

# EUROPEAN PREMIUM CORPORATION BANQUE LIMITED

Process and Payment Structure – As of 08.01.2012

Below is the normal procedure for the submission and issuance of a Bank Guarantee or Standby Letter of Credit from **European Premium Corporation Banque Limited**

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## Step 1:

Application is made to European Premium Corporation Banque Limited for opening of a BG/SBLC including but not limited to the following:

1. BG/SBLC application form. (Provided by European Premium Corporation Banque Limited upon request)
2. BG/SBLC indemnity signed and notarized.
3. Desired verbiage of BG/SBLC. (If none provided European Premium Corporation Banque Limited will provide its normal BG/SBLC verbiage.
4. SWIFT code and address of beneficiary bank.
5. KYC and AML documents including but not limited to: Passport copy of applicant, articles of incorporation of applicant company and brief summary and/or business plan of underlying transaction.

## Step 2:

European Premium Corporation Banque Limited reviews all documents presented and evaluates acceptability of documents. European Premium Corporation Banque Limited then either approves application or denies and shall inform the applicant of such decision.

## Step 3:

BCB prepares draft of the BG/SBLC as it is comfortable to issue and forwards to client for approval. All drafts shall be in lined with rules and regulations governing the issuance of BG/SBLC.

## Step 4:

The client approves the draft and:

1. Signs a contract agreeing to the terms and conditions of issuance and issuance charges as negotiated.
2. European Premium Corporation Banque Limited issues the invoice for the agreed upon charges.

ADDRESS: Level 18, 40 Bank Street (HQ3), Canary  
Wharf Bank Street Opp: Canada Square London United Kingdom E14 5NR

**Step 5:**

Client makes payment of charges as per agreed upon payment structure.

1. Client shall provide TT/Wire copy of payment made to European Premium Corporation Banque Limited account.
2. European Premium Corporation Banque Limited shall confirm to client credit of funds upon receipt of funds to European Premium Corporation Banque Limited account.

**Step 6:**

European Premium Corporation Banque Limited uploads draft to SWIFT system and provides copy to applicant for final approval of message. Upon approval given by applicant European Premium Corporation Banque Limited then releases the SWIFT to beneficiary bank coordinates.

**Step 7:**

Copies of released SWIFT are then forwarded to the client via email or hard copy as requested. In case the client is represented by an advisor, then it is forwarded to the advisor only.

**Step 8:**

Any amendments to BG/SBLC are subject to approval of European Premium Corporation Banque Limited

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The following is the procedure for payment schedule. The following are general terms:

1. Fees are paid before the issuance of each SWIFT message. In the case of RWA for a BG/SBLC fees need to be paid before hard copy/email issuance.
2. European Premium Corporation Banque Limited does not engage in JV payment structures and will not issue any message for zero monies paid upfront.
3. European Premium Corporation Banque Limited will not accept payment via ICBPO.
4. If European Premium Corporation Banque Limited fails to deliver the instrument as agreed upon, European Premium Corporation Banque Limited shall return the fees paid for that issuance.
5. Fees paid for an RWA and MT799 will be used as credit towards fees to be paid for the MT760.
6. In the case that European Premium Corporation Banque Limited
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8. Successfully delivers RWA/MT799 and client does not go ahead with MT760; fees paid for RWA and MT799 will not be returned.

All fees shall be agreed upon and stated in a formalized contract.