

GUIDELINES ON PROCESSING EXPORT OF GOODS AND SERVICES TRANSACTIONS

1. REALIZATION / REPATRIATION / MANNER OF PROCEEDS OF EXPORTS OF GOODS AND SERVICES				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Time Period for realization of Export Bills in Foreign Currency	Full export value of goods and services shall be realized in Foreign Currency and repatriated as specified below: i) 9 months from the date of shipment in case of goods; ii) 9 months from the date of invoice in case of services; iii) 15 months from the date of sale of goods from the warehouse in case of goods exported to a warehouse outside India	Vertical Head of respective Business Unit can permit extension of time for realization beyond 9/15 months and up to 24 months from the date of Shipment / Invoice / Sale (as the case may be) subject to satisfactory submission of reasons for delay. Vertical Head of CFPC can permit extension of time for realization beyond 24 and up to 36 months subject to satisfactory submission of reasons for delay.	Customer request letter for extending the due date along with recommendation from respective Branch / Business Unit. Charges as applicable to Extension in Due Date of Export Bill under Exports, per extension, will be applicable.

2	Time Period for realization of Export Bills in INR through Vostro / SRVA mechanism	Full export value of goods and services shall be realized in INR and repatriated as specified below: i) 18 months from the date of shipment in case of goods; ii) 18 months from the date of invoice in case of services; iii) 18 months from the date of sale of goods from the warehouse in case goods exported to warehouse outside India	Vertical Head of respective Business Unit can permit extension of time for realization beyond 18 months and up to 24 months from the date of Shipment / Invoice / Sale (as the case may be) subject to satisfactory submission of reasons for delay. Vertical Head of CFPC can permit extension of time for realization beyond 24 and up to 36 months subject to satisfactory submission of reasons for delay.	Customer request letter for extending the due date along with recommendation from respective Branch / Business Unit. Charges as applicable to Extension in Due Date of Export Bill under Exports for each Shipping Bill per extension will be applicable.
3	Manner of Receipt and Payment	a) For Exports to Nepal and Bhutan - in Foreign Currency or in INR b) For Exports to Member Countries of ACU (Other than Nepal and Bhutan) – through ACU account. Exports to Myanmar can be settled through ACU mechanism or in any freely convertible currency. Exports to Maldives can be settled through ACU mechanism or in INR or Maldivian Rufiyaa. c) For exports to Other Countries – In Foreign Currency or in INR	CFPC would check the details of Export Settlement received before booking / liquidation of Export Bills.	Charges would be recovered at the time of booking of Export Bills / MBILs and not at the time of payment (liquidation) of export bills

		d) Export related settlement through Online Payment Gateways Customers to follow up for payment advise from Bank's maintaining Vostro Account or Accounts of Payment Aggregators for export proceeds received in INR. For export proceeds received through our Nostro account mechanism, credit advise would be provided by the Branch. Customer to submit the Payment / Credit advise along with Export Documents for Booking / Closure of Shipping Bills / Inward Remittances.		
--	--	--	--	--

2. SUBMISSION OF EDF FOR EXPORT OF GOODS AND SERVICES				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Submission of Export Declaration Form (EDF) for Export of Goods through Electronic Data Interface (EDI) ports	EDF would be deemed to submitted as part of Shipping Bill for goods exported through Electronic Data Interchange (EDI) port. Submission of Shipping Bill would be considered as EDF at the time of booking of Export Bills. Shipping Bills from EDI ports would be auto uploaded to EDPMS by Customs Department. CFPC would book / liquidate Export / Shipping Bill only if the Shipping Bill is uploaded in EDPMS Portal.	Head – CFPC would permit for booking of Shipping Bills, if the same is not reflected in EDPMS, on collection basis only. If Post – Shipment Finance has to be extended to such bills, then approval from Vertical Head to be obtained by respective business unit.	Charges applicable to Booking of Export Bills (Collection / MBIL) would be collected in addition to Courier Charges, if any.

2	Submission of Export Declaration Form (EDF) for Export of Goods through Non-EDI ports	Customer has to submit EDF to specified authority as per the format attached (Annexure - IV) and get the same attested. Customer to submit the attested copy of EDF to AD Bank within 21 days from the date of attestation. In addition other documents like Bill of Lading, Commercial Invoice etc also to be submitted. Based on EDF and other documents submitted by the customer, CFPC will manually report the EDF in EDPMS within 5 working days from the date of receipt of EDF and other documents.	In case of delay in submission of EDF beyond 21 days and up to 3 months, Head – CFPC will permit reporting of EDF in EDPMS based on satisfactory reasons submitted by the Customer. In case the delay is more than 3 months from the date of attestation, Vertical Head approval of respective business unit to be obtained before reporting in EDPMS. In case 100% advance remittance is already received, then CFPC can report the EDF in EDPMS at the time of processing Export Bill (MBIL) even in cases where the EDF has been submitted after 21 days from the date of attestation.	Service charges of manually reporting EDF in EDPMS will be as per charges referred under Bank Certificates & Attestations under Exports.
---	---	--	---	--

3	Submission of Export Declaration Form (EDF) for Export of Software (SOFTEX)	Software means any Computer Programme, Database, Drawing, Design, Audio/Video signals, any information by whatever name called in or any medium other than in or on any physical medium. Customer has to file SOFTEX form with Software Technology Parks of India (STPI) or Development Commissioner of Special Economic Zones (SEZ). SOFTEX data from STPI/SEZ are transmitted in electronic format for updation in EDPMS. Submission of SOFTEX would be considered as EDF at the time of booking of Export Bills. CFPC would book / liquidate Export / SOFTEX Bill only if the SOFTEX Bill is uploaded in EDPMS Portal.	Head – CFPC would permit for booking of SOFTEX Bills, if the same is not reflected in EDPMS, on collection basis only. If Post – Shipment Finance has to be extended to such bills, then approval from Vertical Head to be obtained by respective business unit.	Charges applicable to Booking of Export Bills (Collection / MBIL) would be applicable in addition to Courier Charges, if any.
---	---	--	--	---

4	Submission of Export Declaration Form (EDF) for Export of Services (including Software Services)	Customer to submit EDF as per the format attached (Annexure -) to specified authority, for attestation, within 30 days from the end of month in which invoice for services has been raised, provided that: i) the exporter of services who has exported services to one or more recipients in a month, may submit a single EDF for all such exports; ii) the exporter of services may submit an EDF on or before the date of receipt of payment. Based on attested EDF and other documents like Commercial Invoice / Agreement Copy for Services etc submitted by the customer, CFPC will manually report the EDF in EDPMS within 5 working days from the date of receipt of EDF and other documents.	In case of delay in submission of EDF beyond 30 days and up to 3 months, Head – CFPC will permit reporting of EDF in EDPMS based on satisfactory reasons submitted by the Customer. In case the delay is more than 3 months from the due date, Vertical Head approval of respective business unit to be obtained before reporting in EDPMS. In case 100% advance remittance is already received, then CFPC can report the EDF in EDPMS at the time of processing Export Bill (MBIL) even in cases where the EDF has been submitted after 30 days from the end of month in which invoice for services has been raised after duly advising the customer to comply with the guidelines.	Service charges of manually reporting EDF in EDPMS will be as per charges referred under Bank Certificates & Attestations under Exports for each EDF
---	--	--	--	--

5	Definition of Specified Authority	As per RBI directions, Specified Authority means: i) Commissioner of Customs in Domestic Tariff Area (DTA) and Development Commissioner of Special Economic Zones (SEZ) in SEZ for goods; ii) An Authorized Dealer in DTA and Development Commissioner of SEZ for Services (including Software Services) other than Software; and iii) An Authorized Dealer or STPI in DTA and Development Commissioner of SEZ in SEZ for Software. As an Authorized Dealer, Customer can approach our Bank also to attest the EDF for Export of Services and Software. Since Export of Software need to be uploaded in EDPMS portal, we may advise the Customers to approach respective STPI or Development Commissioner of SEZ in SEZ for attestation of EDF. Branch Head may be permitted to attest the EDF after seeking approval from CFPC. Branch has to obtain the request letter from the Customer, EDF form duly filled and signed by the authorized signatory and proof of services exports (including software exports) and forward to CFPC for approval.	Head – CFPC may be permitted to approve attestation of EDF for Services exports (including Software Services) by respective Branch Head based on: i) recommendations by respective business unit ii) Business Unit should confirm that the customer is compliant with KYC / AML / CFT guidelines iii) Customer is maintaining satisfactorily conducted account for a minimum period of 6 months with the Bank. Minimum 6 months account is not required in respect of customers enjoying credit facilities iv) Any deviations in the conditions mentioned above can be permitted by the Vertical Head of CFPC.	Charges as specified under Bank Certificates & Attestations under Exports would be applicable for each attestation. In addition, charges for uploading of EDF in EDPMS also would be applicable as mentioned earlier.
---	-----------------------------------	---	--	--

3. THIRD PARTY PROCEEDS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Payment from Third Party declared in Shipping Bill	Proceeds of Export of Goods and Services received from a Party, other than Cosignee, declared in Shipping Bill	CFPC will book / liquidate the Export Bill & / or MBIL if Third party name matches with the name provided in Shipping Bill	Normal Export Bill Booking / MBIL charges would be applicable. No additional charges for processing payments received from Third Party
2	Payment from Third Party NOT declared in Shipping Bill	Proceeds of Export of Goods and Services received from a party, other than consignee, not declared in Shipping Bill. Customer should submit request letter to process the transaction providing the reasons for payment from a Party not declared in Shipping Bill. Customer should also declare that the respective Shipping Bill is not under investigation by any enforcement authority.	CFPC will process the Export Bill & / or MBIL subject to receipt of request letter from customer and recommendations from respective business unit that: a) The customer is compliant with KYC / AML / CFT guidelines. b) The customer's dealing with the Bank is satisfactory	Normal Export Bill Booking / MBIL charges would be applicable. No additional charges for processing payments received from Third Party

4. RECEIPT OF ADVANCE AGAINST EXPORTS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Receipt of Advance Remittance against Export of Goods / Services	Customer is permitted to receive Advance payment for their exports subject to following guidelines: i) Shipment of goods is made within three years from the date of receipt of Advance Remittance; ii) If partial / NIL shipment has taken place, the balance / full amount of advance remittance to be returned within three years from the date of receipt of Advance Remittance; iii) Interest payment, if any, for the Advance Remittance received shall not exceed the all-in-cost ceiling of trade credit in terms of the Foreign Exchange Management (Borrowing and Lending) Regulations, 2018, as amended from time to time;	CFPC can extend the due date in case the Exporter requires additional time for exports subject to approval of respective Vertical Head	Service charges as applicable to Clean Inward Remittance to be collected. In addition, if the remittances are under Purpose Advance Remittance against Exports of Goods / Services, additional eIRM charges referred under Bank Certificates & Attestations under Exports would be applicable

5. EDF WAIVER				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Request for EDF Waiver by Customers for participating in Trade Fair / Exhibition abroad	EDF waiver can be provided subject to: i) Customer to request for waiver of EDF attaching the Trade Fair / Exhibition details ii) Recommendation by Home Branch confirming that the customer is compliant to KYC / AML / CFT guidelines.	Head – CFPC / AGM / Chief Manager of CFPC can approve EDF waiver subject to compliance with following conditions: i) Customer to produce relative Bill of Entry within one month of re-import into India of the unsold items. Bill of Entry to capture the Shipping Bill number; ii) Customer is permitted to sell the goods at Trade Fair / Exhibition abroad at discounted value; iii) Customer is also permitted to gift the goods up to the value of USD 5,000 per Trade Fair / Exhibition; iv) Customer to provide the details of methods of disposal i.e., sales at full value, sales at discounted value, gifts	Charges referred under GR / SB waiver under Exports to be collected

			and the quantity / value brought back which is to be reflected in Bill of Entry.	
2	Request for EDF Waiver by Customers for export of goods for re-imports after repairs / maintenance / testing / calibration etc	EDF waiver can be provided subject to: i) Customer to request for waiver of EDF attaching the Invoice copy for Repairs / Testing / Maintenance etc ii) Recommendation by Home Branch confirming that the customer is compliant to KYC / AML / CFT guidelines.	Head – CFPC / AGM / Chief Manager of CFPC can approve EDF waiver subject to compliance with following conditions: i) Customer to produce relative Bill of Entry within one month of re-import into India of the exported items. Bill of Entry to capture the Shipping Bill number; ii) Where the goods have been exported for testing and are destroyed during testing, certificate issued by testing agency that the goods have been destroyed during testing to be obtained in lieu of Bill of Entry	Charges referred under GR / SB waiver under Exports to be collected

3	Request for EDF Waiver by Customers for Exporting goods on Free of Cost Basis (Other than Gems & Jewellery Sector, Articles of Gold and Precious metals)	EDF waiver can be provided to Status Holders subject to: i) Submission of request letter by customer for waiver of EDF for exporting goods on Free of Cost Basis ii) Amount of total EDF waiver provided in a Financial Year is restricted to 2% of average Export Realization during preceding Three Financial Years iii) In case of supplies of Pharma products, vaccines and lifesaving drugs to health programmes of International Agencies like UN, WHO, Govt Health Programmes etc, the annual limit shall be 8% of the average export realization during the preceding Three Financial Year iv) Recommendations by Home Branch that the customer is compliant with KYC /AML /CFT guidelines	Head – CFPC / AGM / Chief Manager of CFPC can approve EDF waiver for Status Holders after complying with the Annual Limits. In case of any deviations, Vertical Head of respective Business Unit / CFPC approval to be obtained. Vertical Head of Business Unit / CFPC approval to be obtained for EDF waiver for Non-Status Holders.	Charges referred under GR / SB waiver under Exports to be collected
4	Request for EDF Waiver by Customers for Exporting goods on Free of Cost Basis (For Gems & Jewellery Sector, Articles of Gold and Precious metals)	EDF waiver can be provided to Status Holders subject to: i) Submission of request letter by customer for waiver of EDF for exporting goods falling under Gems & Jewellery Sector, Articles of Gold and Precious Metals on Free of Cost Basis ii) Amount of total EDF waiver provided in a Financial Year is restricted to Rs. 1 Crore or 2% of average Export Realization during preceding Three Financial Years whichever is lower iii) Recommendations by Home Branch	Head – CFPC / AGM / Chief Manager of CFPC can approve EDF waiver for Status Holders after complying with the Annual Limits. In case of any deviations, Vertical Head of respective business unit / CFPC approval to be obtained. Vertical Head of Business Unit / CFPC approval to be obtained for EDF waiver for Non-Status Holders.	Charges referred under GR / SB waiver under Exports to be collected

		that the customer is compliant with KYC /AML /CFT guidelines		
--	--	--	--	--

6. DIRECT DISPATCH OF EXPORT DOCUMENTS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Request for Dispatch of Documents directly to Consignee by Bank	Vertical Head of the respective business unit to approve request of customer (enjoying credit facilities) for Bank to directly dispatch documents to importer / consignee subject to following guidelines i) Request letter from customer along with the reasons for dispatch directly to Importer / Consignee ii) Home Branch recommendations that the Exporter is compliant with extant KYC / AML / CFT guidelines iii) CFPC / Branch can approve for customers not availing credit facilities from our Bank	i. CFPC / Branch can process direct dispatch of documents to consignee on approval by Vertical Head, in respect of customers enjoying credit facilities. ii. CFPC / Branch can process direct dispatch of documents to consignee where the customer is not enjoying any credit facilities.	Charges as applicable to Export Bills – Collection to be collected in addition to courier charges

2	Request for Dispatch of Documents directly to Consignee by Exporters	Vertical Head of the respective business unit to approve request of customer (enjoying credit facilities) to directly dispatch documents to importer / consignee subject to following guidelines i) Request letter from customer along with the reasons for dispatch directly to Importer / Consignee ii) Home Branch recommendations that the Exporter is compliant with extant KYC / AML / CFT guidelines iii) CFPC / Branch can approve for customers not enjoying credit facilities from our Bank	CFPC / Branch can process direct dispatch of documents to consignee on approval by Vertical Head (for customers enjoying credit facilities) subject to receipt of export documents within 21 days from date of Shipment. CFPC / Branch can approve for customers not enjoying credit facilities. In case customer submits documents after 21 days from date of shipment, Head – CFPC / AGM / Chief Manager of CFPC can approve after obtaining satisfactory reasons for delay in submission of documents	Charges as applicable to Commission on Export Collection Bills under Exports to be collected. No additional charges due to delay in submission of documents.
3	Purchase / Discounting of Direct Dispatch of Documents as provided in Sl. No. 1 and 2 above	Vertical Head of the respective business unit to approve request of customer for purchase / discount of export bills which were directly dispatched.	CFPC / Branch to process subject to receipt of approval by Vertical Head	Charges as applicable to Commission on Foreign Currency & Rupee bill P / D / N / RADV under Exports to be collected. In addition upfront deduction of interest would be applicable at the sanctioned ROI.

7. REGULARIZATION OF DIRECT DISPATCH OF DOCUMENTS (MBIL)				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Customer approach Bank for regularization of Export Bills directly dispatched to consignee / importer by exporter (MBIL)	Regularization of export bills (MBIL) can be permitted after ensuring that the Export proceeds have been realized in full except for the amount written off. Customer to provide the details of realization (FITT or NEFT / RTGS reference number) along with the export documents like copies of Shipping Bill / Bill of Lading / Commercial Invoice	CFPC / Branch to process MBIL subject to Export proceeds have been realized in full except for the amount written off.	Charges applicable to Free of Payment Bills (M – Bills) under Exports to be collected

8. SET OFF EXPORT RECEIVABLES AGAINST IMPORT PAYABLES				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Customer approach Bank for set-off of export receivables against import payables	Customer is permitted to set-off of Export receivables with their import payables subject to following guidelines: i) request letter for set off of export receivables against import payables along with full set of export and import documents to be submitted ii) Set off of outstanding export receivables against	CFPC / Branch to proceed for booking of Export Bill and Import Bill and match/close the entries in EDPMS and IDPMS. Balance if any should be paid / received by the Customer.	Export Bill: Charges applicable to Commission on Export Collection Bills under Exports to be collected Import Bill: Charges applicable to Import Collection Bill in

		outstanding import payables from / to the same overseas buyer or supplier iii) Set off of outstanding export receivables against outstanding import payables with their overseas group / associate companies; iii) Both the legs should be within the stipulated period for realization / payment or extended period, if any permitted by competent authority iv) CA certificate to be produced stating that the set-off does not result in tax evasion; v) Both Shipping Bill / EDF and Bill of Entry / BOE for Services should be reflected in E/IDPMS; vi) Third party transaction are permitted provided the names of the third party mentioned in BOE / SB vii) Set-off can be permitted in respect of High Sea Sale Imports provided our customer IEC / name is mentioned under HSS in Bill of Entry; viii) Declaration from Branch to be obtained that the Customer is not under investigation by DoE / CBI / or any other investigative agency; ix) The export / import transactions with Asian Clearing Union (ACU) countries are not permitted for set-off; x) The balances after set-off, if any, has to be received/paid.		Foreign Currency or INR under Imports to be collected
--	--	--	--	--

9. EXPORT CLAIMS / REFUND OF EXPORT PROCEEDS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Export Claims payable to Overseas Importer for reasons other than quality concerns / no re-import of goods into India	Export claims can be paid subject to following guidelines: i) Request letter from Exporter providing details of Shipping Bills for which export claims have to be paid ii) Export proceeds should be received through our Bank in Foreign currency and paid in the same currency iii) Exporter to undertake surrender of proportionate export incentives, if any, received for this export claim; iii) Satisfactory reasons to be provided for payment of export claims	Head – CFPC / AGM / Chief Manager of CFPC to permit payment of Export Claims. eBRC to be amended accordingly to adjust for the payment of export claims. Vertical Head of CFPC approval to be obtained in case of any deviations.	Charges as applicable to FOTT – Other than Imports under Remittance Outward to be collected.
2	Refund of Export Proceeds	Full Refund of export proceeds can be paid subject to following guidelines: i) Customer to provide details of shipping bills for which full refund to be made ii) Proof to be submitted for the reasons stated by the customer for full refund iii) Exporter should submit proof of refund of export incentives, if any, received for this export; iv)	Head – CFPC / AGM / Chief Manager of CFPC would permit payment of Refund of Export Proceeds. eBRC to be amended accordingly to adjust for the refund of export proceeds.	Charges as applicable to FOTT – Other than Imports under Remittance Outward to be collected.

		declaration to be obtained that the goods would be re-imported back to India within three months from the date of refund of export proceeds and the relative Shipping Bill details would be incorporated in the Bill of Entry.	Vertical Head of CFPC approval to be obtained in case of any deviations.	
--	--	--	--	--

10. AGENCY COMMISSION ON EXPORT OF GOODS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Agency commission on Exports where the commission is declared in Shipping Bill	Agency commission where the commission amount is declared in shipping bill can be paid after the relative shipment has been made and shipping bill is reflected in EDPMS	CFPC to process as per the amount declared in Shipping Bill	Charges as applicable to FOTT – Other than Imports under Remittance Outward to be collected.
2	Agency commission on Exports where the commission is NOT declared in Shipping Bill	Agency commission where the commission amount is not declared in shipping bill can be paid subject to following guidelines: i) Customer to request for payment of agency commission providing details of shipping bills and satisfactory reasons for non - declaration of agency commission in shipping bill; ii) Valid agreement / written	Head – CFPC / AGM / Chief Manager of CFPC to permit payment of Agency Commission up to 5% of the Shipping Bill Value. Vertical Head of CFPC approval to be obtained for payments beyond 5% of Shipping Bill Value or for any other deviations	Charges as applicable to FOTT – Other than Imports under Remittance Outward to be collected.

		agreement between exporter / overseas agent for payment of commission; iii) Export Proceeds should be realized iv) exporter to declare refund of export incentives received, if any;		
--	--	--	--	--

11. REDUCTION / WRITE-OFF OF SHIPPING BILLS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Reduction in the value (including non-realization of full export value / write-off) of Shipping Bill (for goods) / Invoices (for services) up to Rs. 10 Lakhs (or its equivalent in Foreign Currency)	For Export Bills with value up to Rs. 10 lakhs (or its equivalent in Foreign Currency) per Shipping Bill (for goods) / Invoice (for services), the reduction of export value (including non-realization of full export value / write-off) may be permitted based on the following guidelines: i) declaration from the exporter regarding reduction / non-payment of shipping bill ii) Customer should also declare that the respective shipping bill are not under any investigation by any regulatory agencies iii) Branch Head	Head – CFPC / AGM / Chief Manager of CFPC to approve reduction in value including non – realization of full value – Write – off of Shipping Bills / Invoices having value up to Rs. 10 lakhs or its equivalent.	Charges of Rs. 100 + GST would be applicable for each Shipping Bill. Declaration to be submitted applicable to Self-Declaration for closure of Shipping Bills / Bills of Entry

		recommendations that the customer is compliant with KYC / AML / CFT guidelines		
2	Reduction up to 25% of value of Shipping Bills / Invoices with value above Rs. 10 Lakhs (or its equivalent in Foreign Currency)	Reduction up to 25% of the Shipping Bill / Invoice value (for cases other than intermediary bank charges) can be permitted subject to following guidelines: i) Customer request letter providing the details of Shipping Bills / Invoices and reasons for reduction in value of Shipping Bill / Invoice value ii) Goods exported does not relate to export of commodities subject to floor price stipulations iii) Customer declaration that proportionate export incentives availed, if any, would be surrendered. If the reduction in value is on account of prepayment of usance export bills, discount to the extent of amount of proportionate interest on the unexpired period of usance, calculated at the ROI stipulated in the export contract or at the ARR of the currency of invoice where ROI is not stipulated in the contract.	Head – CFPC / AGM / Chief Manager of CFPC can permit reduction in value (for cases other than intermediary bank charges).	No service charges recovered for reduction up to 25% of the value of SB / Invoice

3	Reduction above 25% (including full – value / write-off) of value of Shipping Bills / Invoices with value above Rs. 10 Lakhs (or its equivalent in Foreign Currency)	Reduction above 25% (including full – reduction / write-off) of the Shipping Bill / Invoices with value above Rs. 10 Lakhs or its equivalent can be permitted subject to following guidelines: i) Customer request letter providing the details of shipping bill / invoices and reasons for reduction in value (including full – value reduction / write-off) ii) Steps initiated for recovery like serving legal notice / sending letters on non-recovery to High Commission / Embassy of India in Importer Country / sending letters on non-recovery to High Commission / Embassy of Import Country in India with their acknowledgement iii) CA certificate that the Shipping Bill / Invoice are outstanding for non-payment iv) ECGC settlement letter due to non-payment of Export, if any v) Proof of Goods auctioned or destroyed by Port / Customs / Health authorities in the importing country, if any vi) Importer is not traceable and legal action would be expensive and cumbersome vii) Documentary evidence of surrender of proportionate export incentive, if any, availed in respect of the relative shipping bill	Approval of Vertical Head of CFPC to be obtained for reduction above 25% (including full reduction / write-off) of the value of Shipping Bill /Invoices with value above Rs. 10 lakhs or its equivalent.	Charges as applicable to write off provided under Exports to be collected
---	--	---	--	---

12. CLOSURE OF ADVANCE INWARD REMITTANCES IN EDPMS WHERE EXPORTS NOT MATERIALIZED				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Closure of Inward Remittance in EDPMS due to non-materialization of Exports	Advance inward remittances received for Export of Goods / Services can be closed in EDPMS in case where exports not materialized subject to following guidelines: i) Customer request letter to close the advance inward remittance providing satisfactory reasons ii) Customer should be in export business for a minimum period of Three Financial Years and satisfactory conduct of Forex business with the Bank iii) Branch Head confirmation that the customer is compliant with KYC / AML / CFT guidelines and no investigations are pending against the customer iii)	Head – CFPC / AGM / Chief Manager of CFPC can permit closure of Advance Inward Remittance in EDPMS up to a maximum of USD 50,000 per customer per Financial Year. For other cases, approval of Vertical Head of CFPC to be obtained.	Charges as applicable to write off provided under Exports to be collected

13. OUTSTANDING SHIPPING BILLS BEYOND ONE YEAR FROM THE DUE DATE OF REALIZATION				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Export proceeds not realized within one year from the due date of realization	Customer should submit request letter providing the details of shipping bill and seek extension in due date of realization. If customer does not seek extension in due date, <u>further Export Transaction (export bill booking) for the same overseas customer*</u> to be processed subject to following guidelines: i) Receipt of Full Advance Remittance ii) Receipt of Irrevocable Letter of Credit (FEDAI mail dated 24/06/2026)	Head – CFPC / AGM / Chief Manager of CFPC approval to be obtained before booking Export Bills (Except MBIL) for customers with outstanding shipping bills beyond one year from the due date of realization.	If permitted, service charges applicable to booking of export bills / MBIL to be collected.

(*) Clarification issued by FEDAI vide their email dated 24th June 2026

GUIDELINES ON PROCESSING OF IMPORT OF GOODS AND SERVICES TRANSACTIONS

1. TIME PERIOD FOR SETTLEMENT OF IMPORTS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Time limit for payment of normal imports (up to 3 months from the due date for Advance Remittance and 1 year from the Bill of Entry date)	Payment for Imports (Advance Remittance / Bills of Entry) to be done within the period specified in the underlying contract or time specified in Proforma Invoice. Due date extensions can be permitted subject to following guidelines: i) Customer request letter with reasons for delay in payment ii) Customer declaration that No interest is being paid for the delay iii) If the delay is beyond one year from the bill of entry date, then CA certificate to be produced stating that the import is outstanding in the books of the Importer for payment before permitting further extension.	CFPC to process the due date extension up to 3 months from the original due date for Advance Remittance and up to 1 year from the Bill of Entry date. Vertical Head of CFPC approval to be obtained for extending the due date beyond 3 months from the original due date for Advance Remittance and beyond 1 year from the Bill of Entry date.	No penal charges applied due to delay in payment.

2. ADVANCE REMITTANCE FOR IMPORTS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Advance Remittance for Import of Goods (Excluding Advance Remittance for Import of Gold / Silver)	Advance Remittances for Import of Goods is permitted subject to following guidelines: i) Remitter to be a regular customer of the Bank with minimum vintage of 6 months of satisfactorily conducted accounts. Vintage of 6 months can be waived by respective Vertical Head ii) Customer not having outstanding SB / BOE / IRM / ORM in our AD Code beyond the due date or extended due date iii) The proforma invoice / commercial invoice should state the due date of Shipment for monitoring purposes. Customer to ensure that the Goods are imported within the due date of shipment and BOE details submitted to Bank for matching and closing in IDPMS iv) Advance remittance is permitted up to USD 5,000,000 (or equivalent) per	Limits for permitting Advance Remittances are as follows: a) Advance Remittance Scrutiny Official at CFPC: up to USD 100,000 or equivalent; b) Advance Remittance by Head – CFPC / AGM / Chief Manager of CFPC: between USD 100,001 to USD 250,000 or equivalent; c) Advance Remittance by Vertical Head of respective business unit: between USD 250,001 to USD 2,000,000 or its equivalent; d) Advance Remittance by ED: between USD 2,000,001 to USD 5,000,000 or its equivalent; v) Head – CFPC / AGM / Chief Manager of CFPC can permit advance remittance beyond USD 5,000,000 or its equivalent	Service charges specified under Import Collection Bill in Foreign Currency or INR under Imports to be collected.

		import. If the amount of Advance Remittance exceeds USD 5,000,000 (or equivalent), an unconditional, irrevocable Standby Letter of Credit (SBLC) or a Foreign Bank Guarantee (FBG) to be obtained v) Credit opinion report on overseas beneficiary to be obtained by Bank (from any reputed credit rating agency) for advance remittance exceeding USD 100,000 (or equivalent) per remittance. Obtaining credit opinion report on overseas beneficiary can be waived by respective Vertical Heads.	subject to obtaining SBLC / FBG. DGM of respective Business Unit can approve in the absence of Vertical Head. Respective Vertical Head can approve in the absence of ED.	
2	Advance Remittance for Import of Gold and Silver by Qualified Jewellers (QJ) as notified by IFSCA (Advance Remittance for Import of Gold & Silver other than through IFSCA notified agencies is not permitted)	Advance remittances for import of gold and silver by qualified jewellers are permitted subject to following guidelines: i) Approval from International Financial Service Centre Authority (IFSCA) to directly import gold and silver from India International Bullion Exchange (IIBX) from Gift City or any other similar exchange authorized by IFSCA. ii) Remitter to be a regular customer of the Bank with minimum vintage of 6 months of satisfactorily conducted accounts. Vintage of 6 months can be waived by respective Vertical Head iii) QJ to produce the the sale contract or any other documents in the nature of an irrevocable purchase	Limits for permitting Advance Remittances are as follows: a) Advance Remittance Scrutiny Official at CFPC: up to USD 100,000 or equivalent; b) Advance Remittance by Head – CFPC / AGM / Chief Manager of CFPC: between USD 100,001 to USD 250,000 or equivalent; c) Advance Remittance by Vertical Head of respective business unit: between USD 250,001 to USD 2,000,000 or its equivalent; d) Advance Remittance by ED: Above USD 2,000,001.	Service charges specified under Import Collection Bill in Foreign Currency or INR under Imports to be collected.

		order for advance payment iv) Customer not having outstanding SB / BOE / IRM / ORM in our AD Code beyond the due date or extended due date v) QJ can remit advance payment for 11 days only. QJ should submit the BOE within 11 days from the date of Advance Remittance or funds should be returned back within 11 days. Any excess amount also to be returned back within 11 days iii) Beneficiary of the advance remittance should be approved by IFSCA.	DGM of respective Business Unit can approve in the absence of Vertical Head. Respective Vertical Head can approve in the absence of ED.	
3	Advance Remittance for Import of Services (Including Imports of Software / Drawings / Designs)	Advance Remittances for Import of Services is permitted subject to following guidelines: i) Remitter to be a regular customer of the Bank with minimum vintage of 6 months of satisfactorily conducted accounts. Vintage of 6 months can be waived by respective Vertical Head ii) Customer not having outstanding SB / BOE / IRM / ORM in our AD Code beyond the due date or extended due date iii) The proforma invoice / commercial invoice should state the due date by which the Services would be provided for monitoring purposes. Customer to ensure that the Services are received within the due date iv) Advance remittance is permitted up to USD 500,000 (or	Limits for permitting Advance Remittances are as follows: a) Advance Remittance Scrutiny Official at CFPC: up to USD 100,000 or equivalent; b) Advance Remittance by Head – CFPC / AGM / Chief Manager of CFPC: between USD 100,001 to USD 250,000 or equivalent; c) Advance Remittance by Vertical Head of respective business unit: between USD 250,001 to USD 500,000 or its equivalent; v) Head – CFPC / AGM / Chief Manager of CFPC can permit advance remittance beyond USD 500,000 or its equivalent subject to obtaining SBLC / FBG.	Service charges as applicable to FOTT – Other than Imports provided under Remittance Outward to be collected.

		equivalent) per Service Contract. If the amount of Advance Remittance exceeds USD 500,000 (or equivalent), an unconditional, irrevocable Standby Letter of Credit (SBLC) or a Foreign Bank Guarantee (FBG) to be obtained v) Credit opinion report on overseas beneficiary to be obtained by Bank (from any reputed credit rating agency) for advance remittance exceeding USD 100,000 (or equivalent) per remittance. Obtaining credit opinion report on overseas beneficiary can be waived by respective Vertical Heads.	DGM of respective Business Unit can approve in the absence of Vertical Head.	
4	Advance Remittance for Import of Rough Diamonds	Advance remittance for Import of Rough Diamond is permitted subject to: i) Importer should be recognized processor of rough diamonds and be a regular customer of the Bank with minimum vintage of 6 months of satisfactorily conducted accounts. Vintage of 6 months can be waived by respective Vertical Head ii) Customer not having outstanding SB / BOE / IRM / ORM in our AD Code beyond the due date or extended due date iii) The proforma invoice / commercial invoice should state the due date of Shipment for monitoring purposes. Customer to ensure that the Goods are imported within the	Limits for permitting Advance Remittances are as follows: a) Advance Remittance Scrutiny Official at CFPC: up to USD 100,000 or equivalent; b) Advance Remittance by Head – CFPC / AGM / Chief Manager of CFPC: between USD 100,001 to USD 250,000 or equivalent; c) Advance Remittance by Vertical Head of respective business unit: between USD 250,001 to USD 2,000,000 or its equivalent; d) Advance Remittance by ED: between USD 2,000,001 to USD 5,000,000 or its equivalent; v)	Service charges specified under Import Collection Bill in Foreign Currency or INR under Imports to be collected.

		due date of shipment and BOE details submitted to Bank for matching and closing in IDPMS iv) Payment to be remitted to Overseas Mining Companies recommended by GJEPC v) Kimberly certification to be obtained	Head – CFPC / AGM / Chief Manager of CFPC can permit advance remittance beyond USD 5,000,000 or its equivalent subject to obtaining SBLC / FBG. DGM of respective Business Unit can approve in the absence of Vertical Head. Respective Vertical Head can approve in the absence of ED.	
5	Advance Remittance for Import of Aircrafts / Helicopters / Shipping Vessels / Other aviation and shipping vessels related purchases	Advance remittance for Import of Aircrafts / Helicopters / Shipping Vessels / Other aviation and shipping vessels related purchases is permitted subject to following guidelines: i) Importer should be regular customer of the Bank with minimum vintage of 6 months and having license to import (including used / second hand) or permitted by DGCA to operate scheduled or non-scheduled air transport service (including air taxi services). Minimum vintage period of 6 months can be waived by respective Vertical Head ii) Customer should not have outstanding SB / IRM / BOE / ORM entries beyond the due date or extended due date iii) The proforma invoice / commercial invoice should state the due date of Shipment for	Limits for permitting Advance Remittances are as follows: i) Advance Remittance Scrutiny Official: up to USD 1,000,000 or equivalent ii) Advance Remittance by Head - CFPC / AGM / Chief Manager of CFPC: between USD 1,000,001 to USD 2,500,000 or equivalent iii) Advance Remittance by Vertical Head of respective business unit: between USD 2,500,001 to USD 20,000,000 or its equivalent iv) Advance Remittance by ED: between USD 20,000,001 to USD 50,000,000 or its equivalent v) Head - CFPC can permit advance remittance beyond USD 50,000,000 or its	Service charges specified under Import Collection Bill in Foreign Currency or INR under Imports to be collected.

		monitoring purposes. Customer to ensure that the Goods are imported within the due date of shipment and BOE details submitted to Bank for matching and closing in IDPMS iv) Advance remitted permitted up to USD 50,000,000 or its equivalent v) Advance remittance beyond USD 50,000,000 or its equivalent to be permitted after obtaining SBLC / FBG from an overseas bank; vi) Credit opinion report to be obtained for overseas beneficiary from any recognized credit rating agency	equivalent subject to obtaining SBLC / FBG. DGM of respective Business Unit can approve in the absence of Vertical Head. Respective Vertical Head can approve in the absence of ED.	
6	Advance Remittance for Import of Other Precious Metals like Platinum / Palladium / Rhodium / Precious and Semi – Precious Stones	Guidelines as applicable to Advance Remittance for Import of Goods (Sl. No. 2.1 above)	Guidelines as applicable to Advance Remittance for Import of Goods (Sl. No. 2.1 above)	Service charges specified under Import Collection Bill in Foreign Currency or INR under Imports to be collected.

3. DECLARATION OF IMPORT OF GOODS AND SERVICES				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Declaration of Import of Goods	The bills of entry for goods imported are uploaded by Customs Department in IDPMS. The same gets reflected in AD code declared by Importer at the time of Import.	CFPC will download the Bills of entry uploaded in our Bank AD code for further processing. CFPC will not physically input any Bills of Entry, in IDPMS, issued by customs authorities	No service charges for download of BOE from IDPMS portal
2	Declaration of Import of Services including Import of Software / Drawings / Designs etc	CFPC will enter the details of Import of Services, in IDPMS, as declared and submitted by the customer at the time of Import payments. The outward remittance effected for Import of Services would be uploaded in IDPMS. The declaration of Import of Services in IDPMS would be matched with the ORM and closed in IDPMS.	CFPC will be permitting to input the details of Import of Services in IDPMS as well as upload the related Outward Remittances too for matching and closing	Upload of declaration of Import of Services in IDPMS would be charges as applicable to Issuing Certificates / Attestation under Imports. In addition service charges mentioned under Sl. No. 2.3 above would be collected

4. THIRD PARTY PAYMENTS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Third Party Payments where the third-party details declared in Bills of Entry	Payment of Imports to Third party declared in Bill of Entry is permitted.	CFPC to check the third-party details in BOE and process for payment	No additional charges for payment to third party declared in BOE
2	Third Party Payments where the third-party details are NOT declared in Bills of Entry	Payments can be made to third party not declared in Bills of Entry subject to following guidelines: i) Letter to be obtained from Importer explaining the reasons for payment to Third Party ii) Reasons for not declaring the third-party details in Bill of Entry iii) The third party is not from a country classified as High Risk & Non Cooperative jurisdiction by FATF	CFPC is permitted to process payment to third-party not declared in Bill of Entry up to USD 250,000 or its equivalent. Vertical Head of respective Business Unit approval to be obtained in case the remittance exceeds USD 250,000.	No additional charges for payment to third party not declared in BOE
3	Third party payments for Advance Remittance	Advance remittance to third-parties for Import of Goods can be permitted subject to following guidelines: i) Letter to be obtained from Importer providing the reasons for payment to third party ii) Branch declaration that Customer is compliant with KYC /	As provided in Discretion under Sl. No. 2.1 Advance Remittance for Import of Goods and Services	No additional charges for advance remittances to third-party for import of goods

		AML / CFT guidelines iii) The third party is not from a country classified as High Risk & Non Cooperative jurisdiction by FATF		
--	--	--	--	--

5. IMPORTS NOT MATERIALIZED WHERE ADVANCE REMITTANCE MADE				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Imports not materialized where Advance Remittance was / were made	If Imports not materialised within the contracted due date, customer can request the Bank to extend the due date by providing reasons for delay in completion of Import. If the Import is still not materialized even after the extended due date and the entry in IDPMS is still outstanding, the importer shall repatriate the advance remittance. If the advance remittance is not repatriated within the contract period or extended period, and entry is outstanding in IDPMS, any future advance payments for imports by the	CFPC to process Advance Remittance after ensuring that the importer has no Outward Remittances (ORM) Pending in IDPMS beyond the due date or extended due date. If ORM is outstanding beyond the due date or extended due date, further transactions to be processed based on the receipt of SBLC / FBG.	Normal service charges applicable to Import of Goods to be collected.

		importer shall require an unconditional, irrevocable SBLC or a guarantee from an international bank.		
--	--	--	--	--

6. DIRECT RECEIPT OF DOCUMENTS BY IMPORTER				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES

1	Receipt of Documents by Importer directly from Overseas suppliers (for all sectors) for value up to USD 300,000 or its equivalent	Customers can be permitted to receive Import Documents directly from overseas suppliers up to USD 300,000 subject to following guidelines: i) Importer should be regular customer of the Bank with minimum vintage of 6 months of satisfactorily conducted accounts. Minimum vintage period of 6 months can be waived by respective Vertical Head ii) Customer should not have outstanding SB / IRM / BOE / ORM entries beyond the due date or extended due date iii) Full set of copy documents including Bill of Entry, if any to be submitted for booking and payment.	CFPC can process the Import Bill documents received directly by the Customers based on the instructions of the Importer for Sight or Usance payment.	Service charges mentioned in Import Bill Directly received by the Importer under Imports is recovered
2	Receipt of Documents by Importer directly from Overseas suppliers (for all sectors) for value above USD 300,000 or its equivalent	In addition to details referred in Sl. No. 6.1 above, customer should also comply with any one of the following conditions: i) Status holder exporter as defined in Foreign Trade Policy ii) 100% Export Oriented Unit / Unit in Special Economic Zones (SEZ) iii) Public Sector undertaking iv) Private / Public Limited Companies. In addition, Credit opinion report of the overseas Beneficiary to be obtained from any reputed credit rating agency or KYC report from the Overseas Banker where the overseas supplier is maintaining their account.	CFPC can process the Import Bill documents received directly by the customer based on the instructions of the Importer for Sight or Usance payment. In case of deviations, Vertical Head of CFPC approval to be obtained for processing the transactions.	Service charges mentioned in Import Bill Directly received by the Importer under Imports is recovered

3	Receipt of documents by our Branches directly from overseas suppliers	Receipt of documents by our Branches directly from overseas supplier is permitted subject to following guidelines : i) Importer customer is a regular customer of the Bank with minimum vintage of 6 months. Vertical Head of the respective business unit can waive the vintage requirement ii) The value of the import bill does not exceed USD 300,000.	CFPC can process the Import Bill documents received directly from the overseas supplier based on the instructions of the overseas supplier for Sight or Usance payment. In case of deviations, Vertical Head of CFPC approval to be obtained for processing the transactions	Service charges mentioned in Import Bill Directly received by the Importer under Imports is recovered

7. WRITE OFF / CLOSURE OF BILLS OF ENTRY

SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Closure of Bill of Entry where the BOE amount is up to Rs. 10 lakhs or its equivalent (both Courier and Non – Courier BOE)	Customer to request for closure of Bill of Entry in IDPMS by submitting the following documents: i) Declaration that the Bill of entry has been paid ii) if not paid, reasons to be stated iii) No Outward Remittance is created and outstanding in IDPMS iv) Bill of Entry are not under investigation by any regulatory agencies Branch / Business unit to forward to CFPC for closure of BOE in IDPMS by providing declaration that the customer is compliant with KYC / AML / CFT guidelines.	CPFC to close the BOE in IDPMS based on the simple declaration by customer.	No charges for closure of BOE in IDPMS
2	Closure of Bill of Entry where the BOE amount is above Rs. 10 lakhs or its equivalent on Free of Cost basis / No commercial involved / Sample Goods Imported	Customer to request for closure of Bill of Entry in IDPMS by submitting the following documents: i) Declaration that the Goods have been Imported on Free of Cost / Goods Imported has no commercial value / Sample Goods Imported (as the case may be) ii) Commercial Invoice mentioning value of goods as NIL or Credit Note submitted by Overseas Supplier iii) CA certificate that the Goods have been imported on Free of Cost basis / Goods	CFPC to close the BOE in IDPMS based on the declaration and documents received from the customer	No charges for closure of BOE in IDPMS

		imported has no commercial value / Sample goods imported iv) BOE are not under investigation by any regulatory agencies. Branch / Business unit to forward to CFPC for closure of BOE in IDPMS by providing declaration that the customer is compliant with KYC / AML / CFT guidelines.		
--	--	---	--	--

8. REDUCTION IN VALUE OF BILLS OF ENTRY				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Reduction in value (Other than full reduction) of Bill of Entry where the BOE amount is up to Rs. 10 lakhs or its equivalent (both Courier and Non – Courier BOE)	Customer to request for reduction in value of Bill of Entry in IDPMS by submitting the following documents: i) Provide letter stating the amount of reduction in value agreed between the importer and overseas supplier ii) Provide reasons for reduction iii) Declare Bill of Entry is not under investigation by any regulatory agencies iv) If the BOE provides the reduction in value of bill of entry as discount or by any other notation, then the customer need not comply	CFPC to handle the payment at reduced value and close the balance amount of BOE in IDPMS	No service charges for reduction in value of BOE. Balance payment to be charged similar to Advance Remittance for Import of Goods

		with conditions mentioned under i to iii above. Branch / Business unit to forward to CFPC for reduction in value of BOE in IDPMS by providing declaration that the customer is compliant with KYC / AML / CFT guidelines.		
2	Reduction in value (Other than full reduction) of Bill of Entry where the BOE amount is up to Rs. 10 lakhs or its equivalent (both Courier and Non – Courier BOE)	Customer to request for reduction in value of Bill of Entry in IDPMS by submitting the following documents: i) Provide letter stating the amount of reduction in value agreed between the importer and overseas supplier ii) Provide reasons for reduction iii) Provide acceptance letter for reduced amount of payment by overseas supplier iv) Declare Bill of Entry is not under investigation by any regulatory agencies iv) CA certificate stating that the reduced amount is accounted in the books of the Importer v) Importer to declare that the reduced amount is not paid separately vi) If the BOE provides the reduction in value of bill of entry as discount or by any other notation, then the customer need not comply with conditions mentioned under i to v above. Branch / Business unit to forward to CFPC for reduction in value of BOE in	CFPC to handle the payment at reduced value and close the balance amount of BOE in IDPMS	No service charges for reduction in value of BOE. Balance payment to be charged similar to Advance Remittance for Import of Goods

		IDPMS by providing declaration that the customer is compliant with KYC / AML / CFT guidelines.		
--	--	--	--	--

9. FULL OR PARTIAL CLOSURE OF ADVANCE REMITTANCE (ORM) IN IDPMS				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Full or Partial closure of Advance Remittance (ORM) in IDPMS	Advance Remittance can be closed in full or partial amount in IDPMS subject to submission of following documents: i) Reasons for non – repatriation of full or part of the amount sent as Advance Remittance for Import of Goods / Services ii) Steps initiated for recovery like serving legal notice / sending letters on non-recovery to High Commission / Embassy of India in Importer Country / sending letters on non-recovery to High Commission / Embassy of Importing Country in India with their acknowledgement; iii) CA certificate (if the amount of remittance to be closed is above Rs.	CFPC can close the ORM up to Rs. 10 lakhs in IDPMS. Vertical Head of CFPC approval to be obtained for closure of ORM beyond Rs. 10 lakhs in IDPMS.	Service charges as applicable to Write Off of Shipping Bills provided under Exports to be collected

		10 lakhs or equivalent) that the advance remittance was not repatriated to the extent to be closed in IDPMS iv) Goods auctioned or destroyed by Port / Customs / Health authorities in the importing / exporting country; f) Overseas supplier is not traceable and legal action would be expensive and cumbersome;		
--	--	---	--	--

GUIDELINES ON PROCESSING MERCHANTING TRADE TRANSACTIONS

1. MERCHANTING TRADE TRANSACTIONS (MTT)				
SL. NO	TRANSACTION	WORKFLOW	DISCRETION	DOCUMENTS REQUIRED AND APPLICABLE CHARGES
1	Eligible Customers	i. Customer should have satisfactorily conducted account with minimum vintage of 6 months with the Bank. Vertical Head of the respective business unit can waive the requirements of 6 months vintage with our Bank ii. Customers should be engaged in Forex Business and understands the risk associated with MTT.	CFPC can process MTT if the guidelines are complied	Charges are applicable at the time of handling forex transactions which is provided in subsequent paragraphs
2	Eligible Goods	The underlying goods should be permitted for overseas trade as per India's Foreign Trade Policy	CFPC to check the underlying goods before processing the transactions	Charges are applicable at the time of handling forex transactions which is provided in subsequent paragraphs

3	Time Period	i. Time period between outward remittance and inward remittance or vice versa should not exceed six months. ii. The commencement date of MTT shall be Date of Shipment / Export Leg Receipt / Import Leg Payment, whichever is first iii. The completion date of MTT shall be the Date of Shipment / Export Leg Receipt / Import Leg Payment, whichever is last	CFPC can permit extension in time-period up to 12 months subject to receipt of satisfactory reply for delay from Customer. Any delay beyond 12 months needs the approval of Vertical Head of CFPC	Charges applicable to Extension in Due Date of Bill under Exports to be collected for each extension
4	Third Party Transactions	Outward remittances to be sent to the overseas seller and inward remittances must be received from the overseas buyer only. If third party payments or receipts are involved, customer has to approach in advance by providing reasons for seeking approval for third party payments / receipts.	For Third party payments or receipts, approval from Vertical Head of CFPC to be obtained. For all other cases, CFPC can process the transactions	No separate charges for permitting third party payments / receipts

5	Other Conditions	i. Advance Remittance for Imports is permitted up to USD 500,000 or its equivalent. Advance remittance above USD 500,000 can be permitted on production of SBLC or FBG for the total amount ii. If Advance Remittance for Exports is received prior to payment for Imports, the amount should be held in lien till the import payment is made iii. The MTT should result in Profit iv. Customer to submit the photocopies of Import and Export Documents along with copies of Bill of Lading for verification purpose. Bank can check the genuineness of the Bill of Lading by making appropriate Vessel / Container check v. Both Import and Export leg should be routed through our Bank only	CFPC to process the MTT transaction subject to compliance with the laid down guidelines	Separate charges for processing Export and Import Transactions would be levied. For Export, Service charges as applicable to Commission on Export Collection Bills under Exports and Import Collection bill in Foreign Currency or INR under Imports would be collected. Vessel / Container Check charges as incurred by the Bank (actual charges + GST) would also be recovered from the customer.
---	------------------	---	---	---

6	Write-off of unrealized amount of Export Leg of MTT	Write-off of unrealized amount of Export Leg, without any ceiling, is subject to following guidelines: i. The MTT buyer has been declared insolvent and a certificate from Official Liquidator specifying that there is no possibility of recovery of export proceeds to be produced ii. The goods exported has been auctioned or destroyed by the Port / Customs / Health authorities in the importing country and a certificate to that effect has been produced iii. The unrealized amount of the export leg represents the balance due in a case settled through the intervention of the Indian Embassy, Foreign Chamber of Commerce of similar Organization. iv. The Customer should be KYC / AML / CFT compliant v. The Transactions should not be under investigations under FEMA or any other investigating agencies	The Vertical Head of CFPC to approve write-off of unrealized amount of Export Leg of MTT	Charges applicable for Write Off provided under Exports to be collected
---	---	---	--	---

		vi. The counterparty to the MTT is not from a country classified as High Risk & Non Co-operative jurisdiction by FATF		
--	--	---	--	--

Other Terms and Conditions:

1. Time Line for Eligible Current Account Transactions would be processed on the same day (T+0) if received before the cut-off time of 3.00 PM subject to all underlying documents / details are provided
2. Time Line for Capital Account Transactions would be processed subject to submission of all the ODI/FDI forms duly filled in with all the required attachments and subject to compliance with regulatory guidelines
3. Time Line for establishment Foreign LC / Foreign BG is subject to availability of Limits, margin requirements and compliance with regulatory / internal guidelines
4. For redressal or any complaints, please visit : <https://www.kvb.bank.in/customer-service/customer-support/>
5. The SOP is subject to guidelines issued by RBI from time to time on Foreign Exchange Management (Export and Import of Goods and Services) Regulations 2026
6. For charges on Foreign Exchange Transactions, please visit : <https://www.kvb.bank.in/service-charges-fees/>