

ON LETTER HEAD OF COMPANY
REQUEST LETTER FOR ADVANCE REMITTANCE TOWARDS IMPORTS

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

(To be completed by the applicant in block letters)

We wish to import _____ (Goods) as part of our Raw Material / Capital Goods requirements, and our IE Code No. _____.

We hereby request you to remit for 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	
Beneficiary Account No.	
Name and address of the Bank where the beneficiary account is maintained	
SWIFT/SORT code, IBAN NO.	
Correspondent/Intermediary Bank Name and SWIFT code (if any)	
Foreign Bank charges	To our Account/To beneficiary Account
Purpose code of beneficiary country	
HS Code and Description of Goods	
Category of Goods (If Restricted , Corresponding License Number)	Free /Restricted (Tick the appropriate one) License No:(If Restricted)
Latest Credit Opinion on Beneficiary which is less than 6 months from the date of current transaction is enclosed (Applicable if the underlying contract/invoice Value Exceeds USD 1 Lac or Equivalent irrespective of current transaction/ payment amount)	Yes / No

Authorised Signatory

III.Details of Foreign Exchange required:

Foreign Currency:	Amount in figures:
Amount in Words:	

IV.Additional message to be sent along with wire transfer on your behalf:**V.Forward Contract details:**

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

VI. Expected Import Date: _____**VII. Additional details required for the following currencies:**

CAD (Routing No)	GBP (Sort Code)	AUD (Routing No)	UAE (Purpose code)

VIII. HS Codes: _____

We request you to debit our EEFC account no. _____ for an amount of _____ and the balance amount to our OCC/SOD/CA. _____ along with your charges.

DECLARATION

We undertake that we shall make the physical import within the contract period from the date of remittance. In the case of non-import within the contract period, we aware that any further advance remittance will not be allowed for us in the banking system. We also aware that in case of non-import, any Import remittance in the banking system can be initiated only through Letter of Credit or Foreign Bank Guarantee.

We undertake that for the above said advance remittance documentary evidence of import will be furnished immediately on physical import.

We undertake that the request can be proceeded after obtaining credit opinion on the beneficiary **(Applicable if the underlying contract/invoice Value Exceeds USD 1 Lac or Equivalent irrespective of current transaction/payment amount.)**

We also undertake that in the event of non import within 6 months from the date of remittance, the amount will be repatriated into India.

We also undertake to submit the documents (including Bill of Entry) under the same HS Code and note to inform the respective ORM Reference Number while making the payment /giving Acceptance.

The goods imported by us are (Please select any one):

☐ Not covered under prohibited or restricted list and are freely importable as per Foreign Trade Policy 2015-2020 and amendments there to till date.

☐ Restricted for import as per Foreign Trade Policy 2015-2020 and amendments there to till date and original exchange control copy of the license issued by DGFT/Other equivalent body approved by DGFT/Government is enclosed.

Date

Authorised Signatory

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 agree that in the event of transaction could not be executed/debited to my/ our account after submitting the request for processing to the bank on account of insufficient/ unclear balance at the same time of execution of the transaction in my/ our account any exchange losses incurred in this connection due to reversal of the Forex deal can be charged to my/our account.

I/we agree that in the event the transaction is cancelled or revoked by me/us after submitting the request for processing to the bank any exchange losses incurred in this connection can be charged to my/our account. I/we further agree that once the funds remitted by me/us have been transmitted by the bank to the correspondent and/or beneficiary banks, the bank shall not be responsible for any delays in the disbursement of such funds including the withholding of such funds by the correspondent and/or beneficiary banks. I/We further agree that once the funds remitted by me / us have been transmitted by Karur Vysya Bank, intermediary Bank charges may be levied by Correspondent and / or Beneficiary Banks, which may vary from bank to bank.

I/we agree that in the event the transaction being rejected by the beneficiary bank because of incorrect information submitted by me, any charges levied by the beneficiary bank or exchange losses incurred in this connection can be charged to my bank account.

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 my/our account together with your charges and remit outwardly as per details provided in the application.

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. Proforma invoice issued by the supplier should indicate advance payment, terms of payment and latest date of shipment.
4. Form A1 to be duly filled in and signed by the Authorised Signatory/ies of the company.
5. Advance payment of USD 100,000 and above can be made only after obtaining credit opinion report on overseas supplier is obtained.
6. Where ever the commodity to be imported is covered under negative list, original import licence to be produced to the Bank.
7. The remittance to be made directly to the supplier/manufacturer of goods and not to any third pary.
8. In the event of Non-Import, amount of advance remittance should be repatriated into India.
9. Exchange control copy of the Bill of Entry should be signed by the Autorised Signatory/ies of the company and should be submitted immediately on actual physical import.
10. Under FEM(Exports and Import of Goods and Services) Regulation 2026, actual import should take place within contract period.