

// ON LETTER HEAD OF COMPANY //**REQUEST LETTER FOR PROCESSING OF EXPORT BILL AGAINST ADVANCE
REMITTANCE RECEIVED**

To
The Branch Manager,
Karur Vysya Bank,
_____ Branch.

Reg: Request for processing of Export documents against advance remittance received for release of GR/Shipping Bill/Softex form. A/c No. _____

We enclose herewith the following export documents for release of GR/Shipping Bill/Softex form. We are eligible to export the goods mentioned in the invoice under the current Foreign Trade Policy in place. Our IE code is: _____

Bill Amount: _____

S.No	Invoice No	Invoice Amount	Transport Document ref no.(B/L / AWB / LR)	Transport Document Date
1				
2				
3				

S.No	GR/SB/Softex Form No.	GR/SB/Softex Form date	GR/SB/Softex Form date	AD Code declared in GR	Port Code
1					
2					
3					

If the above mentioned documents are being submitted after expiry of 21 days from date of shipment, then please briefly describe the reason for delay in submission of document _____

The following inward remittance/s is to be adjusted for the above export documents:

S.No	Inward Remittance ref no.	Inward remittance date	Inward remittance Amount	Amount to be Utilized for the above bill
1				
2				
3				

Total inward remittance to be Utilized _____

Bank Charges if any _____ (i.e. Difference of Shipping bill amount and Inward remittance amount)

If the inward remittance date is more than one year, then please briefly describe the reason for delay in shipment of goods _____

DECLARATION

I/we hereby declare that the purpose and transaction details as mentioned above are true to the best of my knowledge does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the FEM(Exports and Import of Goods and Services) Regulation 2026 or any rule, regulation, notification, direction or order made there under. I/We agree that I/We shall be responsible and liable for any incorrect detail provided by me/us.

I/We also hereby agree and undertake to give such information / documents as will reasonably satisfy you about this transaction in terms of the above declaration.

I/we also understand that if I/we refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall, if it has reason to believe that any contravention/evasion is contemplated by me/us, report that matter to the RBI.

I/we also agree that the exchange rate will be applicable at the time of deal booking and may vary from the rate prevailing when the request is submitted. I/we also understand that the rate communicated to us (if any) is an indicative rate and the actual rate may be different from the same.

I/We declare that the transaction does not have linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner. If the transaction involves linkage with any Specially Designated Nationals and Blocked Persons (SDN)/countries listed under OFAC in any manner, I/We undertake not to hold The Karur Vysya Bank Ltd responsible for any of its action or inaction in respect of the OFAC-linked transactions.

I/We further declare that the undersigned has the authority to give this application, declaration and undertaking on behalf of the firm/company.

I/We authorize you to debit all your charges for processing of above mentioned documents from our account.

Date:

Authorised Signatory

GUIDELINES/CHECKLIST FOR THE APPLICANT FOR ENSURING SPEEDY & ERROR FREE REMITTANCE

1. Request letter to be signed by Authorized Signatory/ies of the company.
2. Ensure that all columns are filled in the request letter.
3. The name of the remitter mentioned in the inward remittance should be same as the buyer of the goods (as mentioned in the invoice/GR), otherwise please attach clarification/documentary proof for such difference.
4. GR/SB/Softex form is to be submitted in original.
5. Amount of inward remittances (if more than one inward remittance is being adjusted then sum total of all inward remittances) should not be less than bill amount (GR/invoice amount or if more than one GR/Invoice is being submitted then sum total of all GRs/Invoices).
6. GR/SB/Softex value to match with invoice amount, if differs then reason to be stated.
7. If GR submitted states another bank AD code, the processing will be done only after transfer of GR from another bank in EDPMS.
8. In case of any Discount/ reduction in Invoice is permitted, we (exporter) declare that proportionate export Incentives if any will be surrendered.