EASTKING GLOBAL SERVICES LIMITED
Nigeria | Company Registration No. 7240138
19 Ladega Street, Chevy View Estate, Chevron, Nigeria
Contact: Mr Chukwudi Cornelius Ezika
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CLIENT SERVICE REQUEST FORM

TRADE FINANCE FACILITATION & CONSULTANCY | INITIAL CLIENT ENQUIRY

Complete the fields relevant to your request. Please leave any unknown item blank.

IMPORTANT — EASTKING GLOBAL SERVICES LIMITED is a trade-finance facilitation and consultancy firm, not a bank. Any BG, LC, SBLC or DLC is issued directly by a licensed bank, subject to that bank's independent due diligence, KYC, compliance checks and approval. This form is an initial enquiry only; it does not guarantee approval, financing or issuance.

1. APPLICANT / COMPANY DETAILS — TO BE COMPLETED BY THE CLIENT

Applicant / company legal name	
Country of incorporation	
Company registration / ID no.	
Registered address	
Website (if any)	
Contact person and title	
Email address	
Telephone / WhatsApp	

2. SERVICES OF INTEREST

A. Instrument support requested (select all that apply):

☐ Bank Guarantee (BG) ☐ Letter of Credit (LC) ☐ Standby Letter of Credit (SBLC)
☐ Documentary / Commercial LC (DLC) ☐ Not sure — please discuss ☐ Other

If other, or if you know the requested subtype (e.g., sight / usance LC), specify:

_____

B. Coordination and consultancy support requested (select all that apply):

☐ Initial transaction assessment / structuring	☐ Document requirements and document coordination
☐ Bank / counterparty process coordination	☐ Application and transaction information preparation
☐ Timeline and milestone coordination	☐ Post-issuance coordination, if applicable
☐ Other (please specify below)	

Other support requested: _____

TRANSACTION PROFILE

Provide an initial overview; bank and counterparty details may be marked "not yet known."

3. PROPOSED TRANSACTION DETAILS

Instrument requested		**Applicant (if different)**	
Beneficiary name		**Beneficiary country**	
Underlying goods / services		**Contract / PO reference**	
Requested amount & currency		**Required issue date**	
Requested tenor / validity		**Delivery / performance location**	
Issuing bank (if known)		**Advising / receiving bank (if known)**	

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Purpose of the request / brief description of the underlying transaction:

4. DOCUMENTS AVAILABLE / READY FOR COORDINATION

☐ Certificate of incorporation / company registration documents	☐ Ownership and beneficial-owner information
☐ Identification and address documents for relevant parties	☐ Board resolution / evidence of signing authority
☐ Underlying contract, purchase order or sales agreement	☐ Invoices, shipping or service-performance documents
☐ Company financial information (if requested)	☐ Bank or transaction details (to be shared securely)
☐ Other supporting documents	

Security note: Share sensitive KYC or banking documents only through an agreed secure channel. Do not provide passwords, online-banking credentials, PINs or private keys.

5. BG, LC, SBLC & DLC WORKING PROCEDURE

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1	After exchanging information and reviewing the client's business profile—or meeting face-to-face to discuss the transaction—the client provides a pro forma invoice for the proposed business.
2	The proposed issuer provides a quotation and the draft instrument for the requested BG, LC, SBLC or DLC for review and approval.
3	The client reviews the draft with the supplier and the supplier's bank. If acceptable, the client signs and stamps the draft.
4	The client submits KYC documents for due diligence. Eastking reviews them for facilitation purposes, while the licensed issuing bank conducts its own independent KYC, due diligence and compliance checks. If there are no outstanding queries and the bank approves, it may proceed with issuance.
5	The client pays the full leasing fees as agreed between the parties.
6	The licensed bank issues the instrument and releases a copy to Eastking or the arranging party, in accordance with the bank's process.
7	Eastking sends a copy of the instrument to the client from its company email.

All steps remain subject to the licensed bank's independent review and approval.

6. CLIENT DECLARATION & CONTACT PREFERENCE

I confirm that the information supplied in this form is accurate to the best of my knowledge and that I am authorized to make this enquiry on behalf of the applicant. I understand that this form is not an offer, engagement agreement, bank application approval or instrument issuance commitment; any bank instrument is subject to the issuing bank's independent due diligence, KYC, compliance and approval.

☐ Email ☐ Telephone ☐ WhatsApp

Authorized signatory name		**Title**	
Signature		**Date**	

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