

ON LETTER HEAD OF COMPANY
REQUEST LETTER FOR OUTWARD REMITTANCES (NON IMPORT)

To
 The Branch Manager,
 Karur Vysya Bank,

_____ Branch.

(To be completed by the applicant in block letters)

I/We wish to make the following outward remittance and 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	

III.Details of Foreign Exchange required:

Foreign Currency:	Amount in figures:
Amount in Words:	

IV.Purpose of Remittance with Purpose Code:

Code:	Description:

Authorised Signatory

V. Additional message to be sent along with wire transfer on your behalf:

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VI. Payment for import of services (Purpose Group Nos. 02, 03, 05, 06, 07, 08, 09 10, 11, 15, 16 or 17), please indicate:

- a. "Name of the country providing ultimate services:"
- b. Service Accounting Code (as per Central Board of Indirect Taxes and Customs) : _____

(Remitter should put a tick (✓) against an appropriate purpose code. In case of doubt/ difficulty, the AD bank should be consulted).

VII. Additional details required for the following currencies:

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

VIII. Forward Contract details:

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

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.

VIII. Additional details required for the following currencies:

CAD	GBP	AUD	UAE
Routing No:	Sortcode:	Routing No:	Purpose code:

Authorised Signatory

DECLARATION

I/ We hereby declare that the total amount of foreign exchange purchased from or remitted through all sources in India during this Calendar / Financial year including this application is within USD Limit as prescribed by RBI for the said purpose under FEM(Exports and Import of Goods and Services) Regulation 2026.

I/ We hereby declare that the transaction mentioned above doesn't involve, and is not designed for any purpose for which the drawing of foreign exchange is prohibited for the following,

1. Travel to Nepal & or Bhutan
2. Transaction with a person resident in Nepal or Bhutan
3. Remittance out of lottery winnings
4. Remittance of Income from Racing / riding etc. or any other hobby.

5. Remittance for purchases of Lottery tickets, banned or prescribed magazines, football pools, sweep stakes, schemes involving money circulations, securing prize money awards etc.
6. Payment of commission on exports made towards equity investments in joint ventures / wholly owned subsidiaries abroad of Indian Companies
7. Remittance of dividend by any company to which the requirement of dividend balancing is applicable.
8. Payment of commission on export under rupee state credit route except commission up to 10% in invoice value of exports of Tea & Tobacco.
9. Payment related to "Call back services" or telephones.
10. Remittance of interest income on funds held in non-resident special rupee a/c schemes.

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/W e 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 in 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.

We hereby declare that the trade is genuine and is supported by the confirmed orders. Confirmed orders received by us from the overseas parties.

The parties involved in the transaction are genuine render of services and we ensured that their track record in the market is satisfactory. In case AD Bank needs the credit opinion of the overseas parties, we may furnish the same at our cost.

I/We further declare that the undersigned has the authority to give this application, declaration and undertaking on behalf if 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. (a) PAN mandatory for all (b) Other than Individuals GSTIN mandatory (c) Other than individuals IE code conditional mandatory (d) Service Accounting Code (as per Central Board of Indirect Taxes and Customs) mandatory
4. Documentary proof duly signed by Buyer and Seller (a) Proforma Invoice / Copy of sales contract (b) Agreement Copy.
5. **Import Declaration Form**
6. Form 15CA & 15CB. **(With UDIN Duly Mentioned)** – In case of advance payment.
7. CA certificate with UDIN – in case of service already rendered.
8. Other Document to be submitted:
 - a) ODI Payments:
 - Form ODI full set
 - Annexure 1 declaration cum undertaking
 - Networth certificate
 - CA certificate
 - PAN card
 - 3 yrs IT returns
 - Offer of shares from the overseas firm
 - Valuation certificate of the overseas firm
 - Registration certificate of the overseas firm
 - Copy of Board resolution
 - MOA of both the company
 - b) Dividend Payments: Certificate from CA or CS that
 - Shares have been validly issued to an overseas party giving names of non-resident shareholders and quantity of shareholding as on the record date of payment of dividend.
 - That the amount of remittance being made is net of dividend already paid/payable to domestic accounts/custodians of foreign shareholders.
 - Certified true copies of the board and general meeting resolutions (AGM's resolution not applicable for interim dividend) authorizing payment and quantum (%) of dividend.