

ON LETTER HEAD OF COMPANY  
**REQUEST LETTER FOR TRADE CREDIT - IMPORTS**

To  
 The Branch Manager,  
 Karur Vysya Bank,  
 \_\_\_\_\_ Branch.

(To be completed by the applicant in block letters)

We request you to please arrange buyer's credit / supplier's credit as per below details:

**I.Details of Applicant:**

|                       |                                                                      |
|-----------------------|----------------------------------------------------------------------|
| Name of the Applicant |                                                                      |
| Account Number        |                                                                      |
| Address               |                                                                      |
| Phone No.             |                                                                      |
| Status                | Sole Proprietor/Partnership/Private sector/Public sector/others_____ |

**II.Information about the proposed loan/credit:**

|                         |                                                   |                                                    |                  |
|-------------------------|---------------------------------------------------|----------------------------------------------------|------------------|
| Nature of Trade Credit  |                                                   | Buyer's Credit / Supplier's Credit                 |                  |
| Nature of Transaction   | Fresh / Rollover                                  | Quote arrangement by                               | Bank / Ourselves |
| In case of Rollover     | Repay Interest alone / Repay Principal + Interest |                                                    |                  |
| Loan Amount             | Foreign Currency                                  | Amount                                             |                  |
| Rate of Interest<br>(a) | Other charges, if any<br>(b)                      | All-in-cost (a+b) (should not exceed ARR+3.0% p.a) |                  |
| Period of Loan          | Repayment Terms                                   | Half-Yearly / Annual / Bullet                      |                  |

**III.Details of Supplier:**

|                             |  |
|-----------------------------|--|
| Name of the Supplier/lender |  |
| Address                     |  |

**IV.Details of Commodity:**

|                                                       |                                   |
|-------------------------------------------------------|-----------------------------------|
| Particular of commodity (ies) imported/to be imported | Non-capital Goods / Capital Goods |
| Description of Commodity                              |                                   |

**V.Details of imports made / to be made:**

| Bill Reference | Beneficiary | Currency | Amount | Bill due date/ Draw down date | Date of shipment @ | Payment Terms     | Bill of Entry submitted to branch |
|----------------|-------------|----------|--------|-------------------------------|--------------------|-------------------|-----------------------------------|
|                |             |          |        |                               |                    | Sight/Usance days | Yes / No*                         |
|                |             |          |        |                               |                    | Sight/Usance days | Yes / No*                         |

|  |  |  |  |  |  |                      |           |
|--|--|--|--|--|--|----------------------|-----------|
|  |  |  |  |  |  | Sight/Usance<br>days | Yes / No* |
|  |  |  |  |  |  | Sight/Usance<br>days | Yes / No* |

\*If no, give reason for non-submission of BOE

@ If goods are yet to be received, whether goods have been sold on high seas or any such sale is contemplated, give reason.

### Authorised Signatory

#### IV.Details of Documents (tick where applicable):

|  |                                        |                                                                                                                                                                                           |
|--|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Documents handled by KVB               | Acceptance of bill under LC/Collection and Form A1 enclosed.                                                                                                                              |
|  | Direct remittance to be handled by KVB | Outward remittance application, Invoices, BL/AWB, Form A1 and Triplicate copy of original BOE enclosed.                                                                                   |
|  | Documents handled by other Bank        | Invoices, BL/AWB, NOC from transaction handled bank with undertaking to complete FEM(Exports and Import of Goods and Services) Regulation 2026 related to the documents handled enclosed. |

### DECLARATION

We certify that all details provided are true and correct to the best of our knowledge and belief and this transaction is within the regulatory guidelines prevailing at the time of arrangement. The credit / loan to be raised will be utilized for the purpose for which it is being applied for vide this application and shall not be utilized for investment in stock market and real estate.

For quotes arranged by ourselves, we will submit offer letter from eligible lender quoting regulatory acceptable quote. For LC sight bills and collection bills, we have no objection to remit the bill payment after sighting credit in your Nostro account. We don't have any objection if during the process the credit remains in your Nostro account for a day or two for verification of credit due to holidays.

I/We hereby accept the quote of ARR + \_\_\_\_ % arranged by Bank (if quote is arranged by Bank).

#### Other relevant declarations:

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 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 authorize you to debit my/our account towards your charges including overdue charges in case of delayed funding and on due date overseas bank interest/charges and principal amount.

Place;  
Date:

Authorised Signatory

THE KARUR VYSYA BANK LTD., \_\_\_\_\_ BRANCH

We hereby certify that :-

- i) We have scrutinized the application and the original letter of offer from the lender / supplier and also all the documents relating to the import / proposed import, proposed borrowing / financing arrangement\* and have found the same to be in order. We recommend the application.
- ii) Our Lc No. \_\_\_\_\_ Bill No. \_\_\_\_\_.
- iii) \* Bill of Entry has been / has not been submitted to us and we have verified the same / the

- iv) reason for non-submission of Bill of Entry is \_\_\_\_\_.  
Sanctioning authority permission has been obtained vide their letter No. \_\_\_\_\_ dated \_\_\_\_\_ for extending the above buyers / suppliers credit\*.
- v) We authorise you to debit the cusotmer account towards your processing fee of Rs.2500/- and communication cost.

**(Signature of Authorised official)**

Place :  
Date :

Name :  
Designation :

\* Please strike-off whichever is not applicable.

ON LETTER HEAD OF COMPANY

**REQUEST LETTER FOR REMITTANCE TOWARD DIRECT IMPORT BILLS**

To  
The Branch Manager,  
Karur Vysya Bank,  
\_\_\_\_\_ Branch.

(To be completed by the applicant in block letters)

We hereby request you to remit the amount as per the details given below:

**I.Details of Applicant(remitter):**

|                       |  |
|-----------------------|--|
| Name of the Applicant |  |
| Account Number        |  |
| Address               |  |
| Phone No.             |  |

**II.Details of Beneficiary:**

|                                                                          |                                       |
|--------------------------------------------------------------------------|---------------------------------------|
| Name of the Beneficiary                                                  |                                       |
| Address                                                                  |                                       |
| Phone No.                                                                |                                       |
| Beneficiary Account No.                                                  |                                       |
| Name and address of the Bank where the beneficiary account is maintained |                                       |
| SWIFT/SORT code, IBAN NO.                                                |                                       |
| Correspondent Bank Name and SWIFT code (if any)                          |                                       |
| Foreign Bank charges                                                     | To our Account/To beneficiary Account |

**III.Details of Foreign Exchange required:**

|                   |                    |
|-------------------|--------------------|
| Foreign Currency: | Amount in figures: |
| Amount in Words:  |                    |

**IV.Bill of Entry Details:**

| BOE No. | BOE Date | Amount | Port Code | AD Code declared in BOE | High Sea Sales |
|---------|----------|--------|-----------|-------------------------|----------------|
|         |          |        |           |                         | Yes/No         |
|         |          |        |           |                         | Yes/No         |
|         |          |        |           |                         | Yes/No         |

**V.Reasons for the delayed import payment** (applicable if payment is made beyond 180 days from the date of shipment) \_\_\_\_\_ (Please attach separate sheet).

Authorised Signatory