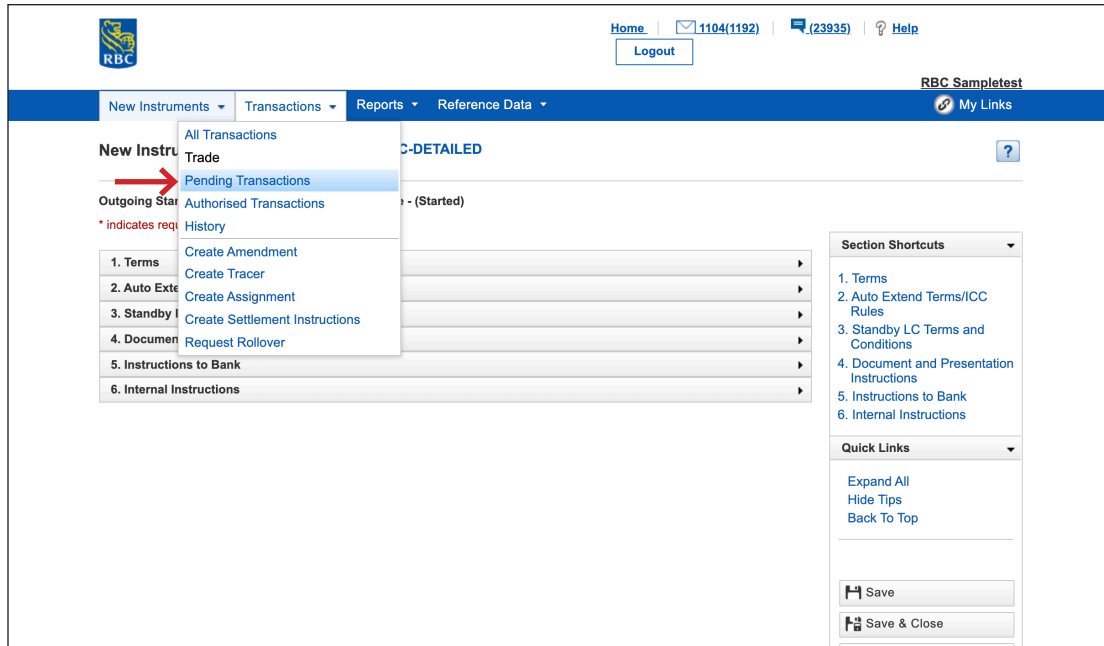
- A red asterisk indicating a required field: *** indicates required field**
- A section header: *** Route Selected Items**
- Two radio buttons: **Select a recipient Person:** and **Select a recipient Organisation:**
- Two empty drop-down menus corresponding to the radio buttons.
- Two buttons at the bottom: **Route Item(s)** (highlighted in red) and **Cancel**.
- A section labeled 'Selected item(s): 1' with a table below it:

Instrument
Outgoing Standby LC - SLC2510275T

On the right side of the main form, there is a sidebar with 'Section Shortcuts' and 'Quick Links' sections. The 'Section Shortcuts' list includes: 1. Terms, 2. Auto Extend Terms/ICC Rules, 3. Standby LC Terms and Conditions, 4. Document and Presentation Instructions, 5. Instructions to Bank, and 6. Internal Instructions. The 'Quick Links' section includes: Expand All, Hide Tips, and Back To Top. At the bottom of the sidebar, there are buttons for Save, Save & Close, Verify Data, and Route Transaction.

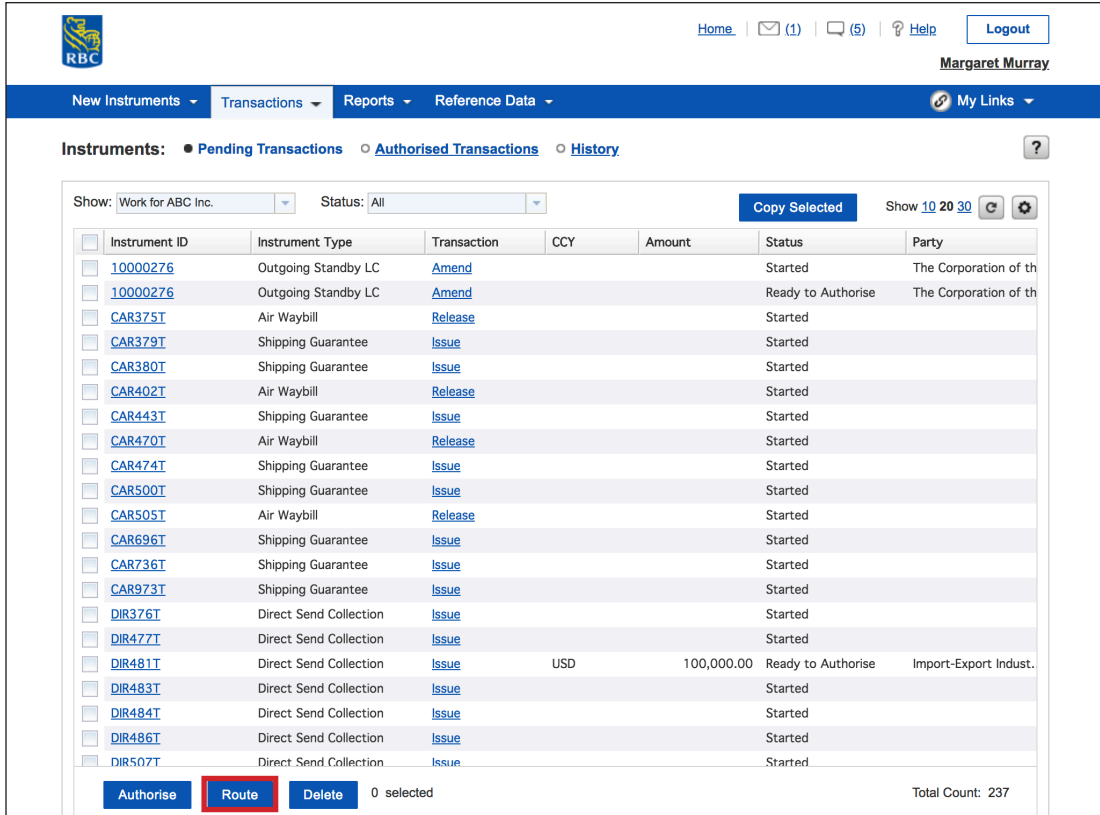
Select a person or organisation from the drop-down menu and click **Route Item(s)**.

Route Transaction



If you need to route more than one transaction, you can click on the **Transactions** tab and then select **Pending Transactions**.

Route Transaction



The screenshot displays the RBC Global Trade System interface. At the top, there is a navigation bar with the RBC logo, user name 'Margaret Murray', and a 'Logout' button. Below this is a menu bar with options: 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. A 'My Links' icon is also present. The main content area is titled 'Instruments' and has tabs for 'Pending Transactions', 'Authorised Transactions', and 'History'. The 'Pending Transactions' tab is selected. Below the tabs, there are filters for 'Show: Work for ABC Inc.' and 'Status: All'. A 'Copy Selected' button and 'Show 10 20 30' options are also visible. The main table lists various instruments with columns for Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, and Party. The 'Route' button at the bottom of the table is highlighted in red. The table contains 23 rows of data, including entries for 'Outgoing Standby LC', 'Air Waybill', 'Shipping Guarantee', and 'Direct Send Collection'.

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party
10000276	Outgoing Standby LC	Amend			Started	The Corporation of th
10000276	Outgoing Standby LC	Amend			Ready to Authorise	The Corporation of th
CAR375T	Air Waybill	Release			Started	
CAR379T	Shipping Guarantee	Issue			Started	
CAR380T	Shipping Guarantee	Issue			Started	
CAR402T	Air Waybill	Release			Started	
CAR443T	Shipping Guarantee	Issue			Started	
CAR470T	Air Waybill	Release			Started	
CAR474T	Shipping Guarantee	Issue			Started	
CAR500T	Shipping Guarantee	Issue			Started	
CAR505T	Air Waybill	Release			Started	
CAR696T	Shipping Guarantee	Issue			Started	
CAR736T	Shipping Guarantee	Issue			Started	
CAR973T	Shipping Guarantee	Issue			Started	
DIR376T	Direct Send Collection	Issue			Started	
DIR477T	Direct Send Collection	Issue			Started	
DIR481T	Direct Send Collection	Issue	USD	100,000.00	Ready to Authorise	Import-Export Indust.
DIR483T	Direct Send Collection	Issue			Started	
DIR484T	Direct Send Collection	Issue			Started	
DIR486T	Direct Send Collection	Issue			Started	
DIR507T	Direct Send Collection	Issue			Started	

Check all instruments that need to be routed and click **Route**.

Select a person or organisation from the drop-down menu and click **Route Item(s)**.

The status of the transaction will now change to Ready to Authorise.

Once it has been actioned, it will then move to **Authorised** and will automatically be submitted to the bank for processing.

As long as you have selected to receive notifications, you will receive a notification when the bank has processed, cancelled or returned the application to you for correction.

To access other learning guides and videos, visit rbc.com/globaltraderesources

