

ON LETTER HEAD OF COMPANY

REQUEST LETTER FOR PROCESSING OF EXPORT BILL

To

The Branch Manager,
Karur Vysya Bank,

_____ Branch.

Reg: Request for processing of Export documents for Negotiation / Collection / Purchase / Discount / Rupee advance. A/c No. _____

We enclose herewith the following export documents for Negotiation / Collection / Purchase / Discount / Rupee advance. 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: _____ Tenor: _____
H.S.Code: _____ Interest Equalisation applicable: Yes/No

S.No	Invoice No	Invoice Amount	Transport Document no.(B/L / AWB / LR)	ref	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 _____

No. of documents submitted:

Docu ments	Bill of Exchang e	Invoi ce	Transport Doc. .(B/L / AWB / LR)	Packi ng list	Certific ate of origin	Insuran ce	GR/SB/Sof tex Form	Others
Origin al								
Duplic ate								

No. of documents to be sent to foreign bank:

Document s	Bill of Exchang e	Invoi ce	Transport Doc. .(B/L / AWB / LR)	Pac king list	Certificate of origin	Insur ance	Others
Original							
Duplicate							

We hereby enclose the Original LC No. _____ dated _____ of _____ along with all amendments (No of amendments _____) and advising letters duly stamped with revenue stamp on the reverse.

Instructions to foreign bank:

1. Documents to be delivered against PAYMENT / ACCEPTANCE.
2. All banking charges outside India for our / their account.
3. Protest / Do not protest for non-payment / non-acceptance.
4. Other instructions if any _____

Please forward the documents in one lot by courier at our cost, risk and responsibility to (name and address of bank) _____

Proceeds disposal instruction for Negotiation / Collection / Purchase / Discount / Rupee advance:

1. Please credit _____ (Amount) to packing credit account no. _____.
2. Please credit _____ (Amount) to operative account No. _____.
3. Please credit _____ (Amount) to EEFC account No. _____.

Forward Contract Details:

Forward Contract No	Date	Forward contract amount	Amount to be utilized for this remittance	Due date of the contract

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 undertake to realize the amount within stipulated time specified by RBI. In case of realization received in short, I/We confirm and undertake that the Duty Drawback for the Un-realized Portion pertaining to this Export Bill will be surrendered back to respective Customs Officials.

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 Authorised Signatory/ies of the company.
2. Ensure that all columns are filled in the request letter.
3. GR/SB/Softex form is to be submitted in original.
4. GR/SB/Softex value to match with invoice amount, if differs then reason to be stated.
5. If GR submitted states another bank AD code, the processing will be done only after transfer of GR from another bank in EDPMS.
6. Please give clear disposal instruction of credit proceeds.