

## Submitting Requests for Cover

To submit Requests for Cover under an APSG, please follow the instructions detailed below.

Steps to follow:

1. To submit a request for cover, please click the link to the email template.
2. The email template will pop up through your installed email client. Complete the email template ensuring that all fields marked with a '\*' are completed. This is the minimum amount of information required to process your request.
3. Attach a copy of the **Letter of Credit** to be covered. Note: multiple Letters of Credit can be submitted on the same request.
4. Send the COMPLETED email including all attachments.
5. You should receive an automatic message confirming that the request has been received by EDC.
6. EDC will process the request within 48 hours unless indicated by EDC.

To keep a record of your request, simply save the email from your 'sent items' folder of your installed email client.

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