



New Importation Process

Advance payment requests for trade transactions

- Customers should sign the attached declaration that includes the HS code and registration date for the ACI and ACID number, which should match the ACID number in the presented pro forma or commercial invoice

New issuance of IDCs

- When requesting the issuance of Form 4, customers must forward the relevant ACID number to CIB through the Nafeza platform
- Customers should sign the relevant IDC request form as per the normal procedures, in addition to the attached declaration that includes the HS code and registration date for the ACI and the ACID number, which should match the ACID number in the presented commercial invoice and other supporting documents
- The Bank will review, validate and match the shipping documents against the data on the platform. After validation, the electronic Form 4 will be issued for each invoice, even if several invoices for inbound shipments or consignments were presented under one Bill of Lading
- If there is any data error or contradiction, the case will be rejected for appropriate rectification or reassigning from the customer's side

New issuance of ILCs

- When requesting the issuance of Form 4, customers must forward the relevant ACID number to CIB through the Nafeza platform
- Customers should sign the relevant ILC request form as per normal procedures, in addition to the attached declaration that includes the HS code and registration date for the ACI and ACID number
- The Bank will review, validate and match the shipping documents against the data on the platform. After validation, the electronic Form 4 will be issued for each invoice, even if several invoices for inbound shipments or consignments were presented under one Bill of Lading
- If there is any data error or contradiction, the case will be rejected for appropriate rectification or reassigning from the customer's side