

**DOCUMENTS REQUIRED FOR VARIOUS
FOREIGN EXCHANGE TRANSACTIONS**

1. **ADVANCE REMITTANCE FOR IMPORT OF GOODS**

- a) A1 Form (Annx-1)
- b) Proforma Invoice / Sales Contract duly signed by Buyer and Seller providing the details of Goods along with Earliest Shipment Date
- c) Request letter for Advance Remittance towards Imports (Annx-6)

2. **ADVANCE REMITTANCE FOR IMPORT OF SERVICES**

- a) Proforma invoice / Sales Contract duly signed by Buyer and Seller providing the details of services
- b) Agreement copy(s) for the Services duly signed by Buyer and Seller
- c) I.T. Form No. 145 & 146 with UDIN
- d) CA Certificate if the Service is already rendered
- e) Request Letter for outward remittances (Non Import) (Annx-7)
- f) Import Declaration Form (Annx-5)

3. **INDIVIDUAL REMITTANCES UNDER LIBERALIZED REMITTANCE
SCHEME (LRS)**

- a) Application, A2 cum Declaration for purchase of foreign exchange under the Liberalized Remittance Scheme of USD 250,000 for Resident Individuals (Annx-8)
- b) LRS – Overseas Portfolio Investment in Equity / Debt Securities – Self Declaration in case of remittance for investments in Equity / Debt Securities
- c) Overseas College Offer Letter / ID Card if the remittance is made to meet Educational / Living expenses of Student
- d) Educational Loan release proof for remittance made under Educational / Living Expenses

4. **OUTWARD REMITTANCES UNDER DIRECT RECEIPT OF DOCUMENTS**

- a) Commercial Invoice
- b) Packing List
- c) Bill of Lading / Airway Bill copy
- d) Bill of Entry
- e) Request letter for remittance towards Direct Import Bills (Annx-9)
- f) A1 Form (Annx-1)

5. OUTWARD REMITTANCES FOR NON-RESIDENTS FROM NRO / NRE ACCOUNTS

- a) A2 cum Outward Remittance Application for Non-Resident Individual (Annx-10)
- b) For remittances from NRO account, Form No. 145 / 146 with UDIN
- c) For remittance from NRO account, Source of Funds to be stated and proof to be provided

6. MERCHANTING TRADE TRANSACTIONS

- a) Request Letter for Outward Remittance Towards Merchant Trade – Import Leg (Annx-11)
- b) Sale and Purchase contract duly signed by Buyer and Seller
- c) Bill of Lading (Vessel / Bill of Lading / Container would be checked for genuineness of the Document and the charges, in actual, would be recovered from the Customer)
- d) Merchant Trade Transaction – Export Leg Documents

7. MBIL (MISC EXPORT BILLS)

- a) Request letter for processing Export Bills against Advance Remittance Received (Annx-12)
- b) Commercial Invoice
- c) Bill of Lading / Airway Bill
- d) First two pages of Shipping Bill
- e) Packing List (optional)

8. BOOKING OF EXPORT BILLS FOR COLLECTION / NEGOTIATION / PURCHASE

- a) Request Letter for processing Export Bill (Annx-13)
- b) Commercial Invoice (in Original)
- c) Bill of Lading / Airway Bill (in Original)
- d) Shipping Bill
- e) Packing List
- f) Any other document as specified by Buyer

9. EXPORT BILL REALIZATION

- a) Disposal Instruction – Export Bill Realization (Annx-14)

10. CLOSURE OF SHIPPING BILLS / BILLS OF ENTRY UP TO RS. 10 LAKHS
(if no IRM/ORM pending)

- a) Self-Declaration for closure of Shipping Bills / Bills of Entry (Annx-18)

11. ESTABLISHMENT OF FOREIGN LETTERS OF CREDIT

- a) FX – 9 Application for Opening of Irrevocable Documentary Letter of Credit – Import (Annx-15)
- b) Proforma Invoice / Sales Contract duly signed by Buyer and Seller
- c) FEMA Form 1 (Annx-3)
- d) A1 Form (Annx-1)

12. STANDBY LETTER OF CREDIT (SBLC) / FOREIGN BANK GUARANTEE (FBG) FOR BUYERS CREDIT (TRADE CREDIT)

- a) Trade Credit – Application for approval of Trade Credit for Imports (Annx-16)
- b) Overseas Bank's offer letter and format of SBLC / FBG

13. FOREIGN BANK GUARANTEES (OTHER THAN BUYERS / TRADE CREDIT)

- a) Proforma Invoice / Sales Contract / Contract / Agreement duly signed by both the parties
- b) FBG format
- c) Applicant letter for issuance of Foreign Bank Guarantee (Annx-17)

14. INWARD REMITTANCES DISPOSAL INSTRUCTIONS (OTHER THAN FOR FDI/ECB/EXPORTS)

- a) Inward remittance Disposal Instruction – One time or standing. (Annx-19)

15. FOR TRANSACTIONS NOT APPEARING ABOVE

- a) **Please approach your Home Branch to get the details of Documents Required to process the transactions**